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**The American University in Dubai**  
**Dubai, United Arab Emirates**  
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**Effective Fall 2018**

*The statements and policies set forth in this Catalog (effective September 2018) are for informational purposes only and should not be construed as the basis of a contract between the student and the institution. While every effort is made to provide accurate and current information, AUD reserves the right to change, without notice to the individual student, any provision in this Catalog. Every effort will be made to keep students advised of any such changes.*

## FROM THE OFFICE OF THE PRESIDENT...

It is my pleasure to preface the *AUD 2018-2019 Undergraduate Catalog*. The university's scope and its two-pronged approach to education (i.e., career preparation and "whole person" development) are reflected throughout its pages.

**His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and Ruler of Dubai**, for whose support The American University in Dubai is infinitely grateful, recognizes that it is ultimately through education that the U.A.E. and Dubai will achieve the goal of sustainable prosperity and peace – requisites for a society in which each individual can contribute according to his or her unique capabilities. At AUD – Dubai's American university – it should be no surprise, therefore, that a commitment to excellence, societal relevance, and an appreciation for lifelong learning sets the context for how education enriches the individual as a means to impacting society.

This *AUD Undergraduate Catalog* provides a snapshot of the academic programs, degree requirements, and policies presently in force at AUD. It also serves to profile the university, providing a useful look at its Mission, Philosophy, and Goals. Current and prospective students should consult the *Catalog* for information pertinent to their area of study. Other members of the university's constituencies will derive valuable insight into the breadth of educational endeavor at The American University in Dubai.

Our schools and departments would be pleased to answer any questions the reader may have on *Catalog* contents. Comments are appreciated.

Sincerely,

**Stephen Franklin**  
***Interim President***



## ABOUT THE AMERICAN UNIVERSITY IN DUBAI (AUD)

- Overview
- AUD Governing Board
- Administration
- AUD as an American Institution of Higher Learning
- Accreditation, Licensure and Substantial Equivalency
- Mission and Goals
- Vision
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- Facilities
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- Institutional Effectiveness



## Overview

The American University in Dubai is a private, non-sectarian institution of higher learning founded in 1995. AUD's enrollment in 2017-2018 averaged 2,200 students. In Spring 2018, over one hundred nationalities were represented in the AUD student body.

AUD offers both undergraduate and graduate degrees and Certificates in Middle Eastern Studies and Professional Teaching.

School	Program	Degree	Major, Track or Emphasis
Architecture, Art and Design	Architecture	B.Arch.	-
	Interior Design	B.F.A.	Integrated Computational Design Hospitality Design
	Visual Communication	B.F.A.	Advertising, Digital Media, Graphic Design, Studio Art
Arts and Sciences	International Studies	B.A.I.S.	Middle Eastern Studies, International Development, International Relations
	Psychology	B.A.	-
	Middle Eastern Studies	Certificate	-
Business Administration	Business Administration	B.B.A.	Accounting, Economics, Finance, Management, Marketing, Advertising and Integrated Marketing Communications
		M.B.A.	General, Finance, Management, Marketing
Mohammed Bin Rashid School for Communication	Communication and Information Studies	B.C.I.S.	Digital Production and Storytelling, Journalism
		M.A.*	
Education	Education	M.Ed.	Elementary, Secondary
	Professional Teaching	Certificate	-
Engineering	Civil Engineering	B.S.C.E.	-
	Computer Engineering	B.S.Comp.E.	-
	Electrical Engineering	B.S.E.E.	-
	Mechanical Engineering	B.S.M.E.	-
	Construction Management	M.S.C.M.	-

\*Degree in Leadership and Innovation in Contemporary Media

In addition to courses in their chosen program/major, undergraduate students in all disciplines must follow a curriculum in Arts and Sciences. This is in fulfillment of the general education portion of their degree requirements.

Through its Center for English Proficiency (C/EP), the university also conducts Intensive English programs designed to develop university-level English language skills in students requiring additional language study before commencing university.

The university's faculty possess appropriate academic credentials. Furthermore, many are or have been practicing professionals of note. In terms of faculty composition, North Americans have the highest representation of any national group.

AUD's multi-complex facility has been conceived with the objective of supporting the university's programs (both academic and extra-curricular) to an American standard. The campus surroundings include Dubai Internet City and Media City.

## **AUD Governing Board**

### **Mr. Justin G. Cooper (Chairman)**

*Founder and CEO Foxcroft Strategy Group LLC; Longtime Advisor to President William J. Clinton*

### **Dr. Habib Al Mulla (Vice-Chairman)**

*Chairman and Co-Managing Partner of Baker & McKenzie*

### **Mr. Elias N. Bou Saab (Secretary)**

*Executive Vice President, The American University in Dubai*

### **Dr. Steve G. Franklin**

*President/CEO Global Access Learning, Inc.*

### **Mr. Joseph Ghossoub**

*Chairman of G&Co; former World President, International Advertising Association*

### **Dr. Lance E. de Masi**

*President Emeritus*

## **Administration**

The administration of The American University in Dubai endeavors to fulfill the university's Mission in terms of both academic excellence and attention to the student as an "individual." Operatively, this entails the enforcement of academic policies and procedures, the availability of staff for counseling and advisement, the support of extra-curricular activities that develop the "whole person," and a general sense of fairness in all dealings.

### **Dr. Stephen Franklin**

*Interim President*

Ph.D., The University of Oklahoma; M.B.A., Georgia State University; M.A., The University of Oklahoma; B.A., Abilene Christian University

### **Mr. Elias N. Bou Saab**

*Executive Vice President*

M.A. (1994), Boston University; B.B.A., American InterContinental University

### **Dr. Jihad S. Nader**

*Vice President for Institutional Advancement and Development*

Ph.D. (1987), University of Toronto; M.B.A., American University of Beirut; B.B.A., American University of Beirut

### **Dr. Imad Y. Hoballah**

*Provost and Chief Academic Officer*

Ph.D. (1986), Syracuse University; M.B.A., Columbia University; M.S., Syracuse University; B.S., The Lebanese University; Diploma, International Institute for Management Development

### **Mrs. Maya Amiouny**

*Chief Financial Officer*

M.B.A. (1986), American University of Beirut; B.A., American University of Beirut

### **Dr. Robin Anke**

*Dean of Student Services*

Ed.D. (2000), University of Pittsburgh; M.A., Edinboro University; B.A., Mercyhurst College

### **Mrs. Angele El Khoury**

*Director of Human Resources*

M.S.S.W. (1995), Saint Joseph University (Beirut); B.S., Saint Joseph University (Beirut)

**Mrs. Nelly Halabi**

*Heath Center Director*

B.S.N. (1982), Saint Joseph University, Lebanon; L.S.H., Ministry of Health, France; N.L., Ministry of Health, Lebanon; DOHL: Dubai, U.A.E. Outpatient & Specialist Clinics, School and University Clinics

**Dr. Suleiman Hamdan**

*Director of Institutional Effectiveness*

Ed.D. (1999), Wayne State University; Ed.S., Wayne State University; M.A.T., Wayne State University; B.A., Wayne State University

**Mrs. Matilda M. Jabbour**

*Registrar*

Technical Baccalaureate (1985), Business Automation Training Center (Beirut)

**Mrs. Carol A. Maalouf**

*Director of Admissions*

M.Ed. (2004), American InterContinental University; B.F.A., Lebanese American University

**Mrs. Tala K. Makhoul**

*Director of Student Retention and Success*

M.Sc. (2000), Nottingham University; B.B.A., American University of Beirut

**Mr. Khalil Salem**

*Director of Communications*

B.S. (1994), Lebanese American University

**Mr. Elie H. Sawaya**

*Director of Central Services*

Lebanese Baccalaureate (1986)

**Ms. Elizabeth Thompson**

*Director of Library Services*

M.I.S. (2003), University of KwaZulu Natal; B.A., University of Natal

## *AUD as an American Institution of Higher Learning*

It is widely believed that American education is synonymous with “quality.” This belief is particularly prevalent with regards to American education at the university level. Several factors are judged to explain this excellence: a curriculum that imparts general knowledge but allows for significant specialization; faculty who consistently contribute to scholarship in addition to exercising their classroom duties; teaching methods that develop in students strong skills in critical reasoning and accurate and persuasive self-expression; the maintenance of high academic standards via clear and consistent policies; and instilling in students an appreciation for life-long learning.

***The American University in Dubai seeks to duplicate this American recipe for success.*** Syllabi and textbooks are the same as those used in the United States. In addition, the predominance of American and American-trained faculty further ensures that the university be American in substance as well as in name. Expectations of academic performance either match or exceed those prevailing on a “typical” American campus.

But as with any institution of higher learning, The American University in Dubai – albeit by working within an American framework – has developed a character of its own. This is in large part inspired by its sensitivity to the needs of the student populace of the Middle Eastern terrain in which it operates.

AUD’s curricula across its degree-granting disciplines is skill-directed and career-oriented. Everything, from academic advising to the approach to faculty-student interaction in- and outside the classroom, as well as career counseling, is implemented with attention to the needs of the individual student. It is for this reason that all faculty follow an “open door” policy with regard to office hours. Finally, the globalization of business and communications makes it imperative that the university’s educational programs be delivered with an international perspective and that a tolerance for cultural diversity be promoted through both curricular and extra-curricular activities.

The American University in Dubai remains convinced that since its opening in 1995, it has made great strides towards developing a culture of excellence by combining the heritage of traditional American education with those perspectives it has matured locally. The university looks forward to further collaboration with the local community in its continuous search for relevant educational programs delivered to global standards.



## Accreditation, Licensure and Substantial Equivalency

- The American University in Dubai is officially licensed by the UAE Ministry of Education–Higher Education Affairs (MOE-HEA). The MOE-HEA has accredited the university's undergraduate programs in Architecture, Business Administration, Communication and Information Studies, Engineering, International Studies, Psychology, Interior Design and Visual Communication and graduate programs in Business Administration, Construction Management, Education, and Leadership and Innovation in Contemporary Media, in addition to Certificate programs in Middle Eastern Studies (undergraduate) and Professional Teaching (graduate).  
U.A.E. Ministry: PO Box 45133, Abu Dhabi, U.A.E.; tel.: +971-2-642-7772
- AUD is permitted by the Knowledge and Human Development Authority (KHDA). KHDA: Block 8, Academic City, P.O. Box 500008, Dubai, U.A.E.. tel.: +971-4-3640000
- AUD is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's and Master's degrees (see <http://www.sacscoc.org>). Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call +1-404-679-4500 exclusively for matters specific to the accreditation of the American University in Dubai. Inquiries about AUD regarding topics such as admissions, tuition, educational programs, etc., should be addressed directly to AUD and not to SACSCOC.
- Authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. NPEC: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; tel.: +1-770-414-3300
- The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International).  
AACSB: 777 South Harbour Island Boulevard, Suite 750, Tampa, Florida 33602 USA, tel: +1-813-769-6500
- The American University in Dubai has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:
  - Bachelor of Business Administration (B.B.A.), with majors in Accounting, Economics, Finance, Management, Marketing and Advertising and Integrated Marketing Communications
  - Master of Business Administration (M.B.A.), with concentrations in Finance, Management and MarketingIACBE: PO Box 3960, Olathe, Kansas 66063 USA; tel.: +1-913-631-3009
- The university's undergraduate majors in Advertising and Integrated Marketing Communications and Advertising have been accredited by the International Advertising Association (IAA) in New York. IAA World Service Center: 521 Fifth Avenue, Suite 1807, New York, NY 10175; tel.: +1-212-557-1133
- The Civil, Computer, Electrical, and Mechanical Engineering programs of AUD's School of Engineering are accredited by the Engineering Accreditation Commission of ABET. <http://www.abet.org> ABET: 415 N. Charles St., Baltimore, MD 21201, tel.: +1-410-347-7700
- The Bachelor of Communication and Information Studies (B.C.I.S.) program, with majors in Digital Production and Storytelling and Journalism is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC). ACEJMC: Stauffer-Flint Hall, 1435 Jayhawk Blvd. Lawrence, KS 66045- 7575; tel.: +1-785-864-3973.
- The Interior Design program leading to the Bachelor of Fine Arts is accredited by the Council for Interior Design Accreditation (CIDA), [www.accredit-id.org](http://www.accredit-id.org) CIDA: 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; tel.: +1-616 458 0400
- The National Association of Schools of Art and Design (NASAD) has granted AUD's Bachelor of Fine Arts (B.F.A.), with majors in Advertising, Digital Media, Graphic Design and Studio Art; and Bachelor of Fine Arts (B.F.A.) in Interior Design the designation of *substantial equivalency* with accredited programs in the United States.  
NASAD: 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; tel: +1-703-437-0700; <http://www.nasad.arts-accredit.org>

- National Architectural Accrediting Board (NAAB)

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

The American University in Dubai, Department of Architecture, School of Architecture Art and Design is in candidacy for accreditation of the following NAAB-accredited degree program: B.Arch. (166 undergraduate credits)

- Initial Candidacy Granted: 2014
- Continuation of Candidacy Granted: 2016
- Next Visit for Initial Accreditation: 2018

## Mission, Philosophy, Goals, Vision and Values

### Mission

The Mission of the American University in Dubai is to serve as a culturally diverse learning community committed to the pursuit of knowledge through excellence in teaching and scholarly and creative endeavor, leading to students' academic, personal and professional success, as well as the advancement of society.

### Statement of Philosophy

The Philosophy of The American University in Dubai is derived directly from its Mission. In its essence, AUD is a learning community. This is most noticeably manifested in the aspirations of two principal constituencies – students and faculty. Students seek to learn through the acquisition of knowledge and skill. Exposure to human, cultural and experiential diversity plays a crucial role in this acquisition process. Many avenues are open to faculty for learning, including their own scholarly and creative activity. Contributing to knowledge via this activity helps faculty fulfill their most important commitment; that is, imparting knowledge to the students they teach and mentor.

It is expected that as learners committed to continuous improvement, students – following graduation – will be successful in fulfilling their personal and professional objectives; and that faculty – through the on-going processes of study and knowledge advancement – will contribute to and develop expertise in their disciplines and become ever more effective teachers.

All strive to become better thinkers. The university is confident that the appropriate exercise of its Philosophy, reflecting an innate drive towards academic excellence, constitutes its most significant contribution to the shaping of a better world.

### Purpose-related Goals of the University

In support of its Mission and Philosophy, AUD's Goals are as follows:

- To cultivate and reward excellence, especially as it affects the imparting, acquisition, and advancement of knowledge;
- To guide students in the use of their knowledge and skills for personal and professional fulfillment;
- To foster an appreciation of the history and on-going development of human culture;
- To develop critical thinking, effective communication and lifelong learning skills;
- To promote the value of ethical behavior, responsibility, and commitment;
- To provide academic programs, services, facilities, and technologies that offer diverse opportunities for learning;
- To recruit and retain a diverse faculty of qualified educators, providing them with the environment and opportunity to flourish as teachers and contributors to knowledge in and practice of their disciplines;
- To foster intercultural understanding as a basis for preparing students as members of a global community;
- To contribute to the economic and societal development of Dubai, the United Arab Emirates and beyond.

### Vision

- Enhanced standards and quality in program offerings;
- Selective diversification in program portfolio;
- The liberal arts as the wider context for life-long learning and professional readiness;
- Ever more “American” in terms of the total educational experience;
- Strengthened integration with local community (university as an intellectual, pedagogical and socio-cultural reference point);
- Embracing the expansion of physical resources and technological application as opportunities for cutting edge delivery of its academic programs and services.
- 

### Values

There are ten (10) Values that underpin AUD's operations and development and that characterize its dealings with students, faculty, staff, and other constituents:

**Whole Person Education** – AUD values the intellectual, personal and professional development of its students;

**Excellence** – AUD values excellence in all that it does and is committed to continuous improvement in its educational offerings and services;

**Integrity** – AUD values honesty and transparency and has high standards of legal-adherence, morality and ethics;

**Service** – AUD values all of its constituencies and partners with its stakeholders in the achievement of their objectives and aspirations;

**Diversity** – AUD values diversity in all its manifestations and recognizes its contribution to the quality of university life;

**Tolerance** – AUD values respect and open-mindedness as proper responses to concepts, opinions and customs that are diverse, new or unfamiliar;

**Accountability** – AUD believes that all members of the university community are responsible for fulfilling their roles in support of the institutional Mission and Purpose-related Goals and that evaluation of individual performance should be based on the degree to which this responsibility is satisfied.

**Collaboration** – AUD values teamwork and outreach as a means of deriving superior solutions.

**Innovation** – AUD values innovation as reflected in knowledge creation, creative expression and continuous improvement.

**Best practice** – AUD recognizes the worth added to its policies and operations by best practice in American higher education.

## Statement on Research

AUD is a teaching-focused institution of higher learning. Located in Dubai and cognizant of the educational, economic and social development priorities of its environment, the university believes that the most impactful contribution it can make to society is to graduate students prepared to meet the needs and challenges of both a dynamic Middle East and a world subject to constant and rapid change. Accordingly, the university recognizes and places special emphasis on the key role of faculty in enhancing the effectiveness of the teaching and learning process. To this end, the university expects faculty to remain current in their academic disciplines through professional engagement and through research and creative output that advances teaching, practice and knowledge in their disciplines. AUD provides various mechanisms to support these endeavors and enable faculty to meet the university's expectations and grow as educators and scholars.

## Vision

Research and creative activity undertaken by faculty will enhance program quality and learning outcomes achievement in the teaching disciplines.

AUD will proactively pursue greater visibility as a teaching-focused institution in which high quality intellectual and creative output produced by faculty contributes to knowledge in the various disciplines and enriches the teaching and learning process at the university.

## Objectives

The following objectives will be pursued within the context of AUD's teaching-focused mission and policy on support for faculty research, scholarly and creative activity:

- To encourage faculty research and creative activity and potential in terms of quantity, quality and impact
- To pursue greater alignment of faculty research and creative activity with educational, economic and social development priorities and strategies, especially at the national and regional levels
- To create channels for integrating faculty research and creative endeavors into program and curriculum development and into the teaching and learning process
- To enhance the university's visibility in terms of faculty research and creative output
- To develop mechanisms for disseminating this output to the local, regional and international academic and professional communities and to society at large

## Action Plans and Assessment

Each school will include in its plan a program-specific action plan for achieving the above vision and objectives. Action plans will set research and creative output and quality targets and will encompass faculty recruitment and retention, ongoing professional development, internal and external research funding, partnerships with industry and various agencies, as well as appropriate support mechanisms and needed resources. Action plans will be subject to approval by the Provost and Chief Academic Officer and the President. Schools, in collaboration with Institutional Effectiveness, will also apply approved reporting mechanisms that would enable periodic measurement and assessment of AUD research endeavors and output and the effectiveness of action plans in achieving the above vision and objectives

## Facilities

The campus of The American University in Dubai is the material expression of the university's Mission and character. Two words come to mind in describing this campus – American and world-class: “American” because of its sobriety and Jeffersonian architectural rigor, “world-class” because of the notable quality of the physical plant and accompanying facilities.

Indeed, the facilities that comprise the multi-edifice campus are nothing less than impressive, whether they be found in the academic wings, student and faculty housing or administrative complex. Specifically, 15 buildings dot the campus today, a Student Center, housing indoor sports facilities, food-court, 50 offices and 20 classrooms/labs - in addition to several other amenities - being the latest addition.

The accomplishment of AUD's objective to deliver a genuinely American education is facilitated by the sports facilities (soccer field, outdoor track, tennis/volleyball/basketball courts, swimming pool) and other space that provide students with the opportunity to engage in extracurricular activities which constitute student life on a typical US-based campus. A 900-seat auditorium serves as a venue for student assemblies, conferences, and cultural events. A Student Center, housing indoor sports facilities, was inaugurated in September, 2008. A central indoor stadium is designed so that it can be dismantled into two independent courts used for indoor football, handball, basketball or volleyball. This stadium has a capacity of 2,500 spectators, in addition to an outdoor spectator's gallery that faces the soccer field and accommodates a public of 300. Separately, there are two squash playgrounds and a 1,600-square feet gymnasium for males and females and an aerobics/dancing/music room.

Advanced technology supports all aspects of campus operations; most appropriately, the delivery of the university's academic programs. Specifically, eight computer labs with both IBM and Macintosh hardware form the basis for instruction in information systems and business administration. Two language laboratories serve to enhance teaching effectiveness in the university's intensive/academic English courses.

The Blackboard™ system is deployed to provide instructional support in all courses offered by the university, and students can access it from any location in the world where there is Internet connectivity.

The **School of Architecture, Art and Design (SAA&D)** is composed respectively of the Architecture, Interior Design and Visual Communication departments. The school occupies one of the main academic buildings on campus (Building A) in addition to some freestanding structures that have been added in order to accommodate the continuing growth of the school (building A Annex, the Glass House and three portable cabins). Overall, the school is comprised of 21 main learning spaces. Building A consists of two floors with 17 spaces.

The Departments of Architecture and Interior Design share the following facilities and resources: four PC Digital Studios, 19–24 PC CAD/BIM workstations per digital studio, and four large format scanners. Software in these studios includes Autodesk AutoCAD / Revit / 3D Studio MAX, Adobe Creative Suite, Final Cut Pro, and Cinema 4D. A continuously open PC Lounge with 24 PC CAD/BIM workstations, software includes: Autodesk Auto CAD / Revit / 3D Studio MAX, Adobe Creative Suite, Final Cut Pro, and Cinema 4D. The shared Model and Furniture Making workshop includes two Drill Presses, one Flat Table Saw, Mitre Saw, Scroll Saw, and Flat Bed Table Wood Saw. The Model and Furniture Making workshop also comes with the following hand held equipment: Jigsaws, Marble Cutter, Grinder, Drills, Cordless Drill, Electric Polisher, Sander, Electric Shear, Router, Electric Spray Paint, Heat Gun, Electric Planner, Magnesium Gun, Chop Saw, and Circular Saw. The school also has a Fabrication Lab which includes one Small Laser Cutter, one Large Laser Cutter, and one 3D Printer. The Printing Center has two A3 size color printers, two Xerox® 7800GX, one Xerox® 7760GX, three HP® large format plotters, one Epson® 9900 large format photography printer. The Design Center within SAA&D administers Autodesk Professional Certification Exams for students & practicing professionals and serves as a resource for internships, research, and outreach.

The Department of Visual Communication has the following facilities and resources: iMac lab, 20 iMacs, one Scanner, one Wacom Cintiq 27HD, 75in display with Apple TV and sound system, Pro Software including Adobe CC, Ableton Live Suite, Max, Arduino, DaVinci Resolve, Fusion, iAd Producer, Xcode and Cinema 4D. The Digital Media classroom has 12 Apple Thunderbolt Display Laptop Stations, 75in display with Apple TV and BOSE surround sound system. In the Advertising classroom, 75in display with Apple TV. The Graphic Design classroom has 75in display with Apple TV on a cart. There are two Studio classrooms, one set up for drawing and one for 3D. There are five New Media Suites (each is suite up for full 4k editing, color grading, motion graphics, animation, sound design and interactive. There are also Four Full Spec Mac Pro & 1 iMac, three UHD monitors, each Suite has dual Apple Thunderbolt monitors, Pro Condenser Microphones in each Suite, Midi controllers and keyboards in each suite, Audio interface in each suite, 12TB storage array's in each suite, one Wacom Cintiq 27HD. Software includes Adobe

CC, Apple Pro Apps, Ableton Live Suite, Max, Arduino, DaVinci Resolve, Fusion, Hype, iAd Producer, Xcode and Cinema 4D. 24hr reservation card access and iBeacon technology. The Department of Visual Communication also has the following resources: a multi-use studio space with photo/video remote backdrop, a Jib, a strobe and continuous lighting. The Film photography lab has enlargers, sinks, booths and dryer racks for developing and printing traditional and alternative process chemical B&W photography. The Printmaking lab has a printing press for etching, mono printing, linocuts, etc. It also has printing tables, drying racks, an industrial paper shearer, and washers for screen printing. The Visual Communication Resource Centre has a full time staff member dedicated to providing support with the following: new media suites, various professional video, sound, and photography equipment.

The A-Glass House includes workspaces used by the architecture department as well as a large open space which is used by all departments for critiques, exhibitions, workshops and guest lectures. The A-Annex Building hosts courses from all three departments, and interior design uses two spaces. There is a typical studio space with large tables, projectors and pin up space and a large studio-computer lab space. There are three port-a-cabins which function as workshop spaces for all three departments. The model making workshop has large tables for studio courses as well as a properly vented spray booth. The lighting/furniture lab is a classroom space with additional materials to support courses in lighting and furniture. The third workshop is staffed by a lab technician. This space houses a Universal Laser Cutter Machine ILS.

**School of Arts and Sciences (SOAS)** classes are held in thirty-six different classrooms throughout the campus. All of the classrooms in which arts and sciences classes are taught are equipped with a white board, a front desk and chair, a desktop computer and monitor and a projector. In order to facilitate use of the projector during class, all faculty have access to clickers. In many of the classrooms, the desks are “moveable” to facilitate group work among the students. The only “specialty” classroom is E408, the physics lab. There are ten workstations, with two chairs and a desktop and monitor. Arts and sciences students have access to four computer labs. Students also have access to all general use computer labs throughout the campus. All computers in all computer labs are equipped with Microsoft Windows and are linked to the AUD network.

The school of arts and sciences operates the academic support center, which provides free academic assistance in mathematics and on students’ writing assignments as well as a speaking skills center. The center is located in room E 116, on the ground floor of the E-Building.

**The Mohammed Bin Rashid School for Communication (MBRSC)** provides its students in Digital Production/Storytelling and Journalism programs with facilities to assist them in the completion of their tasks/projects. The School houses a fully equipped, soundproof TV studio and control room with three cameras, lighting, vision and audio mixers, lighting console and a multi-viewer screen. For other assignments, students have access to full camera kits including HD cameras, lighting and sound equipment. For post-production work, the School provides its students with two Mac Computer Labs (total 36 stations) and six individual editing suites that run Avid™ editing software. A CISCO TelePresence™ 3210 resides in MBRSC’s Global Classroom and serves as a high-technology medium for lectures. MBRSC also houses a 36-seat Screening Room equipped with a high-definition projector and surround sound system.

AUD’s **School of Business** (Building B) provides its students with 12 regular classrooms, three computer labs, four theater style classrooms, a student lounge, a conference room and a stock trading room. The regular classrooms vary in size and their capacity can accommodate anything from 20 up to 70 students.

The stock trading room includes large screens and trading terminals for students to simulate stock trading.

The three computer labs house more than 90 computers and are equipped with educational and professional business software including STATA, SPSS, SIMUL8, V.I.S.A., ISI ResearchSoft, Minitab 17, QM for Windows, Weka, Palisade DecisionTools Suite 6.2, IBM SPSS Statistics 24, Microsoft Visio Professional 2016, Microsoft Project MUI (English) 2016, and EndNote 8, Microsoft Office Professional plus 2016, Adobe Reader, Windows Movie Maker, Vision, Mirroring 360.

In addition, all classrooms and computer labs in the business school are equipped with an Instructor PC (HP EliteDesk 800 G1 SFF) connected to a ceiling-mounted projector as well as audio speakers.

The AUD-IBM Center of Excellence for Smarter Logistics has a physical address. Projects do not need to be in the supply chain field, as logistics overlaps with several fields. The room serves several objectives, hence its versatile design. It can be set as a board room with 18 seats, a venue for concurrent break-out sessions in separate groups of



three teams (six people each) and a classroom conducive for group discussions or even formal lectures (if needed). All these configurations can be made on-demand in a few minutes. From a technology perspective, the room is connected to IBM Cloud and has access to the majority of IBM tools and services (normally available for special education partners). Cloud connectivity remains work-in-progress. The most important aspect is having access to IBM talent and labs for collaborations on mutual projects. Faculty are encouraged to use the center as a means to inspire professional collaborations with other entities in the IBM ecosystem (e.g., clients, universities, labs, etc.)

Moreover students and faculty have access to several fully equipped additional lecture rooms outside Building B. The Auditorium (capacity 900), Room C 227 (capacity 120) and E 421 (capacity 190) for example are available to host conferences, high profile guest lectures and workshops.

AUD's **School of Engineering** houses several labs. The physics lab is equipped with Pasco equipment for conducting a broad range of experiments in motion dynamics, electricity and magnetism. The engineering computer labs house over 100 PC's, equipped with educational and professional engineering software including MatLab, Maple, PSPICE, AutoDesk, Primavera, GeoSuite, ETABS, SAFE, SAP2000, and Heastad Methods software.

The Electrical and Computer Engineering Labs comprise 14 stations with complete sets of oscilloscopes, digital multimeters, triple DC power supplies, logic analyzers, function generators, operational amplifiers, and semiconductor curve tracers. The labs are also equipped with educational equipment for electric power systems including DC motors, 3-phase motors, transformers, induction motors, and variable speed drives. The Civil Engineering Labs are equipped with concrete and steel testing equipment, theodolites and total stations for field surveying, environmental water and air quality measurement and water treatment systems, and material and geotechnical equipment for specific gravity, hardness, toughness, soil classification, compaction, permeability, consolidation, direct shear and triaxial testing. The Mechanical Engineering Labs house heat and mass exchange units, material microstructure characterization equipment, a number of 3D printers for rapid prototyping, two CNC machines, and a fully-equipped engineering shop. The Civil and Mechanical Labs also house an Instron Universal Testing Machine, as well as multiple workstations for fluid dynamics and hydraulic experiments.

The **School of Education**, located on the second floor of Building E, the close proximity of classrooms, faculty offices and an education innovation lab provides dedicated space wherein students and faculty meet, study, teach and learn together. The physical space known as the school of education includes the education innovation lab; office, coordinator for clinical partnerships and research support; office, administrative assistant; and, four faculty offices. A generous education reading library of books and resources related to coursework and research is distributed among the three main faculty offices.

The education innovation lab is located in Building E-203 and covers approximately 570 square feet. Opened in September 2017, it is designed as a space for creativity, collaboration, conversation, and problem-solving, as well as socratic teaching and learning. Thus, all furniture and equipment can be easily moved or reconfigured to suit multiple purposes. At present, the lab consists of one main desk with a PC connected to a ceiling projector, a stationary white board across the front wall, a bookcase, six tables, 18 chairs, four flip charts and one 55' flat screen TV with an Apple TV connection—all on wheels. A bank of ten iPads are also available for student use. In addition, an interactive promethean board was installed in November, 2017.

### ***Statement on Integrity***

As an institution committed to quality, The American University in Dubai views integrity as an underlying tenet to its Mission and Purposes. The university uses the integrity tenet as a foundation for all of its operations, services, and programs. Integrity serves as an integral foundation to university governance at the level of the Governing Board and in all university operations, institutional representations, advertising, marketing, and services. Honesty and integrity are essential to these functions and serve as the basic contract defining the relationship between the university and its constituencies.

The intention of the university is to advance the intellectual and social condition of learners in a diverse society through quality academic programs, services and other learning opportunities. The university strives to provide students with a learning environment anchored by the highest caliber of instruction built on a solid intellectual and ethical foundation.

## *Institutional Effectiveness*

AUD is committed to continuous improvement of its academic programs and student services. Assessment at AUD is an ongoing process that evaluates the effectiveness of every aspect of the university. Data are regularly gathered and analyzed for the purpose of making improvements where needed. The university's model of institutional effectiveness and planning is based on the student as the center of the educational experience. Thus, students, along with all other university stakeholders, may be asked to participate in various types of assessment activities, including surveys, focus groups, and faculty review of course outcomes.

Stakeholder confidentiality is protected in all university assessment processes.

The information gathered from assessment activities is used to improve student learning, services, and the overall institution. AUD requests student involvement in the assessment process to further enhance the benefits to students and their educational experience.



## UNDERGRADUATE ADMISSIONS

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## Mission

The mission of the Office of Admissions is to admit to AUD's degree programs students who possess appropriate credentials and the demonstrated capacity and potential to successfully complete the educational programs provided by the university and meaningfully participate in the total educational experience offered by AUD. The Admissions Office consists of a professional team that assists prospective students gain accessibility to opportunities in higher education. The Admissions team is held to a high level of integrity and is charged with providing quality service and accurate information to all students.

## Goals

- To provide accurate information on educational opportunities to prospective students;
- To recruit students consistent with AUD's goals;
- To provide quality services to prospective and new students; and
- To provide access to higher education.

## Admissions Philosophy

A hallmark of AUD is its culturally diverse student population. AUD students come from many different countries and backgrounds and bring a wide range of viewpoints, special interests and talents to enrich the learning community. **Selection of students is based on an individual assessment of each applicant. Final acceptance is not granted until the university has received all required admissions documents.**

## First-Time Freshman

AUD seeks well-rounded students who demonstrate a probability for success in the institution's programs of study. To this end, AUD will take into consideration such factors as high school completion, leadership and student activity records, scholastic achievement test scores, evidence of school and community service, student work or employment records, and distinctive talents or abilities possessed by applicants.

## College Transfer Students

AUD seeks students who can build on their previous university educational experiences and move successfully to complete degree programs of study. In applicable academic programs, transfer credit may be accepted by AUD from recognized institutions. Courses accepted for transfer must be relevant to the program of study, and the content and outcomes must be considered as equivalent to the courses and outcomes of the AUD degree program.

## Visiting and Study Abroad

Applications from Visiting and Study Abroad Students are also welcome. Thanks to our international recognition as an accredited institution, Study Abroad and Visiting students from colleges and universities from the four corners of the world have studied at the American University in Dubai.

## Documentation

Students should be aware that all **original** records, letters and other documents provided to AUD as part of the admissions process will **remain university property**. Students are required to submit copies of the original documents, with these copies bearing the original required stamps and attestations. Official English translations of all supporting educational documents must be submitted. Translations must be literal (i.e., word-for-word). Physical records for rejected applicants and "no-shows," which are not collected within two years of submission, are destroyed.

## Process/Requirements

The university reserves the right to evaluate the adequacy of all credentials submitted for admission. Furthermore, students are reminded that omission or falsification of information constitutes sufficient reason for rejection or dismissal. This dismissal, requiring the President's approval, may occur at any time during a student's residence at AUD; that is, upon discovery of the omission/falsification.

**All students seeking admission to the university must submit the following:**

- A completed *Application for Admission*.

- An official high school/secondary school certificate or its equivalent as approved by the Ministry of Education and an official attested high school/secondary school transcript (academic record) covering the last **three** years and reflecting a good academic standard. (Required averages vary by school systems. Students should consult AUD's Admissions Office for pertinent requirements.)
- High School Diploma, original to be verified.

### **High School Certificate Attestation**

- For British qualifications, the following standard applies to IGCSE/GCE: grade "C" or above. AS-level and A-level will also be considered with a minimum grade of "D". A combination of seven subjects (O/AS/A) or four subjects (AS/A) is required.

True copy of certificates should be attested by the appropriate authority as stated below:

- Grade 12 transcripts obtained in the U.A.E. must be attested by the appropriate authority of the U.A.E. Ministry of Education following the referring educational zone.
- High school diplomas and grade 12 transcripts obtained abroad must be attested by:
  1. Ministry of Education of home country
  2. Ministry of Foreign Affairs of home country
  3. U.A.E. Embassy in home country
 OR
  1. Ministry of Education of home country
  2. Embassy of the country of study in the U.A.E.
  3. U.A.E. Ministry of Foreign Affairs

- Equivalency letter is also required from the U.A.E. Ministry of Education for all students.
- English Requirements: International TOEFL® (see chart below for scores) or Academic IELTS™ or EMSAT or the equivalent score on another internationally-recognized exam (English). *AUD's international code for TOEFL® is 0063. PBT is accepted from specific centers in the U.A.E.. Students should consult with the Admissions Office for further details.* Students also have the option to take the University-administered English ACCUPLACER™ Exam
- For secondary school graduates following the MOE and ADEC curricula, the below is required. The underlined is specifically for Engineering students.

### **Students from the General track:**

90% Min. average in year 12

90% Min. in the Math and the scientific courses (Physics, Chemistry, Biology)

Pass a preparatory course in Physics at the university.

Any additional Admissions requirements set by the Admissions office

Pass the National exams with the required score

### **Students from the Advanced track:**

Achieve the min. score required for acceptance in the university of choice

Any additional Admissions requirements set by the Admissions office

Pass the National exams with the required score

### **Students from ADEC track:**

Pass the advanced math (level 3) and the advanced physics courses (level 3) in High school.

Achieve the min. score required for acceptance

Any additional Admissions requirements set by the Admissions office

Pass the National exams with the required score



### International TOEFL®, Academic IELTS™ or EMSAT

	Total	Essay/Writing
<b>Paper Based</b>	550	4
<b>IBT</b>	Min. 79	24
<b>Academic IELTS</b>	6.5	6.5
<b>EMSAT</b>	Min. 1550	C1

- Math Requirements: The university administers the ACCUPLACER™ Exam (Math) to place students in the appropriate Mathematics course. In all programs other than the Engineering and Architecture Program, students may substitute the SAT® for the Math placement provided they achieve the minimum score of 560 in Mathematics. AUD's international code for SAT® is 2688.

### SAT® Reasoning Test

	Total
<b>Math</b>	Min. 560

- Two passport-size photographs, valid passport photocopy, visa validity page, and Emirates ID.
- Completed *Health History Form*. This form must be signed and stamped by a physician.
- Financial Requirements: Non-refundable application fee of AED 420. A reservation deposit (non-refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission.

## Transfer Students

**In addition to the above requirements**, students transferring into AUD should submit:

- Official/attested transcripts reflecting courses for which transfer credit is sought (Transfer Students must be in good academic standing [i.e., with a minimum 2.0 CGPA on a 4.0 scale or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum CGPA. As this depends on the university from which the student is transferring, all transfer applicants should consult the AUD Admissions Office for the requirement pertinent to his or her institution).
- Students transferring from American accredited universities are required to submit an official sealed transcript issued at a recent date to the time of application. E-transcripts should be sent directly to the Admissions Office.
- Students transferring from non-American accredited universities should submit an official transcript bearing the original stamp from the Ministry of Education in the country of study.
- Confirmation of university records. Form should be e-mailed directly from the student's university to the Admissions Office at AUD.
- Syllabi for all courses for which transfer credit is sought (Students should be aware that they will be held responsible for enrolling in any course at AUD prior to receipt of required course descriptions.). Separately, requests for transfer credit that accompany late applications (i.e., those received two months or less prior to the original date of entry) may not be processed prior to the beginning of the semester of first enrollment.

Transfer credit is accepted by AUD solely at its discretion. In the case of courses taken five (5) or more years prior to enrollment, the "age" of such courses may be reason for refusal of transfer credit, contingent upon the assessment of the Dean, Associate Dean or Chair of the academic unit for which transfer credit is sought.

In order for AUD to consider transferring credit from an institution, this institution must be licensed or officially recognized by the Department/Ministry of Education of the country where it is in operation.

Regulations governing the awarding of transfer credit are contained on pp. 85-86 of this *Catalog*. Transfer students should read these pages carefully.

## Visiting and Study Abroad Students

Students joining AUD for one semester or more with the intention of transferring credits back to their home institution should submit the following documents. Please make sure that the following items are included with your application, your admission will depend on the receipt of all necessary documents that are required throughout the review of your application.



- Completed *Admissions Application for Study Abroad/Visiting*
- Official College Transcript (sealed). A minimum CGPA of 2.0 on a 4.0 scale or the equivalent of good academic standing is required. E-transcripts should be sent directly to the Admissions Office
- English Requirements: International TOEFL® (see chart below for scores) or Academic IELTS™ or the equivalent score on another internationally-recognized exam (English). AUD's international code for TOEFL® is 0063. PBT is accepted from specific centers in the U.A.E.. Students should consult with the Admissions Office for further details. This requirement may be waived for students who are studying at English medium institutions.

International TOEFL® or Academic IELTS™		
	Total	Essay/Writing
<b>Paper Based</b>	<b>550</b>	<b>4</b>
<b>IBT</b>	<b>Min. 79</b>	<b>24</b>
<b>Academic IELTS</b>	<b>6.5</b>	<b>6.5</b>

- Completed *Course Approval Form* from the student's university for the courses to be taken at AUD and are targeted for transfer to the student's program at the home institution.
- Completed *Registration and Enrolment Form*.
- Completed and signed by the student: (1) *Waiver and Release*, (2) *Consent to Release Education Records*, (3) *Declaration*, and (4) *Acknowledgment*.
- Two recent passport-size photographs; passport photocopy with validity page; and photocopy of valid health insurance card covering the U.A.E.
- Non-refundable application fee of AED 420/US\$ 115. A reservation deposit (non-refundable) of AED 5,000/US\$1,370, which is fully applied toward tuition, is required upon acceptance for admission. *Visiting students from one of AUD's partner exchange institutions are exempt from these fees. The list of approved institutions is available online.*
- Completed *Health History Form*. This form must be signed and stamped by a Physician.
- Visiting students interested in applying to AUD for a degree program must be in good academic standing [i.e., with a minimum 2.0 CGPA on a 4.0 scale or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum CGPA. As this depends on the university from which the student is transferring, all applicants should consult the AUD Admissions Office for the requirement pertinent to his or her institution.

### Statement on Prior Learning

Prior learning is a practice whereby a college or university grants academic credit for learning outside the classroom; i.e., learning acquired through work experience, civic activity, independent study or corporate training. The granting of credit by AUD for learning acquired outside of AUD is limited to courses transferred into AUD per the Transfer Credit/Residency Requirements policy on pp. 85-86 of this *Catalog*. Hence, only academically generated credit is recognized.

### Advanced Standing Credit

Students desiring to request credit evaluations for advanced standing credit (A Levels, Advanced Placement, IB Diploma, French Baccalaureate, German Abitur), should contact the Admissions Office for information on university processes and procedures for advanced standing.

Applicants should contact the Admissions Office for Advanced Standing requirements.

Advanced Placement (AP) Examinations provide students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of 3 or higher on the respective AP Examination\*, proficiency credit is awarded according to ACE recommendations for the respective lower level course requirements. Students must submit an official AP score report to be evaluated for this proficiency credit award.

\* For Engineering applicants a score of "4" or higher is required for Biology, Chemistry, Mathematics, and Physics.

## Academic Proficiency Assessment

As previously noted, selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability or potential for successful completion of the program. To assist the institution in academically advising students, assessment of academic proficiency is required for all undergraduate first time applicants and transfer students who have not satisfied the institution's English/Mathematics requirements. AUD will use the results of this assessment to determine appropriate academic placement and the need for developmental course work.

If it is determined that a student does not possess the minimal standards of proficiency in language, reading or mathematics, he or she will be enrolled in the appropriate developmental course.

## Developmental Studies

Developmental studies courses enable the university to accept students (either into mathematics courses or the English or Intensive English Language Program [IELP]) who require academic support to develop basic academic proficiency in the areas of Mathematics and English. Students in the IELP Program have not been accepted into the university as degree candidates.

Enrollment in all developmental courses is determined by placement exam scores. Developmental courses carry **no university credit**; however, these courses will appear on the student's transcript and will affect the student's academic progress as highlighted below.

**“P” is the minimum passing grade in all developmental courses.**

First year incoming students who are placed into Developmental courses (ENGL 100, MATH 090, MATH 100, UNIV 100) must matriculate as follows:

- In the first semester, students can register five courses: UNIV100, ENGL 100 and/or the appropriate MATH level + other courses from a pre-approved list;
- Students are required to register and successfully complete all developmental courses (ENGL 100, MATH 090, MATH 100, UNIV 100) within three registered terms including that of initial registration and no more than two academic years;
- Students who fail to successfully complete all their developmental courses within three terms, will be limited to only those developmental courses the next term in which they are enrolled, and may not register for any new courses for-credit;
- The maximum number of attempts for any of these developmental courses is three;
- Failure to successfully complete these courses within the above stated time frames and regulations will result in dismissal from the university.

## Intensive English Courses (IELP)

Descriptions for the following Developmental English courses (non-credit) are listed under the section of this *Catalog* entitled “Center for English Proficiency Program” (pp. 167-170):

**IELP 096** *Basic Intensive English*

**IELP 097** *Low Intermediate Intensive English*

**IELP 098** *High Intermediate Intensive English*

**IELP 099** *Advanced Intensive English*

## ENGL 100

Students accepted into the university as degree candidates, but who do not achieve a sufficiently high score on the ACCUPLACER™ or another internationally-recognized exam are placed in ENGL 100. This is a non-credit course. Advancement into ENGL 101 requires passing ENGL 100.

## ENGL 100 | DEVELOPMENTAL ENGLISH

**Prerequisite:** placement by ACCUPLACER™ or other internationally-recognized exam | F, S, SI, SII

Students accepted into the university as degree candidates, but who do not achieve a sufficiently high score on the ACCUPLACER™ or another internationally-recognized exam are placed in ENGL 100. This is a non-credit course. Advancement into ENGL 101 requires passing ENGL 100.

The last of the five non-credit English courses, ENGL 100 prepares students for university level English classes. It focuses heavily on mastering basic writing skills - creating a thesis statement, providing specific and relevant support, using transitions and other paragraphing conventions and proofreading for accuracy in spelling, grammar and punctuation. Students in ENGL 100 may take three or four other courses concurrently with ENGL 100 as per the sequence set by each Department.

## MATH 090 | DEVELOPMENTAL MATHEMATICS I

**Prerequisite:** placement by ACCUPLACER™ | F, S, SI, SII

The first of two courses designed to provide students with the prerequisite for required mathematics courses at AUD. The topics covered include: algebraic expressions, basic geometry, linear equations and inequalities in one and two variables, systems of linear equations.

## MATH 100 | DEVELOPMENTAL MATHEMATICS II

**Prerequisites:** placement by ACCUPLACER™ or a grade of P+/P in MATH 090 | F, S, SI, SII

The second of two courses designed to provide students with skills that are prerequisite for required mathematics course at AUD. The topics covered include the algebra of polynomials, rational expressions and radicals, nonlinear equations and inequalities, functions and graphs and applications.

## Computer Proficiency Examination

Students who believe that on the basis of computer proficiency acquired prior to joining university they should be exempt from taking COMP 101 may sit for the AUD Computer Proficiency Examination. **If exempted, the student will be required to substitute COMP 101 with COMP 103 or ENGG 140. Students applying to any of the Engineering majors**, are required to take the university's computer Proficiency Exam prior to their first term of admission into Engineering. A student who fails the Exam will be required to enroll in and pass COMP 101 within his/her first term of admission. In such cases, COMP 101 will not count towards any of the School of Engineering program (**Engineering majors are not required to substitute any course if they have been exempted from COMP 101**).

## Applicants for a Second Degree

Applicants for a second undergraduate degree must provide a written petition explaining the rationale behind their application. An applicant may not apply for a second degree in the same field of study. The petition will be evaluated by the head of the academic unit (Dean, Associate Dean or Chair) offering the second degree to determine the level of similarity between the first and second degrees, and approval of the petition may or may not be granted accordingly. Once enrolled, an applicant for a second degree may not change his or her program without the approval of the Provost and Chief Academic Officer. Credits from the first undergraduate degree are transferable following the same policies and procedures as for regular transfer students. Students can apply for a second degree with the Registrar's Office. If they have interrupted their studies for more than one year, then they must re-apply to AUD and re-activate their file with the Admissions Office.

## Readmission Following Interruption of Degree Progress

Students who seek re-entrance following a period of suspension must follow the procedures listed on pp. 84-85 of this *Catalog* under "Readmission from Academic Suspension." **Regardless of his or her academic status at the time of leaving AUD, if the period of interruption of degree progress is for one calendar year or more, the student must reapply to the university through the Admissions Office.** Returning students will be required to complete the degree requirements as stated in the *Undergraduate Catalog* in effect at the time of their re-enrollment. Should the student have taken courses at another institution during his or her absence from AUD, a minimum CGPA of 2.0, supported by an official transcript, is required for re-admission. The granting of transfer credit is at AUD's discretion. AUD may require higher than a 2.0 minimum CGPA. As this depends on the university from which the student is returning to AUD, all returning students should consult an AUD Admissions Office for the requirement pertinent to the institution attended during the interruption of degree progress.

## Admissions – School of Engineering

In addition to satisfying AUD's general admissions requirements, admission to the School of Engineering is contingent upon satisfying either of the following two requirements:

- **Minimum SAT Score:** Applicants must take the SAT® Test and secure minimum score of 560 in Math. It is highly recommended that this test be taken by November of the senior year of high school. (SAT username and password required for verification).
- **Successful Completion of the AUD Pre-Engineering requirements:** Applicants must successfully complete a sequence of Math, Science, English and Computing courses, which must be all taken at AUD. Details of the AUD Pre-Engineering requirements are outlined in the School of Engineering section of this *Catalog*. Students who fail to satisfy the AUD Pre-Engineering requirements may be granted admission to the School of Engineering only upon securing the minimum SAT MATH 560 score.

### **Further requirements for Applicants to the School of Engineering:**

- Math readiness **and** placement into an appropriate math course will be determined by the university-administered ACCUPLACER™ Exam. Students who have the equivalent of MATH 210 transferred from another recognized university will be exempted from taking this Exam. It should be noted that Pre-calculus (MATH 110) credit will not be considered in fulfillment of any of the School of Engineering program requirements.
- Engineering students must have completed secondary school course work in Physics and two other laboratory sciences. Applicants who have not completed such course work at the secondary school level will be required to do remedial course work in science prior to taking sophomore-level Engineering courses.
- Engineering students are required to take the university's Computer Proficiency Exam prior to their first term of admission into Engineering. A student who fails the Exam will be required to enroll in and pass COMP 101 within his or her first term of admission. In such cases, COMP 101 credit will not count towards any of the School of Engineering program requirements.
- Students who fail to meet the Pre-Engineering or SAT requirements may continue their studies at AUD in a discipline other than Engineering, provided they are accepted for admission into a new program. The university does not assume any responsibility for loss of credit due to the student's change of program.

For secondary school graduates following the MOE and ADEC curricula, please see p. 19.

## Admissions – Architecture

In addition to satisfying AUD's general admissions requirements, students who are admitted to the B.Arch. program must submit a portfolio online (<http://applyonline.aud.edu/arch/>), consisting of:

- Three (3) artworks of the student's production, which may include but are not limited to paintings, drawings, photographs, models, calligraphy or animation – please note that relevance to architecture is encouraged;
- A short paragraph commenting on each work of art;
- Photos of three (3) buildings selected worldwide;
- A short paragraph justifying the choice of each of the three (3) buildings (100 words);
- The university ACCUPLACER™ Math Exam.

Students who have the required SAT scores for Math, are required to sit for the Math Accuplacer exam at AUD. Math readiness **and** placement into an appropriate math course (MATH105 or MATH205) will be determined by the university-administered ACCUPLACER™ Exam. AUD's international code for SAT is 2688.

*\*Architecture students who are exempted from MATH 105 should replace it with IDES 191 (Interior Design Studio I: Visual Expression and Composition).*

## Admissions - Certificate in Middle Eastern Studies/AUD Semester in Dubai Program

General Requirements in order to qualify for admission to the Certificate in Middle Eastern Studies program, students must:

- Be in good academic standing at AUD or their primary university of study;
- Be pursuing or having pursued a bachelor's degree at an institution accredited by the MOE-HEA in the U.A.E. or by the relevant national or regional institutional accrediting body in the case of international applicants; or have earned a bachelor's degree at an institution accredited by the MOE-HEA or by the relevant national or regional institutional accrediting body in the case of international applicants;
- Have successfully completed ENGL 102 (Advanced Composition and Research) or its equivalent for students coming from institutions in which English is the language of instruction;
- Satisfy all other requirements for admission to AUD (see pp. 16-18 of this *Catalog*);
- Satisfy the English language requirements for students coming from institutions in which English is not the language of instruction.

### English Language Requirements

All students must achieve an Internet-based TOEFL® score with min. 79+ (writing skills range 24-30), or Paper Based TOEFL administered by AMID-EAST in the UAE with min. score of 550 (writing 4.0 or above) or a minimum score of 6.5 in Academic IELTS™ (with 6.5 in Writing), or an equivalent score on a test approved by the MOE-HEA in order to qualify for admission at AUD.

### Exceptions

- A native speaker of English who has completed his or her undergraduate education in an English medium institution in a country where English is the official language;
- A student admitted to and graduated from an institution in which English is the language of instruction who can provide evidence of having achieved a TOEFL® score of 500 or its standardized equivalent approved by the MOE-HEA upon admission to the undergraduate program;

### Transfer Credits

Please see pp. 85-86 of this *Catalog*.

**Note:** AUD students should apply for the Certificate Program by completing the Interest in Pursuing the Certificate in Middle Eastern Studies Form available in the Registrar's Office.





## SCHOLARSHIPS\*

- The H.H. Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement
- Mohammed Bin Rashid School for Communication Scholarship
- Gebran Tueini Scholarship
- University Leadership Consortium-AUD Scholarship
- The William Jefferson Clinton Scholarship at AUD
- The Daniel Newell Pendergrass Memorial Scholarship
- Scholarships for In-school Students

\*For information on other Scholarships, contact the Admissions Office or check <http://www.aud.edu/admission/en/menu/31891/scholarships>



## *The H.H. Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement*

### Background and Objective

In May, 1999, on the occasion of the Second Commencement Exercises of The American University in Dubai held under his patronage, His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and Ruler of Dubai, announced the creation of scholarships for eligible prospective AUD students. The university's Administration has designated the scholarships to carry Sheikh Mohammed's name, citing how His Highness' gesture reflects a deep commitment to education as the driving force in the accomplishment of Dubai's and the U.A.E.'s public agenda. The H.H. Sheikh Mohammed Bin Rashid Al Maktoum Scholarship for Academic Achievement has been conceived with the objective of rewarding academic excellence and responding to financial need; as such, they will act as an incentive and reward for superior scholastic performance, as well as providing an economic contribution to the acquisition of an American-accredited university degree.

### Eligibility

In order to be eligible for a Scholarship, a high school student must be an applicant to one of AUD's degree programs. High school applicants should have at least a 90% grade average (or equivalent).

### Selection Criteria

Academic performance will be determined by a high school average or CGPA of the last three years. TOEFL®/Academic IELTS™/EMSAT/SAT® scores will be used in case of ties. It is expected that recipients will have earned an academic status well above the minimum required for admission or continuance in a degree program. Financial need as demonstrated by insufficiency of financial support to fund educational expenses will also be considered.

### Coverage/Renewal

The scholarship entitles the recipient to a waiver of tuition (25%, 50% or 100%) for one academic year (two semesters [Fall and Spring]) until graduation. **The Scholarship does not cover either overloads or courses taken in the Summer terms.** The Student must enroll for two successive semesters and carry a full load of academic credits (12 to 16 hours) each semester. The renewal of a scholarship for existing holders will be reassessed once a year prior to the beginning of the Fall semester and students are expected to maintain a Cumulative Grade Point Average of 3.0 or above by the end of each academic year. Failure to comply with any of the above could result in the withdrawal of the scholarship\*.

\* Changes in major (program) may result in student forfeiture of the scholarship.

### Application Process

In order to apply, a new student must fill out an AUD application online for The HH. Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement within the deadline highlighted on the website. Upon review of an applicant's academic and financial status, results will be shared after the decision is taken by the Scholarship Committee.

### Repeating a Course

The Scholarship program will not cover the repetition of any course previously taken and passed at AUD.

### Withdrawal from a Course

Students are allowed to withdraw from a maximum of two courses during the entire period of Scholarship coverage. The penalty for exceeding this two-course withdrawal is reflected in the *Financial Information* section of this *Catalog* (see p. 251).

## Mohammed Bin Rashid School For Communication Scholarship

### Eligibility

In order to be eligible for a Scholarship, a high school student must be an Arab National and applicant to the Arabic track of the B.C.I.S. degree program, majoring in either Digital Production and Storytelling or Journalism. High school applicants should have at least a 90% grade average (or equivalent).

### Selection Criteria

High School applicants must be exceptional students with an outstanding high school average; i.e. among the top performers in the class, whether from a private or public school. In addition, applicants must submit a portfolio consisting of samples of their literary/artistic work, along with two qualifying essays in Arabic. Financial need as demonstrated by insufficiency of financial support to fund educational expenses.

In addition, applicants must:

- Submit a portfolio consisting of art work articles, other audio-visual work, or any creative work done by the applicant
- Sit for a qualifying interview conducted by a member of the MBRSC Admissions Committee

### Coverage/Renewal

The scholarship entitles the recipient to a waiver of tuition for one academic year (two semesters [Fall and Spring]/32 credit hours) until graduation. The Scholarship does not cover either overloads or courses taken in the Summer terms. The student must enroll for two successive semesters and carry a full load of academic credits (12-16) each semester. Students are required until graduation to contribute by volunteering 40 hours per semester toward outside the classroom learning activities specific to the Mohammed Bin Rashid School for Communication.

The renewal of a Scholarship for existing holders will be assessed each year prior to the beginning of the Fall semester and students are expected to maintain a Cumulative Grade Point Average of 3.0 or above, measured at the end of each academic year. Failure to comply with any of the above may result in the withdrawal of the Scholarship\*.

\* Changes in major (program) may result in student forfeiture of the scholarship.

### Application Process

In order to apply, a new student must fill out an *AUD Application online for the Mohammed Bin Rashid School for Communication Scholarship* within the deadline highlighted on the website. Upon review of an applicant's academic and financial status, results will be shared after the decision is taken by the Scholarship Committee.

### Repeating a Course

The Scholarship program will not cover the repetition of any course previously taken and passed at AUD.

### Withdrawal from a Course

Students are allowed to withdraw from a maximum of two courses during the entire period of Scholarship coverage. The penalty for exceeding this two-course withdrawal is reflected in the *Financial Information* section of this *Catalog* (see p. 251).

## The Gebran Tueni Foundation (GTF)

### Eligibility

In order to be eligible for the Scholarship, the student must be new to AUD, of Lebanese nationality, and applying to the Arabic track of the Bachelor of Communication and Information Studies (B.C.I.S.) degree program, majoring in either Digital Production and Storytelling or Journalism. High school applicants should score a minimum 14/20 in the Lebanese Baccalaureate, or have an Excellent academic average from other high school systems (Required averages vary by school systems, students should consult AUD admissions office for pertinent requirements).

### Selection Criteria

Applicants must be exceptional students with an outstanding high school average; i.e. among the top performers in the class, whether from a private or public school.

In addition, applicants must:

- Submit a portfolio consisting of art work, articles, other audio-visual work, or any creative work done by the applicant
- Sit for a qualifying interview conducted by a member of the MBRSC Admissions Committee

### Coverage/Renewal

The Scholarship entitles the recipient to a waiver of tuition until graduation (terms and conditions apply); it also covers dorms and visa charges (Travel and Visa regulations of students is subject to the prevailing governmental regulations and directives).

### Application Process

In order to apply, a new student must fill out Gebran Tueni Application online within the deadline highlighted on the website. Upon review of an applicant's academic and financial status, results will be shared after the decision is taken by the Scholarship Committee.

### Repeating a Course

The Scholarship program will not cover the repetition of any course previously taken and passed at AUD.

### Withdrawal from a Course

Students are allowed to withdraw from a maximum of two courses during the entire period of Scholarship coverage. The penalty for exceeding this two-course withdrawal is reflected in the Financial Information section of this Catalog (see p. 251).

## The University Leadership Consortium (AUD - ULC)

### Eligibility

- In order to be eligible for the Scholarship, new students must apply online to the AUD – ULC Scholarship at AUD.
- Candidates must have a minimum high school average of 90% or higher.
- Candidates must fulfill AUD's Admissions requirements.

### Selection Criteria

Applicants must be exceptional students with an outstanding high school average; i.e. among the top performers in the class, whether from a private or public school.

### Coverage/Renewal

The scholarship entitles the recipient to a waiver of tuition (100%) for one academic year (two semesters [Fall and Spring]) until graduation. **The Scholarship does not cover either overloads or courses taken in the Summer terms.** The Student must enroll for two successive semesters and carry a full load of academic credits (12 to 16 hours) each semester. The renewal of a scholarship for existing holders will be reassessed once a year prior to the beginning of the Fall semester and students are expected to maintain a Cumulative Grade Point Average of 3.0 or above by the end of each academic year. Failure to comply with any of the above could result in the withdrawal of the scholarship\*.

\* Changes in major (program) may result in student forfeiture of the scholarship.

### Application Process

In order to apply, a new student must fill out an AUD Application online within the deadline highlighted on the website. Upon review of an applicant's academic and financial status, results will be shared after the decision is taken by the Scholarship Committee.

### Repeating a Course

The Scholarship program will not cover the repetition of any course previously taken and passed at AUD.

### Withdrawal from a Course

Students are allowed to withdraw from a maximum of two courses during the entire period of Scholarship coverage. The penalty for exceeding this two-course withdrawal is reflected in the *Financial Information* section of this *Catalog* (see p. 251).

## *The William Jefferson Clinton Scholarship Program at the American University in Dubai*

### Introduction

The William Jefferson Clinton Scholarship at the American University in Dubai seeks to further the goals of the Clinton Foundation to strengthen the capacity of people in the United States and throughout the world to meet the challenges of global interdependence. In partnership with the American University in Dubai, the program will provide American students based in the US the opportunity to expand their educational and cultural horizons by studying in the Arab world.

President Clinton has acknowledged the leadership of H.H. Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and Ruler of Dubai, to make Dubai a model for intercultural harmony and understanding. President Clinton gave public recognition to this during his keynote Address at AUD's Fifth Commencement (June, 2002) in which he cited the multi-cultural composition of AUD's student body consisting of over one hundred nationalities, as a microcosm of Dubai's multi-ethnicity. In this spirit, the Clinton Presidential Foundation and AUD have established this program to encourage others to witness this diversity.

### Eligibility

The scholarship is only open to U.S. Citizen Students. In order to be eligible for a scholarship, a student must currently be enrolled as a full-time undergraduate degree candidate at an accredited four-year college/university in the United States. It is expected that recipients will demonstrate exemplary academic achievement.

Provision has been made for up to ten students per semester. Preference will be given to students who show interest in being exposed to the Middle Eastern and Islamic cultures for the first time.

### Program Information

Clinton Scholars will receive:

- A full waiver of tuition for one term;
- Housing at the American University in Dubai on a shared-room basis

Scholars must carry a full load of academic credit (12-16 hours) during each semester of study and 6 credits during the summer session. If scholars fail to remain in good academic standing as defined by AUD's academic standards or fail to adhere to the AUD code of conduct, program participation will be terminated. Board, texts, transportation and extracurricular activities are the financial responsibility of the student.

### Application Process

In order to apply, a student must complete an application for *The William Jefferson Clinton Scholars at The American University in Dubai*. A student must complete and submit together the following for the application to be deemed complete:

- *The Clinton Scholars Application Form*;
- A 500-word personal statement addressing the qualities that distinguish the applicant for The William Jefferson Clinton Scholars Program at AUD;
- One letter of recommendation;
- Official copy of the applicant's current undergraduate transcript showing that the applicant
  - is in good academic standing [i.e., 3.0 CGPA or equivalent] at the institution from which he or she is applying;
  - has completed or is completing one full year of study as a fulltime student at a four-year accredited U.S. college or university;
- A résumé indicating work and leadership experience
- An official *Course Approval Form* approved by his or her advisor at his or her educational institution, indicating that the applicant is eligible to study abroad and have credits earned at AUD counted towards his or her degree program;
- Students of consent age or their legal guardian(s) must sign the following *Clinton Foundation forms: Waiver and Release form; Consent to Release Education Records, Declaration, Acknowledgment and Reservation and Enrollment Terms* ;
- Completed *Health History Form*;
- Copy of valid insurance card;
- One recent passport-size photograph for AUD ID.

Submission deadlines are as follows:

Term	Deadline
Fall	June 15
Spring	November 15
Summer I	March 15

### *The Daniel Newell Pendergrass Memorial Scholarship*

In memory of Daniel Pendergrass, Instructor in English (C/EP) at the time of his death in 2007, each year the university awards a full-tuition scholarship to the highest-ranking entering student who is placed in IELP 097. Provided that the recipient maintains adequate academic performance, the scholarship is renewable through to completion of IELP 099. Further details and application procedures are available in the Admissions Office.

### *Scholarships for In-school Students*

Scholarships may cover either 25%, 50% or 100% of tuition (for one academic year or one academic year and one summer session.) Books, fees, housing, etc. are not covered by in-school scholarships.

### *Eligibility Criteria\**

Students must:

- Have achieved “senior status” (i.e., completed all but 30-32 credit hours) in their degree program;
- Have a minimum CGPA of 3.5; and
- Not have committed any Conduct Code violations.

*\* Individual academic units may add additional criteria.*

### *Application Procedure*

1. Applications must be submitted during the student’s junior year (before the end of the Spring semester.)
2. An application packet must be submitted to the Scholarship Committee of the academic unit housing the student’s degree program. Application packets must include:
  - cover sheet;
  - letter of application;
  - letters (two) of recommendation from faculty;
  - AUD transcript (unofficial);
  - Statement of Need to be considered as a basis for awarding of the scholarship (optional);
  - evidence of change in financial status of fee-paying agent.
3. The Scholarship Committee
  - meets to review application packets;
  - interviews highest ranking candidates;
  - forwards to the Academic Unit Head a list of approved candidates and their application packets.
4. Academic Unit Head forwards list of recommended candidates and their application packets to the Office of the Executive Vice President for final approval of awarding of scholarship(s).



## OFFICE OF INSTITUTIONAL ADVANCEMENT AND DEVELOPMENT (OIAD)

- Mission
- OIAD Scope and Functions



## **Mission**

Headed up by the Vice President for Institutional Advancement and Development, the OIAD plays a leadership role in advancing the university's mission, goals and strategic priorities by establishing, strengthening and sustaining relationships with AUD's external constituencies, and by devising and overseeing the implementation of strategies that cover a wide range of development activities internal to AUD.

## **OIAD Scope and Functions**

### **New Programs**

Leading the process of identifying opportunities for the development of new academic programs and other offerings that meet existing and emerging learning needs

### **Professional Accreditation**

Management and oversight of the processes that aim at maintenance of existing professional accreditations and timely completion of accreditation work in progress; identification of opportunities for expansion of professional accreditation

### **Rankings**

Management and enhancement of AUD's institutional and program-specific rankings through relationship-building with leading ranking organizations

### **Executive Programs**

Repositioning, redesigning, relaunching and managing AUD's Center for Executive Programs and Professional Services (CEPPS)

### **University Representation**

Relationship building and representation of AUD to the wider academic community and to corporate and public sector partners and stakeholders locally, regionally and internationally

### **Outreach**

Development of strategies and guidelines for a wide range of outreach activities for implementation by the academic and administrative units; hosting partner institutions, corporations and government agencies at events that focus on advancement of society

### **Endowment**

Development and activation of AUD's Endowment Fund and pursuit of other external funding endeavors

### **Communications and Publications**

Editorial (linguistic) oversight of all institutional communications and publications in both soft and hard formats



## OFFICE OF THE REGISTRAR

- Mission
- Goals
- Policies

The Registrar's Office supports AUD's academic initiatives by fulfilling the following functions:

- maintaining student academic information; insure the integrity, accuracy and security of all academic records of current and former students;
- maintaining up-to-date class schedules, final exam schedules, and managing efficient use of classrooms;
- maintaining university curriculum and serves as the central office for implementing updates;
- conducting and managing the process of registration;
- monitoring and reporting on student satisfactory academic progress and academic eligibility, such as degree completion, probations and suspensions, honor rolls and graduation rolls;
- coordinating and issuing official enrollment and academic certifications as required by students, such as proof of enrollment letters, ID cards, transcripts and diplomas;
- posting of transfer credits for new and in-school transfers;
- monitoring and updating student grades and degree audits;
- furnishing data for advising, instruction and policy development;
- organizing commencement exercises, generating and monitoring participants' eligibility list, and confirming awarding of degrees.

## Mission

The AUD Registrar's Office is committed to supporting the university's mission of student success, accountability and excellence in fulfilling its core responsibilities of course scheduling, managing registration, and keeping academic records.

## Goals

The Office of the Registrar seeks:

- To ensure the implementation of academic policies and procedures that support the Mission of the institution;
- To administrate an efficient scheduling and the student registration process;
- To support the university's efforts to provide quality service for students making office-related functions as efficient and seamless as possible;
- To support AUD's continuous assessment process by providing timely and accurate information for administrative purposes and accreditation bodies;
- To contribute significantly to improving academic support infrastructure through providing accurate and timely data to all related units by collaborating with both academic and administrative departments;
- To adapt services, create innovative solutions, deploy effective technologies, and leverage limited resources to meet customer needs and improve satisfaction.

## Policies

### Policy on Academic Record Retention and Storage

In order to fulfill its commitment to the security, confidentiality and integrity of its student academic records, The American University in Dubai follows a Policy on Academic Record Retention and Storage. Details of this Policy are available in the Office of the Registrar and the Office of Institutional Effectiveness.

### Directory Information Changes

It is the responsibility of students to contact the Registrar's Office immediately in the event of any address, telephone number or email address changes. An online request form for *Directory Information Changes* is available on the Registrar's webpage [www.aud.edu](http://www.aud.edu) > Registrar > forms and requests.

### Undergraduate Classification

A student's enrollment status or classification is based upon the number of credit hours completed. A student with 0-30 credit hours is classified as a freshman, a student with 31-60 credit hours is classified as a sophomore, a student with 61-90 credit hours is classified as a junior and a student with more than 90 credit hours is classified as a senior.

### Release of Grades

Final grades are released by the Registrar's Office within three working days after the end of each academic term. All grade reports are available online <http://registrar.aud.edu/>.

## Registration

The Office of the Registrar is responsible for overseeing the registration process and maintaining students' records. The registration for all students is completed online. Freshmen, Sophomores, Juniors and Seniors are limited to specific the registration schedules. These schedules are published online and can be accessed as follows:  
[www.aud.edu](http://www.aud.edu) > Registrar > Schedule and Dates

If students have overdue library books, incomplete admissions files, in possession of school property or are delinquent in the payment of fees, they will not be allowed to register until the irregularity is remedied.

## Wait Listing

Wait listing is a function that the Registrar's Office in conjunction with Academic Departments may employ to deal fairly with students who wish to enroll in classes that reach enrollment capacity during registration. By placing themselves on a waitlist, student help academic departments track demand for courses. If a course has a large number of students on the waitlist, departments may decide to open an additional class section to meet the demand.

## Drop/Add

Students may make schedule changes without penalty during each academic term's Drop/Add period. Students with fewer than 60 credit hours, Engineering students and students on GPA/MGPA hold must obtain their advisor's approval to drop/add a course. **Drop/Add is not allowed outside this period.**

## Withdrawal from Courses

Students who do not wish to proceed with a course past the Drop/Add period are allowed to withdraw officially (and obtain a 'W' grade no later than the end of the tenth week of the semester (end of the fifth week in a summer session). A grade of 'W' is also used to denote withdrawal of students in case of dismissal by a Conduct Council. The university does not grant a grade of "W" retroactively.

To withdraw from a course, students must apply online through <http://registrar.aud.edu/>.

Students on scholarship must follow the relevant scholarship rules and regulations concerning withdrawal. Failure to do so entails financial penalties (see p. 251 of this *Catalog*).

## Withdrawal from the University

AUD students intending to withdraw from the university must submit a written notice to the Registrar's Office by filling the *AUD Withdrawal Form* available both online and at the Registrar's Office. Any outstanding tuition or fee charges owed must be paid at the time of withdrawal. Student requests for official or unofficial AUD transcripts are not honored until outstanding charges are paid.

The Last Date of Attendance is used as the official date of withdrawal in all cases for refund calculations. **W or F grades will be assigned to all courses based on whether the withdrawal occurs before (W) or after (F) the term withdrawal date specified in the university Calendar.**

Students desiring to re-enroll at AUD after a period of one year from the official date of withdrawal are considered new students. Students in this situation must contact the Admission's Office to re-activate their files. They will be required to provide updated information and pay the current Reservation and Enrollment deposit. Students desiring to re-enroll after less than a one-year period, since the official date of withdrawal, should contact the Registrar's Office to initiate the reenrollment process.

## Official Student Schedule

Students are advised that their official schedule is as recorded by the Registrar at the end of Drop/Add. Students may view this schedule by following this link ([schedule.aud.edu](http://schedule.aud.edu)).

## Request for Transcripts

Requests for transcripts from The American University in Dubai must be made by filling out an online request form on the Registrar's webpage [www.aud.edu](http://www.aud.edu) > Registrar > forms and requests. The fee for each official transcript is AED 50\*. **Students should allow two working days for the processing of transcript requests.** Students can request special mail services at an additional cost.

**No official transcripts are issued to a student whose file is incomplete. A transcript cannot be released to a third party without a Consent to Release Education Records Exception Form signed by the student. Transcripts, which are not collected within one calendar year of issuance will be destroyed.**

\* The university prefers payment by local U.A.E. check, cash or credit card. If payment is made by personal check, transcripts will be held for 10 full days or until the check has cleared.

### **Certificates of Enrollment**

Students may request certificates of enrollment or formal letters from the Office of the Registrar by filling out the Letter Request Form, available on the Registrar's webpage [www.aud.edu](http://www.aud.edu) > Registrar > forms and requests. **Two working days for the processing of letter requests should be allowed.**

### **Names on Diplomas**

The name that appears on a student's diploma will be consistent with the name that appears in the student's file upon admission and is corroborated by a passport or identity card.

### **Diploma Replacement**

If an original AUD diploma is destroyed or lost, a duplicate may be ordered from the Registrar's Office. *The Duplicate Diploma Request form* must be completed by the graduate and any evidence that the original diploma was lost, stolen, or destroyed must be attached to the Request (e.g., police report, fire department report). If the original diploma is damaged, the *Duplicate Diploma Request form* must be completed and the damaged diploma must be submitted to the Registrar's Office. The reverse side of the duplicate diploma will be stamped with the words, "Duplicate issued on MM/DD/YY to replace lost/destroyed original diploma." In order to receive this duplicate, graduates must fill the *Duplicate Diploma Request form*, available online [www.registrar.aud.edu](http://www.registrar.aud.edu) and pay the university's diploma fee.

### **Attestation of Diplomas**

The Office of the Registrar is responsible for processing the issuance of all diplomas and transcripts for attestation by the U.A.E. Ministry of Education – Higher Education Affairs . **Obtaining the actual attestation is the students' responsibility.**



## OFFICE OF COMMUNICATIONS

- Mission
- Goals
- Collaborative Relationships
- Study Abroad Programs at AUD



## Mission

The Mission of the Office of Communications, (consisting of the divisions of Marketing Communications and External Affairs), is to build awareness to augment brand equity, share news and foster relationships for AUD among the university's key stakeholders and constituents. Traditional and digital media, as well as other forms of outreach, are used for this purpose. The AUD website and social media channels, as well as all of the university's branding and marketing collaterals, fall under the office's Marketing Communications division, while all press relations, government outreach and embassies and consulates communications fall under the External Affairs division. Communications activity, is consistent with AUD's mission and has a role in its accomplishment. The Office operates at the local, regional and global levels.

## Goals

- To increase AUD's brand awareness in the UAE and internationally to key audience and stakeholders: current and prospective students; current and prospective faculty and staff; government entities; employers; alumni; schools and other institutions of higher learning; accrediting bodies);
- To inform its multiple target audiences of news and updates relevant to their interest: Internal and external events on campus, key achievements, student and faculty success stories, exclusive activities and workshops, new programs and courses that serve to enhance AUD's Mission and Purpose-related goals;
- To engage key stakeholders on an on-going basis through these activities, events and programs.

## Collaborative Relationships

The American University in Dubai maintains a series of collaborative relationships with universities, government entities, and corporations in the private and public sector. These relationships aim to service the interests of students and faculty, bringing to campus an exchange of thought leadership and knowledge, as well as allowing students to engage with industry and government leaders. In addition to helping to fulfill those dimensions of the university's Mission and Purpose-related Goals that deal with service to AUD's constituencies.

The university has partnerships and signed agreements with the following institutions of higher learning, covering various spheres of collaboration, including curricular consultancy, opportunities for professional development, as well as providing the AUD community opportunities for student/faculty study abroad and exchange programs:

- American Business School - Paris, part of IGS Group, Paris, France <http://www.absparis.org/en/> - student exchange for the undergraduate level in Business Administration
- AL-Maktoum College of Higher Education (Dundee, Scotland), [www.almcollege.org.uk/](http://www.almcollege.org.uk/) (for more information, please, visit the Communications Office)
- Embry-Riddle Aeronautical University, Daytona Beach, Florida, [www.erau.edu](http://www.erau.edu) – Student Exchange for the undergraduate level in Engineering;
- Florida International University, Miami, Florida ([www.fiu.edu](http://www.fiu.edu)) – student exchange for undergraduate level in: Business Administration, Communications and Information Studies (Journalism), Engineering, Information Technology, Visual Communications (Advertising);
- Frankfurt School of Finance and Management (FSFM) (Frankfurt, Germany) - [www.frankfurt-school.de](http://www.frankfurt-school.de) ; Study abroad opportunities in Business Administration
- Georgia Tech, Atlanta, USA [www.gatech.edu](http://www.gatech.edu) – student exchange for the undergraduate level in Engineering;
- International University in Geneva, Geneva, Switzerland [www.iun.ch](http://www.iun.ch) – student exchange for the undergraduate level in: Business Administration, Communication and Information Studies;
- Regent's University London, London, UK, [www.regents.ac.uk](http://www.regents.ac.uk) – Student exchange for the undergraduate level in Business Administration, Communications and Information Studies and International Studies.
- Sciences Po - L'Institut D'Études Politiques (IEP) de Paris, Paris, France [www.sciencespo.fr](http://www.sciencespo.fr) – student exchange for undergraduate level courses relating to: Economics, History, European Affairs, International Affairs, Language, Law, Political Science and Sociology;
- UC Berkeley, University of California, Berkeley, USA - <http://studyabroad.berkeley.edu/summerabroad> (summer programs, outbound for our students only)
- UCI University of California, Irvine, USA – <http://summer.uci.edu/> (summer programs outbound for our students only)
- Università Commerciale Luigi Bocconi, Milan, Italy [www.unibocconi.eu](http://www.unibocconi.eu) – student/faculty exchange for the undergraduate level in Business Administration;

- University of St. Gallen, St. Gallen, Switzerland [www.unisg.ch](http://www.unisg.ch) – student exchange in Business Administration;
- University at Albany, State University of New York, USA [www.albany.edu](http://www.albany.edu) - student exchange for undergraduate level in: Business Administration, Communication and Information Studies.
- Universidad Europea de Madrid, Spain <http://universidadeuropea.es/en> – Student Exchange for undergraduate level in: Architecture, Business Administration International Studies, Communication and Information Studies, Interior Design, Visual Communication and Engineering

Students wishing to participate in a study abroad or exchange program must meet all of the requirements, as well as receive authorization from their Dean, Associate Dean or chair and apply through the Communications office, students/faculty must consult and obtain authorization from their Dean, Associate Dean or Chair and apply through Communications Office.

Please refer to p. 86 for eligibility requirements for participation in student foreign exchange programs.

Students wishing to spend a **term (i.e., semester or summer session[s]) abroad** at one of the universities listed above may seek authorization to do so with the intention of transferring up to 15 credit semester hours or equivalent. If a student wishes to study abroad with other universities (subject to AUD approval), they also are allowed to transfer up to 15 credit semester hours or equivalent. Students should familiarize themselves with AUD's *Transfer Credit Policy* available online and on pp. 85-86 of this *Catalog*.

## Study Abroad Programs at AUD

### Middle Eastern Certificate Program

The Middle Eastern Studies Certificate is an 18-credit hour program designed to furnish students with knowledge and understanding of the history and evolution of the Middle East and North Africa. The courses offer an insight into various cultural, social, political, and regional aspects of MENA, thereby giving students a firm grounding to pursue employment in the region. The MEST Certificate is tailored to meet the needs of those studying and pursuing careers in the region as well as those outside of the region looking to develop their awareness of Middle Eastern culture.

For students outside the region (Study Abroad, etc.), the MEST Certificate offers the unique opportunity to develop their interest in and understanding of Middle Eastern culture by living in Dubai while earning credit at an American-accredited university.

For more information please contact the Communications Office at [communications@aud.edu](mailto:communications@aud.edu)

Please refer to pp. 125-127 for degree requirements and course sequencing.

### The AUD Semester in Dubai Program

A program designed to provide students with a snapshot of the Middle East through the study of language, history and culture – with specific attention accorded to Dubai, a modern city-state whose economic progress and broad-scale success has captured the imagination of the world. Students will live and study on the AUD campus where over 100 nationalities are represented and will benefit from the integration of co-curricular activities with traditional classroom instruction. Professors and professionals join forces in providing students with a true-to-life exposure to the Middle East that is rewarding, both intellectually and in terms of personal development.

For more information please contact the Communications Office at [communications@aud.edu](mailto:communications@aud.edu).

## Conferences and Events

It is the role of the Communications Office to identify conferences and events that will help increase awareness of AUD's visibility and that are beneficial to our students who will serve as AUD Ambassadors, as well as our community at large. Opportunities such as exchange conferences/conferences, course abroad opportunities, guest speakers, lectures, competition opportunities, and among many others; below are a few listed opportunities. The Communications Office is also tasked with leading and planning its own initiatives that aim to support the university as a brand and an institution.

### AUD's School Sports Challenge (SSC)

AUD celebrated its fifth edition (67<sup>th</sup>) of the SSC which was held on our premises on Friday February 23<sup>rd</sup>, 2017, under the Patronage of H.H. Sheikh Ahmed Bin Mohammed Bin Rashid Al Maktoum President of the National Olympics Committee in the U.A.E., and in partnership with High Five Events. The multi-sport event brings together over 1500 high school students on AUD's premises to compete on friendly sports games.

Through this challenge, AUD aims to create and encourage interaction among students from various schools, backgrounds and communities, while motivating student athletes by offering them the opportunity to compete in our major annual sports event. In line with the vision of H.H. Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and Ruler of Dubai, regarding youth's creating horizons in sports, AUD acknowledges the importance of athletics in the life of young people and its invaluable contribution to "whole person" development. It takes more than a scholastic achievement to develop into a productive member of a progressive society. The beyond academics approach in a multicultural setting plays a critical role in this development by instilling values like sportsmanship, discipline, responsibility, self-confidence, among other qualities. For more information please contact the Communications Office at [communications@aud.edu](mailto:communications@aud.edu).

### Al Maktoum College of Higher Education Summer Academic Training Programme

The American University in Dubai has sent four high achieving U.A.E. national students to partake in the Summer Academic Training Programme at Al-Maktoum College of Higher Education in Dundee, Scotland, for the fourth consecutive year. H.H. Sheikh Hamdan Bin Rashid Al Maktoum is the patron and sponsor of the independent and international research-led college which was established in 2001 and with which AUD has had an ongoing relationship since 2013.

The Summer Academic Programme, which is intended for female students from Arab and Islamic countries, took place last summer in July 2018. The Summer School is a unique first-hand experience that allows students to immerse themselves into an exciting cultural exchange program. It is intended to help students achieve global awareness within the international and multicultural ethos of the Al-Maktoum College, with the aim of preparing the women as potential future leaders of their country. The program is made up of lectures, seminars, class discussions and debates and also involves study trips and activities, which are related to the theme of the program. Each week, over the four-week period, students covered units including Civilizational Dialogue, Scottish History and Culture, Leadership and Management and Women and Scottish Politics.

The program aims to provide students with an introduction to Scotland, its history, culture and people through a mixture of classes, talks, and visits. In addition, it involves an intense educational experience in the areas of multiculturalism, and cultural engagement through pro-actively engaging students with another culture and its people.

### Clinton Scholars at CGI U

**The Clinton Global Initiative University (CGI U)**, based on the successful model of the Clinton Global Initiative [www.clintonglobalinitiative.org](http://www.clintonglobalinitiative.org), was launched in 2007 and is hosted by President William Jefferson Clinton every year bringing together students, national youth organizations, and university officials to discuss global challenges, while joining hands as they take real, concrete steps towards solving.

In 2017, for the tenth year in a row, AUD was the only educational institution from the Middle East to participate in CGI U's annual meeting held at UC Berkeley. Members of AUD Communications Office, along with Clinton Scholar alumni students, joined thousands of students from around the world, each with their own commitment in mind, but working together to learn about the different steps to "making a difference."

For further information on this event and to learn more about the AUD International Aid Society, and their many initiatives, contact the Communications Office.

### Harvard College in Asia Program (HCAP)

The American University in Dubai (AUD) has partnered for the ninth year with the **Harvard College in Asia Program (HCAP)**. In 2018, AUD ambassadors from various nationalities joined students from premier academic institutions from Bangkok, Beijing, Cambridge, Dubai, Hong Kong, Istanbul, Jiangyin, Kuala Lumpur, Mumbai, New Delhi, Seoul, Singapore, Taipei, and Tokyo along with delegates from Harvard University, to attend HCAP's conference themed engaging students in open exchange of opinions and ideas. The conference consists of two phases, allowing students to participate in an exchange conference lasting one week in each of Boston and Dubai. The objective of the conferences is to create unique, global, and holistic experiences that address the same issues

with a variety of different approaches. (AUD is the only university from the Middle East Region participating in these conferences.)

The conference consists of a well-rounded interactive program aimed at challenging the delegates academically, socially and culturally. This program includes lectures from professors and industry leaders/practitioners with panel discussions, as well as visits to medical schools in both regions, all important elements of the HCAP academic experience. For further information on this event and to learn more about HCAP, please contact the Communications Office.

### Harvard Model Congress (HMCD)

Among the many clubs at AUD is the recently established AUD Model United Nations Organization (AUDMUN), committed to the pursuit of understanding of the United Nations and international diplomacy through the means of Model United Nations conferences, encouraging active debate, conflict resolution, negotiation, compromise and the expansion of worldly knowledge. In line with the AUD's educational philosophy of stressing a well-rounded student experience and encouraging global understanding by providing an atmosphere of cultural diversity and opportunities for an international education, AUDMUN partakes in at least two international conferences a year to further develop their skills in areas such as teamwork, persuasive writing, debating and negotiation.

Recent conferences that AUDMUN planned and participated in are: AUDMUN's second Annual Conference at AUD, Harvard Model Congress Dubai (HMCD), hosted for three years at AUD in partnership with AUDMUN, UC Berkeley Model United Nations Conference XVIII (UCBMUN), Columbia Model United Nations in New York (CMUNNY). The National Model United Nations Conference held in Washington, D.C. (NMUNDC), operated by the National Collegiate Conference Association in partnership with the Osgood Center for International Studies. In addition to the 43rd session of the University of Pennsylvania Model United Nations Conference (UPMUNC) as well as Bucharest International Students Model United Nations (BISMUN) conference, among others. For further information on MUN events and to learn more about AUDMUN, please contact the Student Services Office or the Communications Office .

### The Omnium Global Executive MBA Program – University of Toronto, Rotman School of Management

AUD hosted the University of Toronto's prestigious Omnium Global Executive MBA program in 2017 for the second year after an agreement was signed between AUD and the University of Toronto's Rotman School of Management, Canada's leading business school, to host the Omnium 2015 class at the AUD campus in Dubai.

The Rotman School of Management has set out to redesign business education for the 21st Century, earning it a reputation as one of the world's most innovative business schools. Rotman has consistently been ranked as one of the top business schools in the world. The Omnium Global Executive MBA program is an 18-month international learning experience, which immerses business executives from around the world in core business disciplines that are taught from a global perspective. Omnium students meet for two-week teaching modules and project work in North America, South America, East Asia, Europe, South Asia and the Middle East. The Dubai module has taken place for the second year now in early February for one full week at AUD.

As a Rotman School of Management Affiliate Institution, AUD joins the likes of Fudan University, Shanghai, China; City University of Hong Kong, China; International Management Institute, New Delhi, India; Insper Instituto de Ensino e Pesquisa, São Paulo, Brazil; Universidad Torcuato di Tella, Buenos Aires, Argentina; and Corvinus University, Budapest, Hungary.

### Social Media

The Communications Office maintains all of AUD's social media channels including:

#### Facebook

AUDubai

#### Twitter

AUDubai

**LinkedIn**

american-university-in-dubai

**YouTube**

AUDChannel

**Instagram**

audubai

**The Events Calendar**

Marcom is in charge of the Events Calendar, an online system developed for booking meetings and events on campus. All faculty and staff can access the calendar. Student-led events are booked through the Student Activities Coordinators. The Events Calendar can be accessed [online](#).





## OFFICE OF STUDENT RETENTION AND SUCCESS

- Mission
- Goals
- Academic Advising
- Academic Support
- Alumni Relations
- Career Services
- The Entrepreneurship Club



## Mission

The mission of the Office of Student Retention and Success is to assist students in achieving their goals as AUD degree candidates and graduates. Hence, the Office focuses on enhancing academic viability and status and on job placement and career advancement. Academic advising and support, career services and alumni relations are the vehicles through which the Office achieves its goals.

## Goals

- To collaborate with administrative and academic units in devising and implementing multi-dimensional plans for student retention;
- To assist students in the choice of a career, the identification of employment opportunities, and the process of securing recruitment within their chosen field;
- To foster a sense of community among enrolled students and graduates, leading to an active alumni network, which in turn, favors life-long career advancement and contribution to the university; and
- To guide and support students throughout their education journey to ensure that their academic progress is a successful one meanwhile instilling in them the values required for their continued success.

## Academic Advising

The AUD Academic Advising Division (AAD) provides advising services to students. An Advisor's approval is required in order for these students to register\*. The AAD assists students in adopting a program of study and creating an individual program of study document. Prior to the beginning of each term, these students are required to meet with the Advisor to whom they are assigned in order to review the status of their degree progress, to discuss university policies and departmental requirements, and to select courses.

\* See p. 77 for policies governing the required approvals.

## Role of the Academic Advising Division

In accordance with our statement and AUD's vision of promoting student learning and development, the Division's goals are to:

- Impart accurate, judicious and timely information on AUD policies, academic programs, and campus resources;
- Form educational advising partnerships with advisees and encourage the shared responsibility of academic decisions with advisors;
- Contribute to the student's personal development and effective decision-making skills; and
- Evaluate and re-assess the AAD services to better serve the advisees' needs and enhance their educational experience at AUD.

## Outcomes

- Students will read and accurately interpret AUD policies and academic program requirements and will recognize campus resources.
- Students will value the advising partnership and select an appropriate course sequence accordingly.
- Students will understand how their academic performance impacts their individual progress towards graduation.
- Prospective graduates will acknowledge the academic guidance provided by the AAD.

## Academic Support

The Academic Support Division enriches the educational, intellectual, and personal growth of AUD's diverse student population by assisting them in developing skills and strategies to effectively respond to academic challenges. These support programs will help students achieve academic success and embrace life-long learning habits.

The Division offers a range of services to help students develop their own educational goals and succeed in their chosen program of study. These academic support services include: individualized academic counseling, access to tutoring and peer-tutoring, workshops among other. The Office of Student Retention and Success also retains a list of tutors who offer individual tutoring sessions for students in need of academic assistance.

## Academic Support Workshops

Workshops on topics of concern to all students are offered each semester. Past workshops have focused on time management, test taking anxiety, skills and strategies, academic reading and writing, working in groups, improving memory and presentation anxiety. Students should contact the Office of Student Retention and Success for information on upcoming workshops. Information on such events will be shared with students on a semester basis through our Office's newsletter.

## Peer Tutors

AUD Student Tutors provide academic support and encouragement for those students who are experiencing academic distress. Peer Tutors assist students with content-related issues and questions; discuss difficult academic concepts and provide novel and creative approaches to understanding them; listen attentively and provide clear explanations of academic problem areas and create a welcoming environment for students in academic distress.

## AUD Alumni Association

The AUD Alumni Association (AUDAA) is the student's link to the university after graduation. The Association extends the AUD community beyond graduation, forging a lifelong bond with the university.

The purpose of the Association is to promote excellence in all aspects of its alumni, establish a relationship between each graduate and the university, and promote communication amongst graduates and the community, and to create a powerful professional network.

To learn more about the Alumni benefits, Alumni events and ways to give back to the AUD community, contact [audalumni@aud.edu](mailto:audalumni@aud.edu) or check the website.

## Career Services

The AUD Career Services Division assists students and alumni to successfully explore and prepare for rewarding and meaningful careers. These services will allow students and alumni to develop and maintain a competitive advantage in the emerging employment market.

Career counselors ensure that students successfully bridge the transition from university life to work life through equipping them with career guidance, interview tactics, job search skills, marketplace readiness preparation, and a network of employment opportunities.

Students are strongly encouraged to register with Career Services during their first academic year and work closely with a career advisor to develop their career plan parallel with their studies. Early exposure to the work environment is also encouraged, as it solidifies students' academic commitment and allows a better understanding of the relationship between the classroom and the marketplace.

The Career Services Division liaises with regional and multinational companies, creating a business network to offer employment and internship opportunities to AUD students and alumni. Through a series of workshops and on campus events, students, graduates and employees are brought together to benefit from the knowledge and information shared by market's leaders. The annual Career Fair is the epitome of the division's efforts in achieving student and employer networking.

## Career Counseling Process

Career counseling sessions and workshops are provided to all students and alumni. However, students need to register with Career Services in advance, in order to gain access to counseling, career resources, employer events and job vacancies.

## Internship Program

The opportunity to participate in university-approved internships is an option available to students in all Majors, and students are encouraged to take advantage of this program. The Career Services Division in collaboration with academic departments ensures that an adequate number of quality internship opportunities are available for selection by students. Students can view a list of AUD internship affiliated partners under the Student Retention and Success webpages or contact a career advisor.

Students participating in an internships can complement their classroom experience and earn credits toward their degrees in an approved off-campus employer that provides practical learning in professional setting.

Senior year students are eligible for accredited internships after completing course work and other minimum requirements as specified by their School/Department. Internships may be completed in any of the academic semesters including Summer I and Summer II. Before students can register and start their internship, the Dean, Associate Dean or Chair must approve the host company and the internship program. The total amount of internship credits must not exceed three credit hours towards the completion of the student's degree program. An exception to this limit, approved by the Dean, Associate Dean or Chair, may be granted in the case of students with double majors. In all cases, it is imperative that students identify and register for the internship before the start of the academic semester/term during which the internship is set to take place. Credits cannot be claimed for internships that were completed without students being registered in advance. Students are advised that internships that were completed without students being registered in advance.

Upon completion of the internship program, students must submit a work report to the faculty internship advisor as per the Department's requirements. Additionally, the host company supervisor must submit to the faculty internship advisor a written evaluation of the student's internship work. A final Pass (P) or Fail (F) grade is assigned by the allocated faculty internship advisor.

Students can learn more about the internship program by visiting the Career Services Division.

### *The Entrepreneurship Association (TEA) at AUD*

The Entrepreneurship Association at AUD which works to promote the concept and spirit of entrepreneurship among students and alumni. It works on providing a platform that assists young entrepreneurs who aim to start their own business or in other ways, bring their ideas to life. It also seeks to link and connect experienced entrepreneurs and industry leaders to members of the association, drawing the interest of investors as individuals or as investment corporations.

The association's main purpose is to help members achieve the business and professional career goals through the interactive contacts of the External Affairs Division, with a long term goal for TEA to be a regional hub for Young Entrepreneurs in the U.A.E. and GCC. A series of events have already taken place at AUD, bringing industry leaders in contact with the association members and the AUD community as a whole. In line with its mission, ERO hopes to organize many more workshops, conferences, and activities locally, regionally and internationally to further enrich and maintain AUD's relationship with its students/alumni and its external partners. For further information on entrepreneurship events and to learn more about this association, contact the External Affairs Division.



## OFFICE OF STUDENT SERVICES

- Mission
- Goals
- Divisions of Student Services
- Student Services Programs

The Office of Student Services plays a vital role in the campus community. The Office has five divisions: Dean's office, Athletics, Counseling, Housing, and Student Activities.

## **Mission**

The Office of Student Services, in support of the university's mission, provides a wealth of resources, facilities, events, and programs designed to encourage and enhance the holistic development of AUD's diverse student population, with careful and intentional consideration for opportunities existing outside of the classroom.

## **Goals**

- Support and uphold the mission and values of the institution;
- Provide services that will empower students to become actively involved in campus life, while enhancing their knowledge;
- Increase students' confidence, self-discipline, character, and courage through experiential learning opportunities.

## **Divisions of Student Services**

### **Dean of Student Services**

The Dean's Office, in the person of the Dean of Student Services, helps students interpret, clarify and understand university policies and procedures and receives student complaints, suggestions, and concerns. The Dean serves on all honor and conduct councils. One of the primary responsibilities of the Dean is to safeguard and represent students' interests.

The Dean of Student Services manages and provides direction to all divisions of Student Services and is available to meet with students and parents who have concerns related to any aspect of university life.

### **Associate Dean of Student Services**

The Associate Dean assists in providing strategic leadership and overall management to all the divisions within the Student Services Office, developing and implementing programs and services that support education, engagement of our students and impacting the growth of the Office. One of the main responsibilities of the Associate Dean is to oversee the Student Activities Division and all its activities including, but not limited to events, clubs, orientation, incoming visiting students, and Student Government Association (SGA), while committing to student advocacy by encouraging excellence and learning outside of the classroom, greatly influencing and expanding the students' worldview.

### **Athletics**

The AUD Athletics Division promotes and strengthens individuals' leadership, teamwork, and collaboration skills through a wide range of athletic opportunities, including sports team competitions, intramurals, drop-in sports, and fitness-related activities.

For the highly competitive student athlete who is interested in competing against universities from the U.A.E. and elsewhere, AUD offers a number of intercollegiate team sports. Tryouts for students who desire to join the AUD teams are carried out at the beginning of each semester.

Facilities are open to all in the AUD community when official games and practices aren't scheduled. The AUD Housing also have two fully equipped student gyms available only to Housing students. See pp. 13-14 of this *Catalog* for a description of sports facilities.

### **Counseling**

The AUD Counseling Office provides professional and confidential counseling services to students. These private services help students overcome personal difficulties that may interfere with or hinder their academic success, and their personal/professional development. During their college years, students face a variety of challenges that affect their personal growth, emotional wellbeing, and success, which may prevent them from reaching their full-potential.

The Personal Counselor's role is to assess students' concerns and provide support and guidance. The confidentiality of the counseling sessions is protected by the counselor's code of ethics of the APA (American Psychological Association).

Students may talk about the issues they are facing, and explore related thoughts and feelings, to better understand their personal resources. For some students, one conversation with the Personal Counselor may be sufficient to improve their situation, while others may return for several appointments.

The Personal Counselor also offers a series of seminars and workshops designed to increase awareness of mental health detection and prevention. These educational programs help students identify, understand, and respond to general mental health issues.

## Housing

The AUD Student Housing Division provides residential students with a safe and well-maintained living and learning environment that supports individual progress and provides quality services and programming. The residence halls are to establish a sense of community coupled with responsible and independent living.

AUD student housing consists of four residence, two for males and two for females. The male and female halls are totally segregated. On the ground floor of each hall there is a fully equipped kitchen, a student lounge, a laundry room, and a TV room. AUD has clear guidelines for what constitutes inappropriate behavior in the student housing. It is the responsibility of students to abide by these rules at all times.

The Housing Manager oversees the housing division, handles room assignments, roommate conflicts and general complaints, enforces housing rules and regulations, and offers emotional support to students in order to ensure a safe, comfortable, and peaceful living and learning environment. A female and male Housing Controller are available in the residence halls to arrange for maintenance, logistics and cleaning services. A number of important rules and regulations that govern student housing. *The AUD Housing Handbook* contains all housing information and policies.

Resident Assistants are student leaders who work in both the residence halls and the Housing office. They report directly to the Housing Manager and assist with various duties. These duties include, but are not limited to: receiving maintenance requests, recording complaints, answering questions, administering the student housing satisfaction survey, and conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to facilities and suggestions for improvements in the housing. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinators, plan and host various dorm activities and programs. Any housing student interested in applying for a Resident Assistant position should contact the Housing Manager.

## Student Activities

The AUD Student Activities Office creates an inclusive community, in which students engage in a variety of social, cultural, intellectual, and leadership programs and activities. This community is developed through governance, club involvement, and civic engagement/service opportunities.

Involvement in student activities at university is an important component of student life. AUD's American educational philosophy stresses a well-rounded student experience. Through participation in clubs and organizations, students not only become involved in university life, but also strengthen their socialization, team-building, leadership, event planning and organizational skills. Membership in student clubs and organizations also enables students to make new friends and share mutual interests with fellow students. The memories created on campus, through activities, is an essential part of the holistic development of a university student. The aim of the Office of Student Activities is to create and offer those opportunities for AUD students.

The Student Activities Coordinator, with assistance from the Student Government Association, creates and plans numerous activities for students throughout the year. These activities, designed to be social and cultural, include desert safaris, dhow trips, beach parties, guest lectures, dinners, international celebrations, plays, music nights and other events.

AUD-sponsored activities introduce students to many of the diverse social and cultural events held in each city. A calendar of events is available on the university's website ([www.aud.edu](http://www.aud.edu)). Any student having an idea for a student activity should contact the Coordinator of Student Activities.



## Student Services Programs

### Student Forum

The AUD Student Forum is designed, executed and managed by the AUD Student Government Association (SGA), under the guidance of the Student Activities Coordinators. The Forum is held during the Spring semester and is a means by which the university collects student feedback regarding university-related issues. A general survey is conducted by the SGA, which reviews all issues related to campus life, i.e., sports, residence halls, student activities, general academic issues, and general non-academic/administrative issues. The Director of Institutional Effectiveness provides the SGA members with the relevant results of the Student Satisfaction Survey. These results are combined with the results from the SGA survey and both are used to create a presentation for the Student Forum.

### General Housing Meetings

General housing meetings are held once per semester for all of AUD's housing residents. All residents have the opportunity to freely voice their concerns and ask questions. The Housing Manager and Dean of Student Services facilitate the meetings. The Associate Director of Student Retention and Success, the Athletics Manager, and the Student Activities Coordinators may also attend these meetings on a periodic basis.

### Orientation

All new students are required to participate in orientation activities. During orientation, student orientation leaders acquaint students with the campus environment, explain policies and procedures; explain AUD's *Honor Code*, and conduct a variety of activities to introduce the students to the university experience. Further orientation takes place throughout the year through student activities, which may include seminars, workshops, tours and informal discussion sessions. AUD distinguishes itself with a unique student orientation program planned and orchestrated by AUD Student Orientation Leaders. All first through third year students are eligible to apply for this student leadership opportunity. Applications are available through the Office of Student Services.

### Student Organizations

Involvement in student organizations/athletics is important for making new friends and provides the opportunity to share mutual interests with fellow students. The student activities program strengthens students' socialization skills and offers encouragement to those who are making a transition to university life. AUD-sponsored activities introduce students to many of the diverse social and cultural events and intellectual experiences. Information regarding campus student organizations can be found in the *AUD Student Handbook* and on the AUD website.

Student organizations are responsible for the conduct of all persons at university-related functions. All students and guests must conform to the U.A.E. law. Please note that the Code of Student Conduct contained in this *Catalog* applies to all student activities on or off campus. Additional, detailed, and/or current activity and club rules and regulations are available in the Office of Student Activities. Every organization has the responsibility to take all reasonable steps to prevent any infraction of the university rules and U.A.E. laws related to the activities of the organization. Any individual/group whose conduct is in violation of the Code of Student Conduct will be subject to disciplinary action.

In addition, outlined penalties and disciplinary procedures will apply. Such action may include suspension or dismissal of individuals or suspension or dismissal from a particular activity or club. The university has authority over all student organizations and activities. To provide for the efficient use of AUD's buildings and facilities and to protect the integrity and reputation of the university, student organizations must complete an online request two weeks prior to any event depending on the size and scale of the event. Prior approval for use of AUD facilities is required. This procedure is done with the coordination of Student Activities. Details are available with the Student Activities Coordinators.

### AUD Student Leadership Programs

AUD is pleased to offer a number of leadership programs for students. Through these leadership programs, AUD students are provided with the opportunity to develop their leadership, management, and public relations skills.

#### **Student Orientation Leaders (OLs)**

Student Orientation Leaders assist in all student orientation programs. AUD's Orientation Leaders welcome new students and their parents to AUD and facilitate the transition of new students into the academic, social, extracurricular and cultural and career dimensions of the AUD educational experience. Orientation Leaders act as group facilitators during AUD's orientation programs and acquaint new students with campus activities, facilities, rules, procedures and policies.

### **Peer Health Educators (PHEs)**

Peer Health Educators is a group of trained students who are effective in helping others make healthier choices. The group helps create positive social norms and lays the foundation for a positive campus environment. Members of PHE work closely with professionals, serving as a resource for guidance, training, and referral.

### **Resident Assistants (RAs)**

AUD Residence Assistants work as administrative links between residents and the Housing Division. RAs help residents with personal problems, roommate conflicts and other housing-related issues. RAs also keep the Housing Division advised of residents' concerns and issues. They play a major role in presenting programs in the housing that provide residents with a variety of educational, cultural, recreational, and social activities.

*\*All students who fulfill the obligation of their student leadership contract are invited to attend the annual Student Leadership Luncheon held in the spring of each academic year.*

### **AUD Annual Gala Dinner and Awards Ceremony**

The Annual Gala Dinner and Award Ceremony is held in the spring of each academic year. This special occasion recognizes students who have exceptional achievements and contributions that bring glory and honor to the AUD community.

There are three categories of awards: those nominated by the School Deans (Undergraduate Program and Major Awards), those nominated by the Administration, Faculty and Staff, and those selected by the President.

#### **Program and Major Awards**

Awarded to students who have achieved the highest CGPA in those undergraduate programs and majors for which such awards have been created.

#### **Student Leadership Awards**

Awarded to students who have demonstrated outstanding leadership on campus by bringing students together, creating and implementing activities/events, and/or developing and directing special projects/initiatives.

#### **Community Service Awards**

Awarded to students who have actively and consistently dedicated their time to engage in volunteer and other service opportunities throughout the academic year. This may include extensive and intensive work on a special project/initiative.

#### **Student Government Association Awards**

Awarded to active member(s) of the SGA who have made significant contributions to the organization and AUD student body throughout the academic year.

#### **Outstanding Student Club**

Awarded to the student club that executes a variety of successful events above and beyond the minimum requirements of Student Activities.

#### **Outstanding Event of the Year**

Awarded for an exceptional, student-created and executed activity on campus.

#### **AUD Ambassador Awards**

Awarded to students who have brought honor to the University through their first-place achievement in competitions and/or projects/initiatives in the community.

#### **Outstanding Male and Female Athlete of the Year**

Awarded to one male and one female students-athlete who demonstrates athletic leadership by regularly contributing and adding value to the team while capturing the spirit of AUD athletics (e.g. sportsmanship, leadership, teamwork, and overall spirit)

#### **President's Award for Student Excellence**

Awarded to student(s) who have excelled at AUD through academics and leadership, as well as participation and involvement in several university activities. He/she emulates AUD's values and philosophy.

Additionally, the following President's Awards are given at the university Graduation Dinner attended by faculty and staff:

- **Teaching Excellence**  
Awarded to the faculty member who has contributed to the university through extraordinary performance as a teacher. Evaluation criteria include service to students/mentoring outside the classroom.
- **Institutional Effectiveness**  
Awarded annually to a faculty or staff member for a superlative contribution to AUD's institutional effectiveness initiatives. The basis for this Award will be an outstanding achievement within the IE sphere (e.g., assessment/measurement, continuous improvement, strategy formulation, establishment of learning outcomes, etc.) resulting in a significant enhancement in the achievement of AUD's Mission.
- **Distinguished Service**  
Awarded to a faculty or staff member who has made significant ongoing contributions to AUD above and beyond the call of duty. The selected faculty or staff member is one whose impact on the institution is formidable and universally recognized.

### *Student Services - Hours of Operation*

- Counseling: Sunday through Thursday from 11:00 a.m. to 4:00 p.m.
- Student Activities hours: Coordinators are available on weekdays from 8:00 a.m. to 5:00 p.m. The majority of student activities and club meetings take place during evening and weekend hours.
- Athletics hours: Weekdays from 8:00 a.m. to 5:00 p.m. The majority of games and practices take place during evening hours.



## HEALTH CENTER

- Mission
- Goals
- Health Services
- Health Awareness and Education
- Health History and Insurance
- People of Determination

## Mission

The mission of the AUD Health Center is to provide general care and health supervision of all currently enrolled students, faculty, and staff and to promote the prevention of illness and the well-being of students, staff, and faculty.

The AUD Health Center promotes, improves, and maintains a healthy campus environment by providing accessible, high-quality care, health supervision, and educational programs, which encourages students, faculty, and staff to preserve their overall well-being.

## Goals

- To promote the prevention of illness and the well-being of students and staff;
- To identify and contribute to health education programs for students and staff;
- To provide advice, information, and guidance to the university community on health matters through the use of multi-media communications, in addition to face-to-face dialogue with specialists who participate in health days;
- To support students with medical conditions (people of determination accommodations);
- To create needs-based workshops for students.

## Health Services

Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 a.m. – 8:00 p.m. (during Summer I and II terms from 8:00 a.m. to 5:00 p.m.). After working hours, and during weekends, emergency health services are provided by staff nurses who reside on campus and are on call. For any medical emergency, student should call the **UNIVERSITY HOTLINE: 04-3183 500**. The security guard informs the nurse on duty. Two first aid rooms, located in both the female and male housing, are equipped to provide emergency treatment for housing students after working hours. *First Aid Guides* are posted in all residence hall rooms, classrooms, the library, adjunct rooms, the main reception, at all the security guard locations, and in all the engineering laboratories. All studios and laboratories are equipped with First Aid Kit in addition to information necessary to assess and treat minor emergencies.

Health services are available for the entire AUD community: students, faculty, staff, and families living on campus. Services include treatment for minor health emergencies and conditions, dispensing medication providing individuals with medical referrals, and offering information on health-related issues. Preventive medicine is also emphasized at AUD.

Blood testing for residence visas is facilitated through the AUD Health Center. This service is offered only to students and employees sponsored by the university.

## Health Awareness and Education

The Health Center promotes health awareness and education programs throughout the academic year including but not limited to: nutrition and eating disorders, blood drives, drugs and narcotics awareness, sexually transmitted illnesses, anxiety and stress management, smoking, skincare, health hazards, vision disorders, and other topics based on student's needs.

## Health History and Insurance

Newly enrolled students are required to complete and submit a *Health History Form*, endorsed by a licensed physician, to the Health Center. If students fail to comply with this requirement, they will be placed on registration hold for the subsequent semester. For the best care, students should make sure that their health records are current and up-to-date for the AUD Health Center.

Enrolled students with medical problems or disabilities, who may require care or restriction of their campus activities, must submit to the Health Center Director an up-to-date medical report from their family physician describing their conditions, restrictions, and special requirements.

### **All health-related documents, reports, and information are kept confidential in the AUD Health Center.**

Student's health information is not released to those not involved in the student's immediate care without his or her written permission. Students may complete the *Authorization for Disclosure of Health History Information Form* for information sharing as necessary. Student's health forms are included in the *AUD Application for Admission*, and may be printed from the AUD website, or collected from the AUD Health Center.



## Health Insurance

Private health insurance covering care in the U.A.E. is mandatory for all AUD-sponsored students. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee on their Fall semester bill covering the period September 1 through August 31 (See *Financial Information* section for details).

AUD non-sponsored students are required to have and maintain private health insurance covering all U.A.E. care on a continual basis while enrolled and are responsible for all charges related to their medical care. They can join the AUD-sponsored health insurance plan at the beginning of each semester subject to approval from the insurance company.

Visiting students are required to provide evidence of valid private health insurance applicable in the U.A.E., during the Admissions process. Visiting students requiring AUD residence visa have to enroll in the AUD-sponsored health insurance plan as part of the visa process.

## People of Determination

### People of Determination Support Services

The American University in Dubai is committed to providing reasonable accommodations and equal access to university programs and activities for people of determination with documented disabilities. A reasonable accommodation is one that is consistent with academic standards of the university and does not require substantial course or program alteration. The Health Center welcomes and encourages students with disabilities to identify themselves and to seek access to needed accommodations.

To ensure that accommodations are provided in a timely fashion, AUD strongly encourages students to submit their requests well in advance of the start of any coursework for which the accommodation is requested.

### Accommodations for People of Determination

Academic support accommodations that are provided to people of determination are based on their condition's limitations and specialist's recommendations.

People of determination can suffer from a physical, mental, or learning impairment/condition or disability that affects his/her lifestyle, limits one or more major life activities, and requires special accommodations.

- Physical conditions like: Diabetes, Heart problems, Epilepsy, Cancer, and others.
- Mental conditions like: Anxiety, Depression, Asperger's Syndrome and others.
- Learning disorders like: ADD/ADHD, Dyslexia, and Dyscalculia.

### Accommodation Request Process for People of Determination

In order to request an accommodation, students must take the following actions:

1. Disclose his/her special condition via the *Student Health History Form*;
2. Provide the AUD Health Center with a medical report of his/her condition, signed by a doctor. In situations regarding students with psychological issues, a copy of any mental health reports will be given to the Personal Counselor;
3. Meet with the Health Center Director, and the Personal Counselor (for mental-health related cases) to evaluate his/her needs and level of support required, if any;
4. Sign the *Special Accommodations Request Form* following the intake and assessment completed by the above-mentioned staff, to ensure that he/she understands the services being provided and the notification process as it relates to the academic units. This includes providing students with guidelines regarding the confidential nature of their file(s);
5. A copy of the *Special Accommodations Request Form* will be emailed to students' instructors, and additional copies will remain in the Health Center and with the Personal Counselor. After receiving this form, the instructor should meet with the student privately to discuss applying these accommodations. The instructor can discuss any concerns about applying these accommodations with the Health Center Director or the Personal Counselor;
6. If a student has been diagnosed with a condition after admission to AUD, the student may request assistance at any time, and will be required to follow the procedures as outlined above.



In cases where students have missed classes, a midterm, or an exam, the student must provide a medical note from a doctor/hospital, which will be verified and approved by the Health Center Director or the Personal Counselor ( for mental cases). The instructor will be notified by the above-mentioned staff member(s), as needed.

### **Confidentiality**

The student is not obligated to disclose their condition or present any medical documentation or absence note to the instructor as these are considered confidential information privy to the Health Director and Personal Counselor. The Health Center Director will notify the student's professors informing them of the legitimate medical documentation.

All medical files remain confidential with the exception of relevant faculty and staff being informed if they are expected to provide accommodations or if emergency treatment may be required.

The medical documentation does not excuse the student from class. Final decision on how to proceed remains at the instructor's discretion.



## LIBRARY SERVICES

- Mission
- Goals
- Library Overview
- Hours of Operation

## Mission

The primary Mission of the American University in Dubai Library is to provide information resources and services to support the instructional programs and educational goals of the university; namely, to help students prepare for a career, develop life-long learning and critical thinking skills and to support diversity in the student body and educational programs. A complementary Mission is to support the research and staff development needs of AUD faculty and staff.

## Goals

The Library's operational goals include facilitating access to information through:

- the development of the library print collection, electronic information resources and access to external information sources;
- the library's organization and arrangement for access;
- appropriate reference services and user education programs;
- the maintenance of facilities of an adequate size and quality to house collections, resources, and equipment and to provide adequate space for patrons and library personnel.

## Library Overview

AUD's Library has access to over 300,000 print and ebooks, focusing on the university's programs in international studies, business, communication and information studies, engineering, architecture, visual communication, and interior design, and arts and sciences (including Middle Eastern studies). Subscriptions to over 100 print and online journals, newspapers and magazines, provide an extensive and varied collection of current periodical literature. In addition, the library provides access to a rich collection of full-text, web-based databases, containing articles from thousands of academic journals, magazines, and international newspapers. The collection is tailored to benefit disciplines in which AUD grants degrees.

An interlibrary loan agreement is maintained with the British Library to support access to information resources not available in the AUD Library.

The Library catalog and databases can be accessed both on-campus and off-campus. This means academic work can be done anywhere, any time. On campus, the AUD Library provides the tools needed to complete research and create presentations. It contains two computer labs (24 computers) and one teaching lab (24 computers) in addition to 8 research workstations in the Reference area, a photocopier, three printers, four scanners and four study rooms. Wireless access is available.

AUD's library staff is committed to the student. Their knowledge of information resources, professionalism and willingness to assist, provides a learning environment where students feel comfortable knowing they can always receive help. Professional library staff follow an open door policy and instruct students on the best search techniques and offer advice about which resources to use for their academic work. Course-integrated library sessions are provided to ensure that students develop the skills needed to research the full range of information resources. Experienced library staff is always on duty to provide research assistance. In addition, students can make an appointment for one-to-one resource or research instruction. Library guides are also available to help students navigate resources and services and support more independent information users.



Policies and procedures are posted on the library's webpage and guide students in the successful use of resources and facilities. Visit the Library Survival Guide for more information (<http://libguides.aud.edu/univcourse/survivalguide>)

## Library - Hours of Operation

### Fall and Spring Semesters

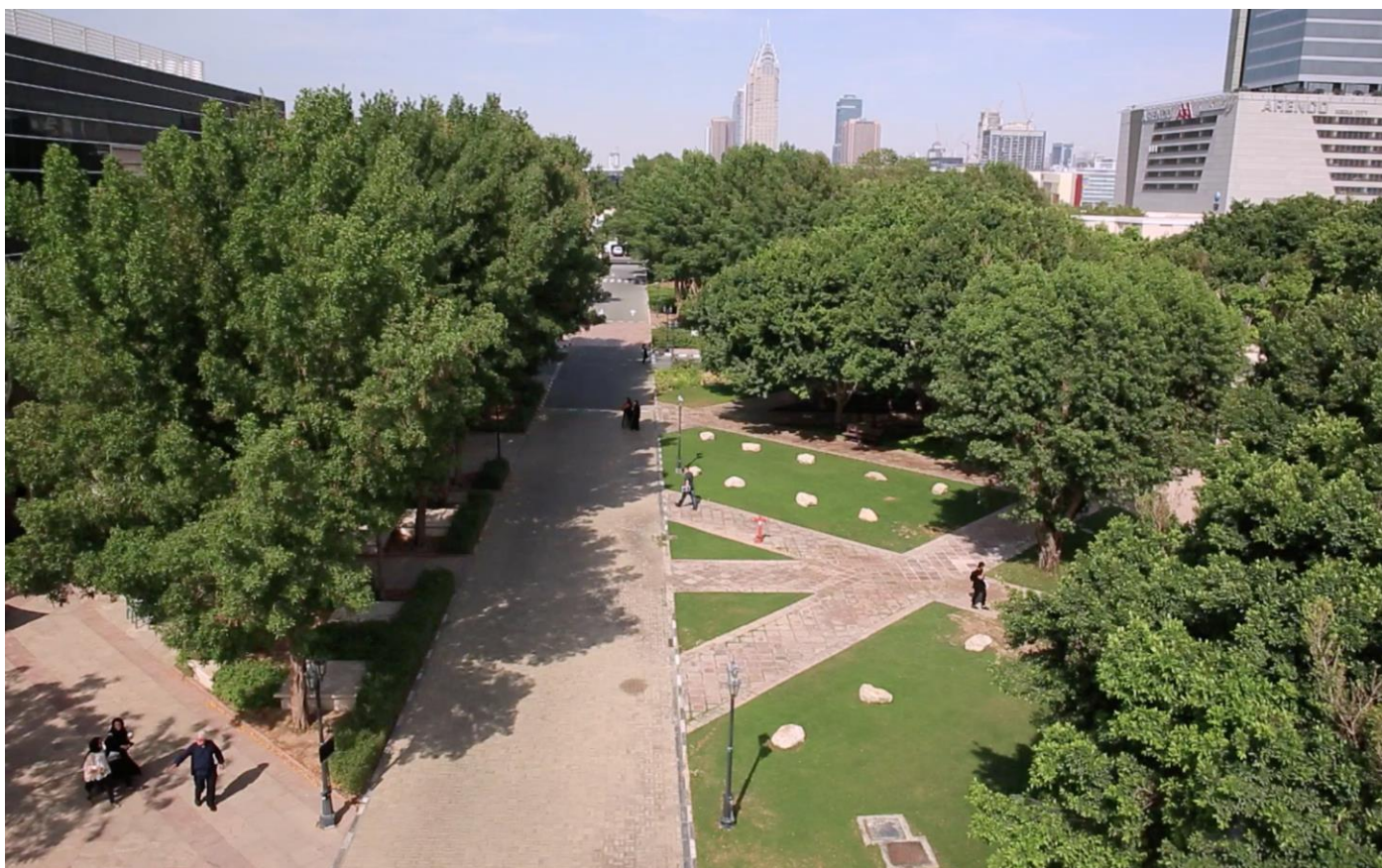
Sunday – Wednesday	8:00 a.m. to 11:00 p.m.
Thursday	8:00 a.m. to 7:00 p.m.
Friday	1:00 p.m. to 10:00 p.m.
Saturday	1:00 p.m. to 10:00 p.m.

**Public Holidays**      Closed

*Opening hours are extended during exam periods.*

**During semester-breaks and Summer I & II**

Check the library hours posted online and outside the Library entrance.



## GENERAL POLICIES

- Institutional Change
- Government Regulations
- Civil Rights Compliance
- Drug-Free Environment
- Unlawful Harassment
- Student Records Integrity
- Student Records Access and Release
- Health History
- People of Determination/Disabilities
- Campus Security/Crime and Safety Prevention Program
- Disclosure
- AUD Councils
- Conflict of Interest Clause
- General Statement of Philosophy on Student Conduct
- Code of Student Conduct
- Smoke-free Campus
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- Use of AUD Social Media Channels
- AUD Technology Use Policy
- Online Student Complaint System
- Grievance Process
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- Transfer of Credit from AUD to Other Colleges and Universities



## *Institutional Change*

This *Catalog* is current as of the time of printing. From time to time, it may be necessary or desirable for AUD to make changes due to the requirements and standards of the university's accrediting and licensure bodies, or due to market conditions, employer needs, or other reasons. AUD thus reserves the right to make changes to any provision of this *Catalog*, including the amount of tuition and fees, academic programs and courses, policies and procedures, faculty and administrative staff, the calendar and other dates, as well as other provisions.

AUD also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes. ***Students have the responsibility to understand and be familiar with the information presented in this Catalog.***

## *Government Regulations*

The American University in Dubai complies with all laws and regulations of the territorial jurisdiction in which its campus is located. Furthermore, as an American-accredited institution, AUD complies with the spirit of relevant United States legislation in so far as is possible/advisable given the cultural, historical, architectural, and legal contexts within which the university operates in the United Arab Emirates.

## *Civil Rights Compliance*

AUD does not discriminate on the basis of race, religion, age, national origin, gender, sexual orientation, or handicap among qualified persons in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff. The university provides a means to ensure a prompt resolution of all complaints regarding violations of the above policies and a means to ensure due process to all employees and students who believe that the university's policy of non-discrimination is being violated or that they have been victims of sexual harassment.

## *Drug-Free Environment*

As a matter of rigorous policy, AUD prohibits the manufacture and unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property and at any university activity. Further information on the university's policies can be found in the *Student Handbook* and on the AUD website. Any violation of these policies will result in appropriate disciplinary actions up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. ***Violations of the law will also be referred to the appropriate law enforcement authorities.*** Students or employees may also be referred to abuse help centers. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Office of the Dean of Student Services.

## *Unlawful Harassment*

AUD is committed to the policy that all members of the university community, including its faculty, students, and staff, have the right to be free from unlawful discrimination in the form of sexual harassment by any other member of the university community. Should a student or staff member feel that he or she has been unlawfully harassed, they should immediately inform the Dean of Student Services (students) or supervisor (staff)\*. Unlawful harassment refers to behavior that is not welcome, which is personally offensive or undesirable to the recipient. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful harassment undermines the employee/student/university relationship, and it will not be tolerated.

\* of accused

## *Student Records Integrity*

AUD practices the standard of developing and implementing effective management systems that ensure integrity, confidentiality, security and accurate interpretation of institutional records. As such, AUD has implemented policies and procedures to protect the security of the student records in our electronic database (*CampusVue*), created adequate backup procedures, and updated procedures for approving grade changes. The integrity and confidentiality of student record information continues to be one of the highest priorities of the university.\*

\* AUD upholds the commitment to respect and protect the privacy of student information according to AUD policy and the Family Educational Rights and Privacy Act (FERPA) of 1974.



## Student Records Access and Release

The university has established a policy for the release of records containing information on students.

- Each student attending AUD shall have the right to inspect and review the contents of his or her education records, including grades. Parents are not entitled to inspect and review financial records of their students. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined per U.A.E. Law.
- A student's education records are defined as files, materials, or documents including those in electronic format that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
- Students may request a review of their education records by submitting a written request to the Provost and Chief Academic Officer. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar with the reason for the requested change stated fully. Grades and any other assessment(s) related to student performance (recorded and/or reflected) can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Provost and Chief Academic Officer will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the Provost and Chief Academic Officer's decision. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
- Directory information is information on a student that the university may release to third parties without the consent of the student. AUD has defined directory information as the student's name, address(es), telephone number(s), email address, birth date and place, program undertaken, dates of attendance, credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without his or her consent, the student must present such a request in writing to the Registrar within the term of the student's initial enrollment.
- The written consent of the student is required before personally identifiable information from education records on that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. All students are requested to complete the *Consent to Release "Education Records" Form*.
- A student who believes that AUD has violated his or her rights concerning the release of or access to his or her records may file a complaint with the University's Grievance Officer or the UAE Ministry of Education in Dubai: Phone +971-4-2994100, Email [ccc.moe@moe.gov.ae](mailto:ccc.moe@moe.gov.ae) (MOE Call Center)

## Health History

AUD prides itself in offering quality health services. To maintain our standards and fully address the health and medical needs of our students, the AUD Health Center requires that all AUD students submit the *Student Health History Form* (available at the AUD Health Center and online) to the Health Center. ***This Form must be endorsed by a physician.***

All health information is confidential. Only the following staff members have access (as needed): President, Executive Vice President, Provost and Chief Academic Officer, and Dean of Student Services. All student medical records are kept under a locked filing system, and they are not released to others without the written consent (*Authorization of Health Information Release*) of the student or his or her parents.

## *People of Determination/Disabilities*

### **Non-Discrimination Statement**

AUD does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by AUD. (See p. 56-57 for People of Determination-related information.)

### *Campus Security/Crime and Safety Prevention Program*

AUD is concerned about the safety and welfare of its students and employees. Therefore, AUD has implemented a security policy for the protection of students, staff and faculty. AUD maintains a log of all crimes committed and reported on its campus. Information is updated annually. Updated information for the prior calendar year is made available, upon request, to all continuing students, faculty and staff each year. For emergency situations, students are asked to call the UNIVERSITY HOTLINE: 043183500. A security guard will get in touch with the appropriate authority or university staff member for appropriate action.

### *Disclosure*

Students are encouraged to share personal experiences while participating in classes at AUD. However, students must be aware that should they disclose to any AUD faculty member or staff information that may cause harm to themselves or others. Faculty members and staff are required to report such information to the Deans, Associate Deans or Chairs, Provost and Chief Academic Officer, or President.

### *AUD Councils*

The following summarizes the function of those Councils, which deliberate student affairs issues. The role and composition of each can be found in the *Student Handbook* and on the AUD website.

#### **Conduct Council**

To investigate suspected violations of the AUD Code of Conduct, such as, but not limited to theft, harassment, verbal abuse, inappropriate public displays of affection, violent behavior, and not complying with the directives of university officials.

#### **Grade Appeal Council**

To investigate grade appeals.

#### **Honor Council**

To investigate suspected violations of the AUD Honor Code, such as, but not limited to cheating, plagiarism, and turning in papers purchased through online semester paper services.

#### **Conflict of Interest Clause**

No Council member shall sit in review of any decision he or she previously rendered which comes before the Council for review. This imperative applies to situations where the Council's decision is actually being challenged and applies in situations where there may be an appearance of impropriety for a Council member to review a decision based on either direct or indirect contact with the matter in question.

### *General Statement of Philosophy on Student Conduct*

AUD believes strongly in promoting the development of personal and social responsibility and also believes in a humanistic approach to discipline conducive to academic pursuits; however, AUD recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. The administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Policies and procedures on offenses related to persons, property, campus operations and welfare, health or safety can be found in the *AUD Student Handbook* and on the AUD website.

## Code of Student Conduct

AUD is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the university. An explanation of violations of university regulations can be found in the *AUD Student Handbook* and on the AUD website.

## Smoke-Free Campus

In order to maintain a healthy environment at AUD and to promote the prevention of illness and encourage students, staff and faculty to lead a healthy lifestyle, a smoke-free campus policy has been put in place to reduce the use of tobacco products on campus. The objectives are to reduce the number of smokers on campus and to support those who wish to stop smoking; discourage freshmen students from starting the habit as university students; and to raise awareness on the dangers of smoking.

Those responsible for the application of the policy are the Security Supervisor and Security Staff, Student Services Office, and Human Resources Office.

Three isolated areas on campus have been designated for smokers, equipped with benches and ashtrays. A three point warning system is in place for AUD students, faculty and staff members caught smoking outside these designated areas. (See *AUD Student Handbook* and the AUD website for details).

## Dress Code

The American University in Dubai, in accordance with the laws of the U.A.E., adheres to specific guidelines regarding appropriate attire. As a result, students are expected to respect themselves and others by dressing properly while on campus. Inappropriate attire will not be tolerated and violations are subject to disciplinary action.

Inappropriate attire is defined as, but not limited to:

- Tight or revealing clothing;
- Short shorts and micro-skirts;
- Cleavage-baring tops or dresses;
- Sagging jeans or jeans with suggestive holes or markings;
- T-shirts with inappropriate logos or language;
- Midriff-baring, open-back or halter tops.

*Details of the procedure are included in the AUD Student Handbook and on the AUD website.*

## Use of AUD Social Media Channels

With social media, the AUD Community grows beyond the walls of the university to include the whole world. AUD's Facebook®, Twitter®, LinkedIn®, Instagram®, and YouTube® profiles have been created to share news and events about the university and its community. It is important that we remain respectful of the environment in which we are in, mindful of other people and constructive in our day-to-day postings. The following guidelines will keep AUD's social media profiles up to standard:

**Posting comments:** while feedback and criticism are always welcome, they need to be constructive. No political, religious, racist, commercial, sexual, alcohol and tobacco-related or potentially offensive content may be posted on AUD's social media profiles. Material deemed offensive by the Administrators will immediately be deleted and the student will be blocked.

**Advertising and Promotions (Anti-Spam):** some promotions and advertising pertaining to the AUD Community may be welcome but requires the Administrators' approval. Abuse on AUD's social media profiles will be considered as spam and dealt with accordingly. Advertising and promotions deemed as spam by the Administrators will immediately be deleted and the person and/or company will be blocked.

*The full policy is available online at AUD's website [www.aud.edu](http://www.aud.edu).*

## AUD Technology Use Policy

Information technology resources include all university-owned computers, peripherals, and related equipment and software; voice and data communications infrastructure, all other associated tools, instruments, and facilities; and the services that make use of any of these technology resources. Users are encouraged to use the university computing systems in an effective, efficient, ethical, and lawful manner.

AUD invests in technology resources in order to accomplish more effectively university-specific tasks, goals, and learning objectives. As expected in a contemporary environment, the presence of technology on campus is pervasive. University operating processes and procedures are nearly always computer-supported, and course syllabi more frequently than not reflect the imparting of technological learning outcomes and the use of technology in pedagogy.

Computer users at AUD are required to use proper social and professional etiquette when using the AUD systems. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. University computing resources shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing systems or unwarranted and unsolicited interference with use of email or email systems.

AUD does not condone the use of inappropriate language and visuals when storing, replicating or transmitting messages by/to instructors, staff or students. The AUD computing facilities and network infrastructure is a distributed and shared environment. Improper behavior that could disrupt the computing resources may be ground for termination of access or other penalties deemed appropriate. Anyone accessing or utilizing university computer systems, related data files, and information shares the responsibility for the security, integrity, and confidentiality of information.

## Online Student Complaint System

### The Application

In an effort to continuously improve communication within the AUD Community, IT Services, Registrar and Institutional Effectiveness offices have developed an online “Student Complaint System” to replace the previous paper-based one. The application <https://complaints.aud.edu/> is accessible through the AUD website under the My AUD Portal section. The Student Complaint System is focused on providing feedback to problems/issues raised by AUD students.

### Student Complaint Procedure

It is advised that students should first directly communicate with the person/department with whom they have a complaint. If the students still wish to formalize the complaint with the relevant academic or administrative head, then they log into the *Student Complaint System* application [complaints.aud.edu](https://complaints.aud.edu/) available under the My AUD Portal section on the AUD website [www.aud.edu/myaud/index.asp](http://www.aud.edu/myaud/index.asp).

Once a complaint is submitted, the academic or administrative head receives a notification email prompting him or her to log into the application and follow up on the complaint.

Students will receive an update on the status of their complaint via email within 5 working days. If input is not received within this timeframe, students are requested to follow up with the Office of Institutional Effectiveness. The *Student Complaint System* is not relevant for grade or academic standing appeals.

In the event that the above procedure does not yield reasonable outcomes, students may consult the Grievance Officer by following the AUD Grievance Process described below.

## Grievance Process

***This process applies to all members of the AUD community. Specifically, it applies to all academic grievances, including those related to academic freedom, as well as to those related to administrative, interpersonal and other non-academic issues.***

## Grievance Officer

The Grievance Officer facilitates the resolution of grievances within the AUD community through the Grievance Process as outlined below. The Grievance Officer offers confidential, informal, independent, and neutral dispute resolution services by providing mediation, information, advice and referrals as appropriate.

## Grievance Procedure

To resolve an issue,

- Grievants should **directly communicate** with the person with whom they have a complaint. It is the grievant's responsibility to do this before any further action is pursued;
- If grievants wish to formalize the process; they are required to seek the counsel of the **Grievance Officer within ten working days** of the incident leading to the complaint;
- If the grievant wishes to pursue the matter further, he or she should submit a written complaint to the Grievance Officer with the following information:
  - his or her description of the incident(s);
  - the name of the person with whom he or she has a concern/complaint;
  - a suggested remedy.
- The Grievance Officer will then contact the respective Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues), or Supervisor (as appropriate) and provide them with the information regarding the complaint;
- The Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor will then begin the investigation of the complaint;
- The Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor will provide a report reflecting the findings and give recommendations **within ten working days** of the filing of the written complaint;
- If a written report is not received within this timeframe, the Grievance Officer will forward the grievance to the Provost and Chief Academic Officer (academic issues), Office Director (non-academic issues) or respective Senior Supervisor;
- The Grievance Officer **in consultation** with the Provost and Chief Academic Officer (academic issues), Office Director (non-academic issues) or Senior Supervisor, will summarize the decision and rationale in writing **within ten working days** to the grievant, the respondent, and the Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor.
  - Appropriate action will be taken by the Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor within **five working days** after receiving the summary of the decision/rationale.
  - Confirmation in writing that action has been taken will be provided to the Grievance Officer within **five working days**.

**If at any time during this process, input is not provided within the stated timeframe, the Grievance Officer will collaborate with the appropriate parties to move the process forward.** It is the responsibility of the Grievance Officer to keep the university Complaint Log. In the event that a grievance filed in Summer I or Summer II cannot be processed within the prescribed timeframe because one or more of the parties to the grievance are not available, the grievance will then be processed within the ten-day period immediately following the start of the Fall semester.

## Grievance Appeal Process

In the event that the above procedure does not yield a satisfactory resolution, the grievant may appeal to the President in writing. The grievant may seek the counsel of the Grievance Officer in preparing the appeal.

- This appeal must be received in the Office of the President **within five working days** after the grievant, the respondent, and the Dean, Associate Dean or Chair, Office Director or Supervisor have received written notification of the action.

- The decision previously made can only be overturned by the President if **additional extremely compelling information** is deemed relevant to the case outcome.

#### **Note**

Georgia resident students have the right to appeal the final decision to the Nonpublic Postsecondary Education Commission (NPEC) at: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; tel.: +1-770-414-3300; website: [www.npec.georgia.gov](http://www.npec.georgia.gov)

### ***Interruption of Degree Progress***

When a student interrupts progress towards completion of his or her degree for one calendar year or more, **he or she must re-apply to the university in order to resume their studies**. The application for re-admission will entail a review of the student's record by the Admissions Office which, in consultation with the Office of Academic Affairs, may require the student to fulfill (in all or in part) the degree requirements in effect at the time readmission is requested. These requirements may differ from those in effect at the time the student was first admitted to the university.

### ***Transfer of Credit from AUD to Other Colleges and Universities***

AUD neither implies nor guarantees that credits completed will be accepted by other institutions. Each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at AUD to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.





## OFFICE OF ACADEMIC AFFAIRS

- Office of Academic Affairs
- Mission
- Goals
- Faculty Recognition

## **Office of Academic Affairs**

The office of Academic Affairs (synonymous with the Office of the Provost and Chief Academic Officer) is responsible for the design and delivery of AUD's academic programs and the quality of academic life at the university.

### **Provost and Chief Academic Officer**

The Provost and Chief Academic Officer oversees the appointment and promotion of all academic staff (Deans, Associate Deans, Chairs, Directors, faculty members and academic support staff), chairs the Academic Council, serves on the Administrative Council, and chairs or is a member of various standing and ad hoc committees whose work impacts academic life at the university.

The Provost and Chief Academic Officer also performs external outreach and representation functions that are aimed at building collaborative relationships and promoting the academic well-being and reputation of the university with the academic and professional communities and with government bodies, locally, regionally, and internationally.

### **Mission**

The Provost and Chief Academic Officer is responsible for overseeing all aspects of academic affairs at the university. Working closely with the President, the primary Mission of the Office of the Provost and Chief Academic Officer is to lead the development and supervise the implementation of academic strategies, policies and procedures whose purpose is to ensure the fullest achievement of the university's educational Mission and Goals. To this end, the Provost and Chief Academic Officer collaborates with the President and the Executive Vice President in allocating resources to the different academic units and academic support functions through the budgetary process.

### **Goals**

- To foster academic leadership in all academic units at AUD;
- To help new faculty to integrate quickly and successfully into AUD's teaching-focused, student-centered culture;
- To pursue excellence in student learning by continually upgrading the quality of teaching and enhancing teaching effectiveness;
- To enhance communication between faculty, Deans Associate Deans, and Chairs, and the Provost and Chief Academic Officer's Office;
- To recognize, publicize, and celebrate faculty accomplishments;
- To oversee the planning and budgeting process for academic units;
- To upgrade the organizational and administrative setup of the academic units for higher effectiveness in program delivery and student learning;
- To provide faculty with opportunities for professional involvement and outreach that would serve the community and enhance student learning.

### **Faculty Recognition**

AUD faculty are recognized annually through the President's Awards and the Provost and Chief Academic Officer's Awards. Eligibility All full-time faculty members who have been employed by The American University in Dubai for at least one full academic year are eligible to participate in the competition for the below awards.

#### **President's Award for Teaching Excellence**

Awarded to the faculty member who has contributed to the university through extraordinary performance as a teacher. Evaluation criteria include service to students/mentoring outside the classroom.

#### **President's Award for Institutional Effectiveness**

Awarded annually to a faculty or staff member for a superlative contribution to AUD's institutional effectiveness initiatives. The basis for this Award will be an outstanding achievement within the IE sphere (e.g., assessment/measurement, continuous improvement, strategy formulation, establishment of learning outcomes, etc.) resulting in a significant enhancement in the achievement of AUD's Mission.

### **President's Award for Distinguished Service**

Awarded to a faculty or staff member who has made significant ongoing contributions to AUD above and beyond the call of duty. The selected faculty or staff member is one whose impact on the institution is formidable and universally recognized.

### **Provost's Award for Innovation in Teaching**

Awarded according to the following criteria:

- evidence of effective use of the innovation to enhance student learning;
- support for the innovation by academics, both within and outside AUD, and by professionals in the discipline;
- potential for continued use and long-term impact of the innovation on teaching and learning.

### **Provost's Award for Outstanding Research**

Awarded according to the following criteria:

- track record of activity and productivity in research and scholarly work;
- originality and quality of the research or scholarly work;
- local and international recognition of the research or scholarly work;
- contribution of research to conceptual knowledge in the academic discipline;
- contribution of research to applications and practices in the professional discipline.

### **Provost's Award for Creativity in Design and the Visual Arts**

Awarded according to the following criteria:

- originality of the creative work;
- evidence of local and international recognition of the creative work such as participation in local and international exhibitions, displays, competitions, etc., and/or presentation at adjudicated conferences and/or publication in adjudicated journals;
- evidence (e.g., through media coverage) of cultural and social significance of the creative work and its impact on the human experience and on public opinion.

### **Provost's Award for Outstanding Literary Achievement**

Awarded according to the following criteria:

- originality of the literary work;
- evidence of local and international recognition of the literary work such as interviews with the author, discussions in the media, citations, participation in local and international literary competitions and contests, presentations at adjudicated literary events, publication in adjudicated journals;
- evidence (e.g., through media coverage) of cultural and social significance of the literary work and its impact on the human experience and on public opinion.

### **Provost's Award for Professional Engagement and Community Outreach**

Awarded according to the following criteria:

- evidence of contribution to advancing the achievement of AUD's mission and purpose-related goals and enhancing AUD's name and reputation
- Evidence of positive impact on teaching and learning (e.g., internship opportunities for students, professional certification opportunities for faculty and students, research grants and professional consulting opportunities for faculty, etc.)
- Evidence (e.g., through media coverage) of external recognition of the significance and success of the engagement or outreach in advancing social, environmental or charitable causes



## TUTORING SERVICES

- Writing Center
- Math Tutor Center
- Engineering Tutor Center
- Speaking Skills Center



Through the writing, math and engineering tutor centers, AUD provides valuable and complementary services for members of its community. Hours of operation are published at the beginning of every academic term.

### *Writing Center*

The American University in Dubai offers the services of a Writing Center where all members of the AUD community (students/staff/faculty) can receive one-to-one assistance on writing tasks. Students can receive assistance on assignments at various stages of the process of completion. Assistance is provided by full-and part-time instructors on writing tasks in any discipline with a focus on developing overall academic writing skills. Throughout each semester, Writing Center staff offer workshops for all AUD members on various topics related to writing (e.g., sentence combining, in-text documentation).

### *Math Tutor Center*

The Math Tutor Center provides students enrolled in mathematics courses (including Math 090, 100, 101, 110, 200, 210, and 220) the opportunity to receive assistance in their efforts to be successful in these courses. The Center operates as a walk-in service. There is no need to make an appointment. The tutors who staff the Center include students who have demonstrated an excellent ability to understand mathematics as well as an ability to help others understand. Additionally, there are several full-time and adjunct faculty members who also help to staff the Center. Students are encouraged to utilize the Center as often as needed. The Center operates throughout the semester (except for the first week of classes and the week of final exams) and is open Sunday through Thursday.

### *Engineering Tutoring Center*

The Engineering Tutoring Center at AUD provides pre-engineering and engineering students enrolled in physics and programming courses (PYHS 201, PHYS 202, ENGG 140, EECE 250) with the assistance they need to excel in these courses. The center aims at helping students attain the outcomes required in terms of problem solving, experimentation, and algorithm development.

Tutoring is provided by senior students who have extensive experience in these topics, as well as engineering instructors.

### *Speaking Skills Center*

The Speaking Skills Center (SSC) welcomes any student to walk in and work one-to-one with a peer tutor on their oral communication skills. Students choose what they want to improve on and the tutor guides them through exercises, discussions, or practicing their full presentation for feedback. The SSC remedies various student issues (e.g. anxiety) while aiding faculty (e.g. instructional assistance). Tutors are overseen by AUD's Professor of Oral Rhetoric, and they are trained with an inventory of methods to assist students.



## ACADEMIC POLICIES AND PROCEDURES

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## Statement on Academic Freedom

Academic freedom is the freedom for faculty to discuss all relevant matters in the classroom, to pursue other professional academic activities related to student learning and research, and to explore all avenues of inquiry, learning and instruction in an institution of higher learning. This freedom also extends to students as they engage in learning activities and inquiry related to those activities. However, academic freedom is accompanied by academic responsibility, which, for faculty, implies faithful performance of assigned academic duties and obligations including a presentation of course content that meets the requirements and learning objectives of each course. For both faculty and students, responsible exercise of academic freedom involves adherence to the highest standards of academic integrity in all teaching, learning and research-related activities. Academic responsibility also requires that faculty members make clear that they are not speaking for the institution, unless expressly authorized to do so by AUD, particularly in areas of politics, topics related to religious beliefs, and commercial endorsements. Faculty members and students should at all times act with integrity, express themselves within the confines of law and competent authority, show respect for the rights of others to hold differing opinions, be accurate, exercise appropriate restraint, be culturally sensitive, and make every effort to indicate that statements they make express their own views and not those of AUD.

The American University in Dubai recognizes and will uphold for all its faculty, full-time and adjunct, and for its students, the freedom to pursue knowledge wherever it may lead, the freedom to test received wisdom, and the freedom to research, review and put forward new, controversial, or unpopular ideas or opinions within the standards of academic integrity, scholarly inquiry and professional ethics, without interference and without placing themselves in jeopardy – of losing their jobs or any of their rights or privileges as AUD faculty, or of academic detriment or penalty as students.

A faculty member or student who believes his or her academic freedom has not been protected due to violation of this Statement may seek redress by filing a grievance with the Grievance Officer. The grievance process described on pp. 66-67 will apply to the processing of grievances related to academic freedom.

## Definition of “Program” and “Major”

Per AUD nomenclature “major” means a specialization within a program. Hence, Business Administration, Communication and Information Studies, International Studies, Architecture, Visual Communication and Interior Design are programs. Marketing Communications, Finance and Management are examples of majors within the Business Administration program. AUD’s School of Engineering offers four degree programs: Civil, Computer, Electrical, and Mechanical Engineering. The number of credit hours required by each program is clearly stated in the appropriate sections of this *Catalog*. Optional majors (where applicable) are also listed, together with the required credit hours for each.

## Declaration of Program/Major

All undergraduate students must declare both their choice of a degree program and, if applicable, major prior to their **Junior** year (i.e., by the completion of **60** credit hours). Undecided students must do so online <https://registrar.aud.edu/>. Students wishing to change their degree programs and/or major must do so online <https://registrar.aud.edu/>.

## Multiple Majors

A student may choose multiple (i.e., more than one) major within a degree program. Any course listed in this *Catalog* under more than one major may be used to satisfy the requirements of each major under which it is listed. This reduces the credit-hour burden for students pursuing double or triple majors, while essentially preserving the specialization represented by each major. Credit hours are not, however, applied more than once in the calculation of total hours earned.

## Academic Program/Major Changes

Students may change their program of study at any time with the approval of the Dean, Associate Dean or Chair of the new program. **It is the prerogative of the new department to set the conditions (if any) for approving these changes.** Students are advised to discuss changes with the appropriate Dean, Associate Dean or Chair as these may cause a delay in graduation. Formal notification of an unapproved change is forwarded to students in writing by the office of the Registrar. All approved changes are reflected in the students’ degree audits in the term following the approval of the changes.

## CGPA Requirement in Major

In order to be granted a major within a degree program, the student must achieve a CGPA of 2.0 or higher in the courses comprising the major. Students should consult the academic programs sections of this *Catalog* for specific requirements (e.g., CGPA higher than 2.0).

## Academic Minors

An undergraduate minor is a cluster of courses taken in a field of study outside the student's major. The minor consists of a minimum of **15 credit hours** of coursework beyond the requirements of the major and is intended to broaden the student's knowledge beyond the immediate field of study. Minors offered by the various academic units are listed in the appropriate sections of this *Catalog*. In addition to pursuing a major, a student is permitted to pursue up to two minors. Students declaring a double major are not permitted to pursue a minor. Students interested in pursuing a minor should consult the *Catalog* section of each school for a detailed description of requirements and other information pertaining to each minor.

Students planning to declare a minor are required to complete the *Minor Declaration Form*, obtain the necessary approvals, and submit the form to the Registrar's Office. The *Minor Declaration Form* is available at the Academic Advising Division. Only students enrolled in a major at AUD or those who graduated from AUD with a major (see below) may pursue an AUD minor. For students currently enrolled in a major, notation of the minor will appear on the transcript not earlier than completion of the student's undergraduate degree requirements. For students completing a minor after graduation, notation of the minor will appear in a separate section of the transcript following their undergraduate program completion record. No reference to the minor will be made on the diploma.

A minimum of nine credits counting toward the minor must be taken at AUD. Internships and pass/fail courses may not count toward a minor. Courses counting toward the minor must be completed with an overall minor CGPA of 2.00 or higher. Academic units may set higher academic requirements in the specified minor.

Students are required to consult with the head of the academic unit offering the minor regarding specific restrictions or requirements pertaining to the minor they wish to pursue.

## Completion of a Declared Minor and Graduation Eligibility

A student who declares a minor is expected to complete all minor requirements no later than completion of his/her degree program requirements. Grades earned on minor courses will be included in the CGPA calculation that determines eligibility to graduate.

In case a student has completed all degree program requirements in time for graduation but still has not completed all courses required for a minor, the student has two options:

1. Withdraw from the minor and apply to graduate: in this case grades received on those minor courses that were completed will still be factored into the CGPA that determines eligibility to graduate.
2. Postpone graduation and complete the minor: the minor course grades will be factored into the CGPA for determining eligibility to graduate, and the minor will be reflected on the transcript as a designation following the name of the degree and major (if any).

There are no options other than the above two. A student may not continue and complete an incomplete minor after graduation.

## Return After Graduation to Do a Minor

AUD graduates may apply to do one or more minors up to five years after graduation. Acceptance into a minor is conditional on satisfaction of all minor pre-requisites and other requirements. Upon completion, the minor will be reflected in the transcript in a separate section at the bottom.

## *School of Architecture, Art and Design Laptop Initiative*

The School of Architecture, Art and Design at AUD acknowledges laptop computers have become an integral part of the commercial industries related to the programs offered by the School. To advance computing skills required to enter and succeed in today's competitive job market, School learning objectives require all students to own a laptop when they begin their second year. This will greatly enhance the learning process and will address instances of limited availability of or access to AUD-supplied computers and software. The complete *Laptop Policy* is available online and in the *AUD Student Handbook*.

## *Academic Advising/Registration*

Students receive advising and are registered for their first term at AUD by an Admissions Coordinator.

***During subsequent terms (up to the completion of 60 credit hours), undergraduate students receive advising and obtain authorization to register from an Academic Advisor housed in the AUD Student Retention and Success Office. However, Engineering Students are advised and must obtain prior approval from their Academic Advisor throughout their residency at AUD. Moreover, students returning from suspension are to be advised and should receive prior approval from the Office of Student Retention and Success throughout their residency at AUD, irrespective of the CGPA attained subsequent to their return from suspension.***

A student who has earned greater than 60 credit hours is assigned a faculty member who acts as his or her advisor. With the exception of candidates in Engineering, upon completion of 60 credit hours, students no longer need to obtain an Advisor's approval in order to register.

Students are encouraged to maintain close contact with their Advisor during their time at AUD. Advisors provide them with information and perspective related to academic policy and concerns, specific course related problems/issues and other academic professionally related development. ***Nonetheless, students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.***

## *Academic Year*

AUD defines the academic year as a period of time in which a full-time student is expected to complete two semesters (Fall, Spring) of instructional time. A full-time student is expected to complete a minimum of 24 credits within the academic year. (Students on the university's visa must register for 15 credits per semester in the Fall and Spring semesters in order to maintain the required full-time status.)

AUD's academic calendar operates on the semester system with each semester consisting of 15 weeks of scheduled classes plus a 16th week for study/make-up classes and final examinations. The Summer sessions are optional and fall outside the academic year. A detailed Academic Calendar is included in this *Catalog*.

## *Academic Credit Hour Determination*

AUD follows commonly accepted American best practice for determining course credit hours.

The number and mode of delivery of weekly contact hours determine the credit hours assigned to a course.

For every three hours of **lecture** delivered weekly throughout a semester or summer session, amounting to approximately 45 contact hours of instruction, three hours of credit are assigned.

Learning experiences such as **studios and laboratories**, which serve the primary purpose of reinforcing the learning and understanding of previously presented material and/or putting theory and principles into practice, ordinarily receive one-half the credit value of a lecture; that is, for every two hours weekly spent in a laboratory or studio during a semester or summer session, one hour of credit is assigned. Accordingly, a semester course consisting of three weekly hours of lecture and two weekly hours of studio or laboratory would be assigned four credit hours.

In calculating credit hours, AUD's courses must follow the above principle and apply the ratio between the value of an hour of lecture and an hour of another form of delivery (e.g, 1:5) in determining the credit hours assigned to a course. However, there may be a reason to propose a deviation. Proposals to deviate from this ratio of contact hours to credit will only be considered for the non-lecture-based component comprising a given course. The

amount of contact time required to constitute a credit hour may be adjusted, depending on judgment concerning the instructional intensity or other factors of this component of the course.

Subject to ratification by the Academic Council, it is the purview of the University Curriculum Committee (UCC) to evaluate the credit hours assigned by the schools to those courses proposed for inclusion in the university's curriculum.

Internships and field experiences provide students an opportunity to earn credit by working in a professional capacity in a position related to their degree discipline. By consensus across the university's schools, all students must work a minimum of 225 hours (i.e., 15 weekly hours) in a professional setting to be awarded three credit hours. The amount of credit generated by such workplace activity in any given term is usually capped at three.

In cases where various instructional experiences are blended (e.g., lecture and internship), the ratios cited in this policy are used to determine credit hours. Study tours ordinarily require some lecture, visits to discipline-relevant sites, report writing and other assignments. The contribution of each experience to credit hour calculation is determined with a view to the hours dedicated to each component and the judged intensity of instruction.

In awarding transfer credit (see pp. 18, 85-86 of this *Catalog*), all courses are evaluated for their equivalency to AUD courses in terms of content and contact hours. For those systems not based on semester credit hours, conversions are made to the semester credit hour system using the above criteria.

### Course Load

The normal academic load at the university is 15 credit hours per semester and two courses for either Summer session. Students wishing to carry additional hours may do so with the approval of their advisor. Overloads not exceeding one course may be permitted in Fall and Spring for students in good academic standing (i.e., carrying a minimum 2.5 CGPA). For Summer sessions, overloads not exceeding one course may be permitted for students carrying a minimum 3.0 CGPA. Different schools may have higher CGPA and additional requirements.

### Audits

A student may audit a course at his or her discretion and with the approval of the Dean, Associate Dean or Chair of the academic unit offering the course. **An audited (i.e., not-for-credit) course may not be taken for credit at a later date.** The normal fee schedule governs audited courses.

### Course Sequencing

While it is difficult to generalize from program to program (and student to student), the university has firm beliefs concerning course sequencing in terms of what makes academic sense and will enable students to complete their degree requirements by the expected date of graduation.

**Students should consult the course sequencing charts in the program-specific sections of this Catalog.** See pp. 79, 110-112 for regulations regarding the satisfaction of Arts and Sciences requirements.

### English as a Prerequisite

University-level competency in English is instrumental in student success at AUD. Where ENGL 101/102 are indicated as specific prerequisites to a course, the prerequisites will be rigorously enforced. Furthermore, even if not stated as a prerequisite, students are advised not to register for a 300 or 400 level course without completing ENGL 102. It is likewise advisable that students complete ENGL 101 prior to registering for 200 level courses unless it is recommended that the course be taken concurrently with ENGL 101. The completion of ENGL 101/102, required by all academic programs, will help students complete program-specific course work successfully. Students should consult their academic advisor if they have any questions.

### First Year Experience

AUD recognizes the challenge of attending a university for the first time and supports the success of all new undergraduate students through a first year experience program. The program includes a comprehensive campus Orientation, workshops, and a course on university success. **The UNIV 100 (The University Experience)** course helps to maximize a student's ability to benefit from higher education and to ease his or her transition into the university environment.

## UNIV 100

To be successful at The American University in Dubai, students need to understand and adapt to the standards, approaches and expectations of the American university system. Because these may differ significantly from the standards, approaches and expectations that incoming students have experienced in previous educational institutions, it is important for AUD to facilitate the socialization process. Therefore, all students entering The American University in Dubai\* are required to take **UNIV 100 (The University Experience)**. In this course, first year students are introduced to the structure, norms and expectations which underpin American education and which guide the university's assessment of student performance. These aspects of American education give priority to critical thinking, oral and written communication skills, goal-directed behavior, personal initiative, ethics and cultural tolerance. In essence, UNIV 100 enables students to adopt the posture of "student-as-a-professional" and to reach their full potential during their tenure at AUD and beyond. All eligible first year students must complete **UNIV 100 (The University Experience) within their first two terms in residence.**

**Attempting to delay UNIV 100 is not an option, and students who do so may face dismissal from the university.**

\* Except those who have completed five courses (semester basis) and three courses (quarter basis) at a recognized college or university and/or have taken an equivalent course.

## Required Arts and Sciences Courses (Including Developmental)

All candidates for an AUD degree are required to complete successfully *ENGL 101 (Composition and Rhetoric)*, *ENGL 102 (Advanced Composition and Research)*, *ENGL 103 (Introduction to Literature)*, *COMP 101 (Introduction to Computers)* or *ENGG 140 (for Engineering students only)*; and depending on their Major and placement test results - *MATH 101 (Mathematics for the Arts)*, *MATH 200 (Mathematics with Business Applications)*; *MATH 205 (Calculus for Architecture)*, *MATH 210 (Calculus I)* **within their first 60 credits earned.**

Math requirements for Engineering and Architecture students vary, and students should consult their advisors for Years I and II sequencing.)

If applicable, *ENGL 100 (Developmental English)*, *MATH 090 (Developmental Mathematics I)*, and *MATH 100 (Developmental Mathematics II)* must also be successfully completed. See p. 22 for completion of Developmental Studies Courses Policy.

## Eligibility for Foreign Language Study

Students educated in a language other than English or who have earned two years of high school credit or its equivalent in that language (**regardless of the grade received**) are not eligible to register for courses at the 101 level. Students desiring to study at a more advanced level (i.e., 102 and above) should consult the Arts and Sciences Dean to obtain authorization to register.

## Student Attendance (Undergraduate Students)

Students are expected to be in class for all scheduled class periods (including make-up classes). All matters related to student absences (making up work missed, tests missed, etc.) are specified in the course syllabus. Because the university believes that attendance in classes is an indispensable part of the learning experience, the following rules regulate attendance and grading:

- There is no difference between excused and unexcused absences. An absence is an absence;
- **Excessive absence, defined by the equivalent of two weeks (semester) or one week (summer session), may lower the student's class participation grade.** The degree to which the class participation grade is lowered is at the discretion of the instructor, as clearly defined in the course syllabus;
- Absences are counted from the first day of the term.

Students are expected to be in class on time.

**The instructor will be responsible for denoting the attendance policy (including tardiness) and including guidelines for assessing class participation on the class syllabus.** The policy for handing in assignments late is determined by the instructor and is stated on the class syllabus.



At the discretion of the Office of Academic Affairs, absences incurred due to participation in AUD-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences. The Provost in consultation with the Athletics Coordinator will determine if the tournament deserves official excused absence status (usually accepted tournaments include AUD hosted tournaments, overseas tournaments, and U.A.E. Higher Education Sports Federation Tournaments). Student-athletes are expected to notify their instructors as soon as they are aware they will be missing a class due to a *status approved* athletic competition (see *Student Handbook* and the AUD website).

Any student who is experiencing psychological distress and is unable to attend his or her scheduled classes must first see the AUD Counselor. The Counselor will carefully assess the student's psychological state. Should the Counselor determine the student is unable to attend classes, the Counselor will immediately contact the Provost and inform him of the student's condition. Respecting the confidentiality policy of counseling services, the Counselor will only disclose the minimal information needed to explain the situation. The Provost will authorize any absences, if any, from the course. (The student retains the options of withdrawing or seeking an Incomplete.)

## Grading System

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a three-credit course with a grade of B would earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Included in			Quality Points
		Credits Earned	Credits Attempted	CGPA	
A	Excellent	Yes	Yes	Yes	4.00
A-	Very Good	Yes	Yes	Yes	3.70
B+	Good	Yes	Yes	Yes	3.30
B	Good	Yes	Yes	Yes	3.00
B-	Good	Yes	Yes	Yes	2.70
C+	Satisfactory	Yes	Yes	Yes	2.30
C	Average	Yes	Yes	Yes	2.00
C-	Below Average	Yes	Yes	Yes	1.70
D+	Poor	Yes	Yes	Yes	1.30
D	Poor	Yes	Yes	Yes	1.00
F	Failing	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
P+	Passing with Distinction	Yes	Yes	No	n/a
P	Passing	Yes	Yes	No	n/a
Grade**	Repeat	No	Yes	No	n/a
TC	Transfer	Yes	No	No	n/a
IP	In Progress	No	No	No	n/a
W	Withdrawal	No	Yes	No	n/a

**All IELP courses and developmental Math courses (090/100) are graded P+\*, P\*, and F\*, with P\* as the lowest passing grade. It is also the lowest passing grade in ENGL 100 and UNIV 100. Internships are graded on a P+, P and F scale.**

- I An incomplete (I) is issued no sooner than the last two (2) weeks of the semester to a student who has satisfactorily completed a substantial portion of the course work, but for **nonacademic reasons beyond the student's control**, he or she is unable to meet the full course requirements on time. The course instructor issues this grade, subject to approval by Dean, Associate Dean or Chair and the Provost and Chief Academic Officer. The incomplete course work must be completed by the end of the subsequent semester/summer session. If the student does not complete the work within the stipulated time, the



incomplete is changed automatically to the grade of F. An incomplete must be processed at the time of the concession (e.g., authorized suspension of attendance, accepted tardiness/non-completion of assignments, etc.). **The university does not grant incompletes retroactively. Students should apply for an incomplete through the online system <http://registrar.aud.edu/>**

- AU** **No credit is given for audit (AU) classes, nor is the grade included in the student's academic average.** Students must receive written approval from the Dean, Associate Dean or Chair to audit a class, or classes, prior to the first day of the semester. Instructor approval may be required for some courses.
- IP** This symbol is used in lieu of a grade when an Internship or a Field Experience is still in progress. It is assigned at the end of the academic term of registration for the course, and in subsequent semesters/terms, until the Internship or Field Experience is completed, submitted, evaluated and a final grade is assigned. **No credits are awarded for an Internship or a Field Experience while it is in progress.**
- W** **A student is allowed to withdraw officially from a course no later than the end of the tenth week of the semester (end of the fifth week in a summer session).** The W is calculated in Satisfactory Academic Progress but is not calculated in the CGPA. **The university does not grant withdrawals retroactively.** W is used to denote withdrawal of students in the case of dismissal by a Conduct Council.

### **Application of Grades and Credits/Repeating a Course**

The previous chart describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (Failing), W (Withdrawal), and I (Incomplete) are counted as credits attempted, but are not counted as credits successfully completed.

A student may repeat a course either to replace a failing grade with a passing grade or to try to improve a passing grade achieved the first time the student took the course. A previously passed course may be repeated only once. A previously failed course which is repeated and failed again may be retaken only one more time, for a total of three attempts. In the case of students who have been accepted to the university as degree candidates (including those whose programs are "undecided"), **failing and/or withdrawing a required course (other than developmental courses) three times may be grounds for dismissal.** Such dismissal will be determined by the Dean, Associate Dean or Chair of the Academic unit housing the student's degree program (Arts and Sciences in the case of undecided students). When a student registers for a course the third time, he or she may only do so subject to the conditions set by the appropriate Dean, Associate Dean or Chair.

**A course in which a grade of C or higher is received may only be repeated within one year from receiving the initial grade or as soon as the course is offered again if it is not offered during this one-year period.** A student who has completed all degree requirements will not be allowed to repeat courses for the purpose of improving grades.

When a course is repeated, the best grade received is calculated into the CGPA. The lower grade(s) will be followed by an asterisk (\*) indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

In the case of repeating a course from which the student has previously withdrawn, a W remains on the student's transcript, while the new grade (also shown on the transcript) substitutes for the W in the calculation of the CGPA.

In order to receive credit, the student must repeat any required course in which a grade of F or W is received.

### **Early Alert and Midterm Academic Assessment**

#### **Early Alert**

The university alerts the students by the 4<sup>th</sup> week of the Fall and Spring semesters and by the 1<sup>st</sup> week of the Summer terms if the student's overall perceived or actual performance in any course is considered unsatisfactory or would lead to an unsatisfactory result. The instructor does this electronically. The online report is communicated with the Student Retention and Success Office and provides reasons for the student's poor performance as determined by the instructor so that the Office can follow up and support the student.

## Midterm Academic Assessment

The university informs the students by the 7<sup>th</sup> week of the Fall and Spring semesters and by the 3<sup>rd</sup> week of the Summer terms when the student's grade in any course is less than C. Students are requested to discuss their academic standing with the related professor and meet with the Director of the Students Retention and Success Office or the Senior Academic Advising and Support Coordinator.

## Academic Recognition and Dean's Honor List

In the fall and spring semesters, undergraduate full-time students (i.e., those completing at least 12 credit hours) who earn a semester GPA of 3.67 or above will be named to the Dean's Honor List.

In order to be eligible for this recognition for the given semester, a student must not have any outstanding incomplete grades in any course during that semester.

## Grade Appeal

Questions and concerns about grades often result from misunderstandings about grading practices and expected standards. Direct communication between instructors and the students usually clear up these misunderstandings. In some cases, however, a grade appeal is warranted.

Students have the right to appeal a grade and request a reconsideration of the assigned grade within one month subsequent to the issuance of the grade; however, they must provide sufficient, tangible evidence to support their request for a re-examination of the assigned grade.

### Reasons for reconsideration of a grade appeal may include:

- Miscalculation of marks;
- Misgrading of a paper, project or exam;
- Application of an evaluation or grading system which was not included in the course syllabus;
- A departure from the instructor's previously announced standards;
- Assignment of a grade on some basis other than the student's performance in the course;
- **Demonstrable** evidence of discrimination or prejudice in the assignment of the grade;
- Arbitrary assignment of grade (lack of consistent and equitable standards for grading).

### Grade Appeals will be dismissed if:

- Allegations by the student do not indicate erratic grading;
- The basis of the disagreement is with the instructor's particular grading standards; or
- The appeal is not submitted within the given one month period subsequent to the issuance of the grade.

## Online Grade Appeal Application

### The Application

In an effort to continuously improve communication within the AUD Community, IT Services and the Registrar's Office have developed an online "Grade Appeal Application" to replace the previous paper-based one. The application is accessible through the AUD website under the *Registrar's Webpage*. (See link below.)

### Grade Appeal Procedure

- The student should make an appointment with the appropriate instructor when there is any question about a particular grade or the instructor's grading policy. Students in the Study Abroad Program (SAP), if they have returned to their home countries, may contact the instructor via telephone or email;
- Subsequently, **if students wish to file for a grade appeal**, they log into the *Grade Appeal Application* available under the *Registrar's Webpage*: <https://registrar.aud.edu/>
- Once a grade appeal is submitted, the course instructor receives a notification email prompting him or her to log into the application and confirm meeting with the student and entering his or her remarks;
- The Chair of the department offering the course in which the grade appeal is made will then follow up on the case and enter his or her decision to the system.

- Students and concerned faculty will receive an update on the status of the appeal via email. If the grade appeal is approved by the Department Chair, the instructor will proceed with the grade change, with an explanation of the reasons and the new grade. In the event that the appeal is not approved by the relevant Chair, students may choose to appeal to the Dean, who will then follow up on the case and enter his or her decision to the system.
- The student, concerned faculty, and Chair will receive an update on the status of the appeal via email. If the grade appeal is approved, the instructor will proceed with the grade change, with an explanation of the reasons and the new grade. In the event that the appeal is not approved by the relevant Dean, the student may raise the appeal to the Provost and Chief Academic Officer for review.
- The Provost and Chief Academic Officer will discuss the questions raised with the instructor, give the student a perspective regarding the grade and review the mechanism for appeal.
- The student, concerned faculty, Chair, and Dean will receive an update on the status of the appeal via email. If the grade appeal is approved, the instructor will proceed with the grade change online.

## Academic Honesty

At AUD, students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student; previously graded papers; papers submitted without proper source citation; or submitting the same paper to multiple courses without the approval of all instructors involved can result in a failing grade or be reported to the Dean, Associate Dean or Chair for appropriate sanction or disciplinary actions. All students are expected to maintain the standards as set forth in the Code of Student Conduct and Statement on Academic Honesty.

## AUD Honor Code Pledge

The administration, faculty and student government of AUD believe strongly in the Academic Policies and Procedures concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the AUD academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the university, which includes reporting incidents that violate the Statement on Academic Honesty.

To this end, all students are asked to adhere to an honor pledge that reads as follows:

***“As a student of The American University in Dubai, I pledge that all tests taken by me and that all work submitted by me will be original and solely the results of my own efforts. Furthermore, as a student and member of the academic community of The American University in Dubai, I am bound to uphold standards of personal integrity and honesty and to accept my personal, academic and professional responsibilities in the community.***

***Specifically, I pledge:***

- ***to adhere to the university’s policy on cheating and plagiarism;***
- ***not to lie or steal in my university undertakings;***
- ***not to evade the truth or deceive;***
- ***to inform the appropriate faculty member and Dean, Associate Dean or Chair of my School or Department of any and all cases of academic dishonesty and violations of the Honor Code.”***

Violations of the Honor Code are handled as set forth in the *Student Handbook* and on the AUD website. All members of the AUD academic community, including faculty, students and administration, are expected to assist in maintaining the integrity of the university, which includes reporting incidents that violate the Statement on Academic Honesty.

## Penalties for Academic Integrity Violation

- Following careful consideration at the school Dean level or deliberation at the University Honor Council (UHC) level, a penalty commensurate with the seriousness of the offense and the degree of student culpability will be determined from the menu below:

1. Zero on the graded work involved in the offense (normally applied to offenses reviewed at the school Dean level, although more severe penalties may not be ruled out)
  2. A grade of F in the course
  3. A grade of F in the course plus suspension in the academic term following the term in which the offense was committed
  4. A grade of F in the course in which the offense was committed, immediate withdrawal from all courses in which the student is enrolled, and immediate dismissal from the university (dismissal is subject to ratification by the Provost and Chief Academic Officer before going into effect)
- B. The penalty for second-time offenses can never be less than A.3 above.
- C. Students who aid in someone else's cheating or plagiarism are equally at fault and will be sanctioned accordingly.

***Students in need of clarification of the university's Academic Integrity Policy may consult the Dean or Associate Dean of their School or their Department Chair.***

### ***Periodic Evaluation of Academic Standing***

All students must maintain satisfactory academic performance in order to remain enrolled at AUD. Academic standing is evaluated periodically by measuring each student's cumulative Grade Point Average (CGPA). Students are expected to meet minimum CGPA requirements in order for their academic performance to be considered satisfactory. ***Undergraduate students are required to maintain a minimum CGPA of 2.0 throughout their enrollment in order to be in good academic standing.*** A student's CGPA will be reviewed at the end of each academic term after grades have been posted to determine whether the student is in good academic standing.

If a student changes his or her program or major, the grades received in the former program or major continue to be calculated as part of the student's CGPA.

### ***Academic Warning and Academic Probation***

- A student will be placed on ***Academic Warning*** at the end of the first academic term in which his or her CGPA falls below 2.0.
- At the end of the next academic term, the student is removed from Academic Warning and returned to good academic standing if he or she achieves a CGPA of 2.0 or higher.
- If at the end of the next academic term, immediately following placement on Academic Warning, the student's CGPA remains below 2.0, he or she will be placed on ***Academic Probation***.
- Once a student is placed on Academic Probation, he or she has one academic term to achieve good academic standing. A student who, at the end of one academic term on Academic Probation, raises his or her CGPA to 2.0 or higher is removed from Academic Probation and returned to good academic standing.
- Students are notified of placement on Academic Warning and Academic Probation in writing.

### ***Conditions Applicable to Students on Academic Warning and Academic Probation***

- Students on Academic Warning and Academic Probation must consult with the Academic Support Division prior to selecting their courses for the next academic term and must obtain their academic advisor's approval to register, course load limitation may be applied.
- As long as a student remains on Academic Warning or Academic Probation, his/her performance will continue to be reviewed by the Associate Director of Student Retention and Success and the Academic Advising Coordinator to encourage academic growth and result in improved academic standing.
- Students on Academic Probation must give priority to repeating all required failed courses, and are advised to repeat other courses in which they obtained failing or low grades.

### ***Academic Suspension***

- If a student's CGPA, at the end of one academic term on Academic Probation, is still below 2.00, he or she is placed on ***Academic Suspension*** from the university for the next academic term.
- Students are notified of placement on Academic Suspension in writing.

### ***Readmission from Academic Suspension***

Students placed on Academic Suspension may be granted readmission to the university if they apply for readmission at the end of their suspension period. See the section below on the Academic Appeals Process.

**Students granted readmission from Academic Suspension will be placed on Academic Probation.** The course load for these students will be not less than 9 credit hours and not more than 13 credit hours per semester, and must be 3 credit hours in Summer terms. A student's Dean, Associate Dean or Chair may set other appropriate conditions and expectations regarding courses to be taken and academic performance upon readmission. The university may set other appropriate conditions.

### Removal of Academic Probation for Students Readmitted from Academic Suspension

Students returning from Academic Suspension are readmitted on Academic Probation. They are expected to achieve good academic standing by attaining a CGPA of 2.0 or higher, upon attempting a minimum of 24 credit hours following readmission. Academic Probation will be removed at the end of the academic term in which this result is achieved.

### Academic Dismissal

A readmitted student will be dismissed from the university if, upon attempting a minimum of 24 credit hours following his or her readmission from Academic Suspension, the student fails to achieve a CGPA of 2.0 or higher. A readmitted student will also be dismissed from the university if, **at the end of any academic term** after removal of Academic Probation, the student's CGPA once again drops below 2.0.

## The Academic Appeals Process

### Appeals of Academic Suspension and Academic Dismissal

A student may appeal to have a suspension or dismissal **reversed**. This **appeal** must be filed on-line (<http://registrar.aud.edu/>) by the date reflected on the Academic Calendar.

Denied appeals of suspension result in a period of forced absence from the university. **Following this absence (suspension)**, the student may request to return to the university. This **request** must be filed on-line by the date reflected on the Academic Calendar.

### Applications for Readmission from Academic Suspension

Students may apply online (<http://registrar.aud.edu/>) by the date reflected on the Academic Calendar. The student should attach a letter detailing his or her activities during the suspension period and should explain why the student believes his/her academic performance will improve in the future. Other required documentation should be provided online.

Although students who are academically suspended from AUD often choose to take courses at other institutions to improve areas of weakness or to indicate seriousness of continued academic pursuits, they will under no circumstances receive transfer credits for those courses upon their readmission to AUD.

### Processing Timeline for Academic Appeals

- Last day to submit the *Academic Standing Appeal* online is **seven (7) days before the beginning of classes**. See *Academic Calendar*.
- Students whose appeals have been denied by the Provost and Chief Academic Officer, may appeal online to the President. Last day to appeal a suspension or dismissal to the President is the **first day of classes**.

## Transfer Credit/Residency Requirements

All students must complete a minimum of 50 percent of their degree program credit requirements in residency at AUD in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. **Furthermore, all students must complete their last two semesters (i.e., obtain a minimum of 30 credit hours) at AUD to be awarded an AUD degree.**

Students enrolled at AUD are required to have on file within their first term of residence official transcripts for any institutions of higher learning previously attended. The Admissions Office will ultimately verify/certify the institution's eligibility for transfer of credit.

In order for AUD to accept transfer credit from an institution outside the U.A.E., such institution must be licensed or officially recognized by the Education Department or Ministry of Higher Education of the country where it is in operation.



Several transcript evaluation services are available to students. Services which are either recognized by AACRAO (Association of Collegiate Registrars and Admissions Officers) or a member of NACES (National Association of Credential Evaluation Services, Inc.) are acceptable services. Students are responsible for all applicable fees.

Specific requirements for the evaluation and award of transfer credit at AUD include:

- Application for transfer credit, accompanied by all required documentation (course syllabi), must be submitted during the student's first semester of residence. **All transfer credit files (including official transcripts) must be completed during that time. In no case will transfer credit be granted following the one year (calendar) anniversary of the beginning of the student's residence at AUD.**
- Students may transfer in a maximum of 50% of the required program credits.
- In those cases in which students present courses for transfer constituting greater than 50% of a program's credit hour requirement, courses will be eliminated (to get to 50%) per the following order of priority:
  - Major
  - Core
  - Professional Elective
  - Foundation
  - Arts and Sciences
- Official college or military transcripts are evaluated on a course-by-course basis.
- Only courses at the 100 level or above will be eligible for transfer credit.
- In order to be granted transfer credit for 300/400 AUD-equivalent courses, a minimum grade of B or better is required. This does not apply to AUD students enrolled in an exchange program unless the course serves as a prerequisite for which AUD requires a grade of B or higher.
- In order for AUD-equivalent courses to be eligible for transfer credit at the 100/200 level, a grade of C or better is required.
- A maximum total of two (2) courses may be transferred into the university at any time, and applied toward completion of the Middle Eastern Studies Certificate.
- 3-semester and 4-quarter credit courses may be considered equivalent to AUD's 3 credit courses. A course-to-course analysis of outcomes may result in credit transfer from accredited institutions of higher learning.
- Under no circumstances will the total number of credit hours transferred exceed six (i.e., two courses) of the student's chosen major.
- Under no circumstances will the university grant transfer credit for courses designated as capstone, senior project, portfolio, internship or study tour. Examples include: MGMT 499, AIMC 431, VICD 455/456, IDES 331.
- Following a student's initial enrollment at AUD, he or she may transfer a maximum of 15 credit semester hours or equivalent, subject to approval by their Dean, Associate Dean or Chair to spend **a term (i.e., semester or summer session[s]) abroad**, either at a university with which AUD has an exchange agreement or another university chosen by the student (subject to AUD approval).
- Be in his or her sophomore year or beyond.

In no case may the total number of transfer credits following admission to AUD exceed 15; and these must fall within the 50% of credits earned in residence required to be granted an AUD degree. See pp. 39-40 of this *Catalog* for those institutions with which AUD has exchange agreements. After initial enrollment at AUD, students will, subject to prior approval, receive transfer credits only for pre-approved courses from the following sources:

- AUD-approved exchange programs;
  - AUD-approved study abroad programs;
- or,
- Other AUD-approved institutions.

AUD students who wish to earn credit at another university must obtain prior approval for the courses they intend to take. Application for course authorization is available online <http://registrar.aud.edu/>. **Failure to do so prior to the commencement of study may result in AUD's denial of transfer credit.**

### **Student Exchange Eligibility**

Students wishing to participate in an AUD-sponsored exchange program, must meet the following criteria:

- Carry a minimum CGPA of 2.5;
- Be in his or her sophomore year or beyond.



## Directed Study

Directed study (DS) is a non-classroom learning activity undertaken for credit by one student or a small number of students (not to exceed three) at their request. Extending over a full academic term, DS is guided, supervised, evaluated and graded by a full-time faculty member.

Besides (or as a condition for) approval by the supervising faculty member, minimum CGPA and other academic performance requirements may apply before a student is approved to undertake DS. Approval by the academic unit housing the relevant discipline is also required.

DS covers a significant area of a discipline that is not covered in any of the regular course offerings listed in the *Catalog*. It involves readings, research, applications and other activities to be undertaken independently by the student(s). Typically, prior discussions will have taken place between the student(s) and a faculty member who is expert in the area of interest and is prepared and available to direct the study.

DS is conducted in accordance with a syllabus which specifies a course code reflecting the discipline, number (400 level), objectives, readings, learning outcomes and a weekly schedule of topic coverage, activities, assignments, etc., as well as evaluation and grading. The syllabus must also specify whether DS credits will count towards a major.

Students whose major is offered by the school housing the discipline of the DS, but is different from that discipline, will be awarded professional elective credit, or general elective credit if they have already completed all professional electives in their program. Students completing a major in another school will get general elective credit for the DS.

DS credits may count towards a minor, subject to the conditions and requirements set by the academic unit offering the minor.

A student may take no more than two DS course equivalents for a total number of credits not exceeding six. Academic units may set lower limits on DS.

## Directed Study Vs. Special/Selected Topics

DS is undertaken as a non-classroom learning activity at the request of one student or few students. By contrast, special/selected topics courses are classroom courses initiated by departmental curriculum committees, not by students.

DS is not intended for piloting a new course as a first step towards possible future addition of the course as a regular offering in the *Catalog*. By contrast, special/selected topics courses are intended expressly for that purpose.

## Course Abroad Seminars

An exciting opportunity exists for students at AUD to earn academic credit toward their degree by participating in university-sponsored courses abroad. Previously offered under the name International Study Tour, course abroad destinations have included New York, Paris, Milan and Florence. **A student may only receive credit (three hours) toward graduation for one course abroad seminar.** In order to register for a second course abroad, a student must obtain the written approval of the Dean of the School of Arts and Sciences. Academic credit will be granted and a grade assigned for the second course abroad, but not in fulfillment of degree requirements.

**Withdrawals from course abroad seminars are not permitted. Courses abroad are used by students to fulfill General Elective requirements** and carry the code CABR. Professional Elective credit for courses abroad may be granted subject to assessment and approval by the head of the academic unit in which the student is enrolled and the Provost and Chief Academic Officer, if the travel itinerary, the assignments and learning outcomes sufficiently justify granting Professional Elective credit.

Should students majoring in a given discipline wish to take a course abroad specific to that discipline, the Office of the Provost and Chief Academic Officer will, on the recommendation of the head of the academic unit housing that discipline, consider authorizing such a course abroad to fulfill Professional Elective requirements. In such cases, the course discipline-specific code will be used (e.g., BUSI, VICD, IDES).

**Students taking courses abroad are evaluated by a letter grade.**

## General Education Exit Examination

As part of its assessment of student acquisition of general education competencies, The American University in Dubai administers the General Education Exit Examination to graduating seniors. **Sitting for this Examination is mandatory.**

**The General Education Exit Examination is administered twice yearly** - once in each of the Fall and Spring semesters. The date for this Examination is announced within the first two weeks of the semester. Students completing degree requirements in the Fall, Spring, or either of the succeeding Summer sessions must sit for the Examination scheduled in the Spring semester.

**Fulfillment of a student's request for a diploma will not be finalized until the Director of Institutional Effectiveness (see below) confirms that the student has taken the General Education Exit Examination.**

## Graduation/Diploma

A student may not request a diploma any earlier than the scheduled date of graduation. The request must be completed online <http://registrar.aud.edu/> prior to the end of the student's final semester. Failure to complete the application online by the specified date may result in either a delay in receiving the diploma or an additional charge.

Diplomas are available for personal pick-up by students at the Registrar's Office. A student who prefers an alternative for collecting or receiving his or her diploma should consult the Registrar's Office. (For purposes of graduation verification, the university can provide a letter [stamped] to the student until their diploma is issued.)

## Graduation Modalities

In order to qualify for graduation, students must meet the following eligibility requirements:

### Academic

- Minimum CGPA of 2.0;
- Clearance by their Dean, Associate Dean or Chair and Provost and Chief Academic Officer that all program requirements have been met;
- Separately, only those students who complete the last 30 credit hours at AUD are eligible to be awarded an AUD degree.

### Administrative

- Clearance by the Student Financial Affairs Officer for all financial aid requirements and financial obligations (including AED 600 Diploma Processing Fee);
- Clearance by the Library for all financial obligations (if applicable);
- Clearance by Central Services if the student is on a university-sponsored visa.

### Diploma

- Clearance by the Director of Institutional Effectiveness that the student has taken the General Education Exit Examination;
- Taking the *Completion Survey* (administered online).

AUD will award degrees at the end of the academic semester or summer session. A student may not request a diploma any earlier than the scheduled graduation date.

## Participation in Annual Graduation Ceremony (Eligibility)

The American University in Dubai holds its Commencement Exercises once a year following the **Spring** semester. In order to be eligible to participate, candidates for **undergraduate** degrees:

1. must be in good academic standing (cumulative GPA of 2.0 or higher) as of the end of the **Spring** semester; and
2. must have **not more than two courses (6 credits, which may include any internship or courses required for minors)** remaining for completion of their degree requirements by the end of the **Spring** semester preceding the graduation ceremony; and

3. must complete the application to participate in the graduation ceremony online <http://registrar.aud.edu/>, which includes a commitment to take their remaining courses and complete their degree requirements as soon as those remaining courses are offered.

Students who are approved for participation in the graduation ceremony before completing all degree requirements, as described above, are not eligible for school awards or for recognition of graduation honors (*Summa Cum Laude*, *Magna Cum Laude*, *Cum Laude*) at the graduation ceremony. However, these designations will be reflected on transcripts and diplomas if they are justified by the students' CGPA upon completion of all degree requirements.

Administration of the above policy is the purview of the Registrar's Office. Any situation requiring more specific interpretation of the policy will be referred to the Provost and Chief Academic Officer.

### *Time Limit for Completion of Undergraduate Degree Programs*

All course work and other requirements for baccalaureate degrees must be completed no later than **ten calendar years** from the date of initial admission to the program. Study terms and inactive terms, during which the student was not registered in any courses, will all be counted in determining adherence to this time limit.

### *Graduation with Honors*

Bachelor's degree graduates who have maintained a record of outstanding academic achievement will be recognized as follows:

**Summa Cum Laude:** A student graduating with a cumulative Grade Point Average of **3.90 or above**.

**Magna Cum Laude:** A student graduating with a cumulative Grade Point Average of **3.70 – 3.89**.

**Cum Laude:** A student graduating with a cumulative Grade Point Average of **3.50 – 3.69**.



## ACADEMIC UNITS, PROGRAMS AND DEGREE REQUIREMENTS

- Degree Requirements
- Student Responsibility
- Credit Hour Requirements
- Course Code Legend
- School of Architecture, Art and Design
- School of Arts and Sciences
- School of Business Administration
- Mohammed Bin Rashid School for Communication
- School of Engineering
- IAA Certificate
- Center for Intensive English Proficiency
- Centers at AUD

## Degree Requirements

To be recommended by the faculty for graduation with a Bachelor's degree, students must fulfill all degree requirements. Students on a previous curriculum may choose to fulfill the requirements of that curriculum or the current one. Program-specific requirements as they now stand are outlined on the following pages.

## Student Responsibility

It is the student's responsibility to fulfill the degree requirements of his or her program. **Regulations will not be waived nor exemptions granted based on a student's claimed lack of awareness of degree requirements as per this Catalog and subsequent changes.** Although a number of university personnel (e.g. advisors, faculty, etc.) assist students, it is ultimately the student who is accountable for adhering to the mandates of his or her degree program. **Citing as an excuse misinformation provided by university personnel will not exonerate a student from this accountability.**

## Credit Hour Requirements

The total number of credit hours required in each degree program is clearly stated in the respective sections of this *Catalog*.

The same course may not be used to satisfy multiple components of the requirements for a degree. For example, once a course is used to fulfill the Professional Elective or Major component, it may not then be used as a General Elective. Similarly, a course used to satisfy a requirement of the Arts and Sciences Core may not be simultaneously counted as a General Elective. Only in pursuance of the Certificate in Middle Eastern Studies may credit be used to fulfill simultaneously a degree requirement and a requirement for the Certificate.

Requirements for minors are also stated in this *Catalog* in the section dedicated to the academic unit offering the minor

Students pursuing multiple majors are bound by the regulation found on p. 75 of this *Catalog*.

A student must fulfill the requirements of any degree program in which he or she is enrolled. In the rare case of a student's enrollment in more than one program, the amount of credit applicable to any/all degrees will be determined by the Provost and Chief Academic Officer in consultation with the appropriate Deans, Associate Deans or Chairs.





## School of Architecture, Art and Design

### SCHOOL OF ARCHITECTURE, ART AND DESIGN

The School of Architecture, Art and Design offers a five-year professional Bachelor of Architecture and four-year Bachelors of Fine Arts in Interior Design (ID) and Visual Communication (VC). All three curricula are accredited both locally and internationally. The VC Department offers a choice of four majors, namely Advertising, Digital Media, Graphic Design, and Studio Art. ID offers on top of the general B.F.A. in ID, the possibility to specialize in design-related software, an “emphasis” on Integrated Computational Design (ICD), which consists mainly of digital illustration, modeling, rendering and animation but also of advanced lighting design and Building information Modeling (BIM), the latter being a core requirement for Architecture students.

Courses offered by the School are taught by faculty using the latest in terms of facilities, equipment and techniques. The three programs rely heavily on a one-to-one, hands-on studio-based teaching, promoting direct interaction between faculty and students by limiting studio class size while extending contact time.

Students are trained to think, analyze and perform in a creative manner in order to smoothly and efficiently integrate an increasingly demanding and competitive market in their respective fields. Finally, the School graduates are prepared to advocate and promote cultural diversity, professional ethical values and environmental awareness.

#### *School Mission*

The mission of the School of Architecture, Art and Design at AUD is to prepare professionals in the fields of Architecture, Interior Design, and Visual Communication to immerse themselves successfully into their profession while attaining international standards of excellence. This is achieved through delivering studio-based curricula that combine art and design theory, construction technology, digital media and the human sciences. The school is committed to promoting critical thinking, creativity, cultural diversity, professional ethics and environmental awareness.

#### *School Goals*

To achieve its mission, the School of Architecture, Art and Design pursues the following goals:

- Establish strong ties with the professional community;
- Foster an educational environment conducive to creativity, competitiveness and excellence;
- Promote cultural diversity and professional ethics;
- Protect the environment;
- Contribute to the advancement of society.





## ARCHITECTURE

### *Bachelor of Architecture (B.Arch.) Program*

#### **Program Mission**

The Mission of the Bachelor of Architecture program is to prepare highly qualified graduates for employment in the building industry. Students will be educated in the fundamental skills and knowledge of architecture, while integrating history and theory, as well as technological, digital, artistic, socio-cultural, legal, and financial dimensions. The program will promote professional ethical values, cultural diversity, and contextual and environmental awareness.

#### **Program Goals**

- Prepare students who are able to think in a multidimensional and integrative manner that combines design skills, with human and physical aspects of the architecture profession;
- Prepare students for making choices and decisions with regards to technologies available in the market;
- Instill a critical attitude in students' approach to the history and theory of architecture;
- Prepare students who understand the human, socio-cultural, and economic dimensions of architectural design;
- Prepare students who are aware of the contextual and environmental challenges;
- Prepare graduates who are ethically and technically prepared to embrace the profession of architecture;
- Prepare students who are able to communicate effectively.

#### **Program Learning Outcomes**

Upon completion of the B.Arch., students will be able to:

- Demonstrate a multidimensional, comprehensive and integrative approach to design;
- Produce design that integrates building technology, construction, systems, and materials in a creative and original manner;
- Produce design that demonstrates knowledge in history and theory of architecture;
- Produce design that acknowledges and integrates the human, sociocultural, and economic aspects at the local, regional, and global levels;
- Produce design that demonstrates awareness, concern, and understanding of the physical context, as well as environmental issues;
- Demonstrates an understanding of architectural practice in administrative, financial, and legal terms and observes ethical standards;
- Demonstrate the ability to produce and present architectural designs by communicating clearly and effectively in oral, written and graphical forms, as well as in advanced digital software and media.

## B.Arch. Summary of Degree Requirements

Course Classification	Credit Hours Required
Foundation	19
Design Core	93
Professional Electives	12
Arts and Sciences Core	36
General Electives	6
<b>Total</b>	<b>166*</b>

\* The B.Arch. normally requires five years to complete.

### Curriculum/Courses

Foundation		Credit Hours
ARCH 101	Architectural Design Studio I	4
ARCH 102	Architectural Design Studio II	4
ARCH 151	History and Theory of Architecture I	3
MATH 105*	Precalculus for Architecture	4
PHYS 201	Introductory Physics I, w/Lab	4
<b>Total Foundation Requirements</b>		<b>19</b>

\*Students who are exempted from MATH 105 should replace it with IDES 191 (Interior Design Studio I: Visual Expression and Composition).

Design Core		Credit Hours
ARCH 201	Architectural Design Studio III	6
ARCH 202	Architectural Design Studio IV	6
ARCH 211	Materials and Methods of Construction	3
ARCH 252	History and Theory of Architecture II	3
ARCH 253	History and Theory of Architecture III	3
ARCH 301	Architectural Design Studio V	6
ARCH 302	Architectural Design Studio VI	6
ARCH 311	Structural Analysis	3
ARCH 312	Structural Design	3
ARCH 321	Environmental and Building Service Systems	3
ARCH 323	Sustainability and Energy Conservation	3
ARCH 351	Theory of Architecture	3
ARCH 401	Architectural Design Studio VII	6
ARCH 402	Architectural Design Studio VIII	6
ARCH 412	Construction Management and Building Economics	3
ARCH 441	Professional Practice and Ethics	3
ARCH 431	Life Safety and Codes	3
ARCH 501	Architectural Design Studio IX	6
ARCH 502	Architectural Design Studio X	6
ARCH 561	Internship	3
DDFT 268	Computer-Aided Design (CAD) I	3
DDFT 474	Building Information Modeling (BIM) I	3
DDFT 475	Building Information Modeling (BIM) II	3
<b>Total Design Core Requirements</b>		<b>93</b>

## Professional Electives

## Credit Hours

ARCH 280	Model Making of Space	3
ARCH 294	Film and Architecture	3
ARCH 322	Basic Elements of Landscape Architectural Design	3
ARCH 342	Portfolio Design in Architecture	3
ARCH 352	Environmental Psychology	3
ARCH 380	Special Topics in Architecture	3
ARCH 423	Sustainable Urbanism	3
DDFT 270	Digital Design Illustration	3
DDFT 341	Digital Design and Fabrication	3
DDFT 463	Computer-Aided Design (CAD) II	3
DDFT 466	Computer-Aided Design (CAD) III	3
DDFT 467	Computer-Aided Design Management	3
DDFT 473	Virtual Environments	3
IDES 280	Three-Dimensional Design	3
IDES 374	Hospitality Design	3
IDES 462	Historic Restoration	3
<b>Total Professional Electives Requirement</b>		<b>12</b>

## Arts and Sciences Core

See pp. 110-112 of this *Catalog* for Arts and Sciences Core Requirements.

*Note that all degree candidates in Architecture must take MATH 205 (Calculus for Architecture) to fulfill the Core Requirement in Mathematics and MEST 329 (Islamic Art and Architecture) to fulfill the Core Requirement in Islamic Cultural Studies.*

<b>Total Arts and Sciences Core Requirements</b>	<b>36</b>
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<b>General Electives</b>	<b>6</b>
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<b>TOTAL B.ARCH. DEGREE REQUIREMENTS</b>	<b>166</b>
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## B.Arch. Course Sequencing

All candidates for the B.Arch. degree should adhere to the following course sequencing:

	Fall	Spring
<b>Year I</b>	ARCH 101 ARCH 151 ENGL 101 MATH 105 UNIV 100	ARCH 102 COMP 101 ENGL 102 MATH 205 SCIE ELE
<b>Year II</b>	ARCH 201 ARCH 211 ARCH 252 ENGL 103 DDFT 268	ARCH 202 ARCH 253 PHYS 201 PSPK 101 HUMN ELE
<b>Year III</b>	ARCH 301 ARCH 311 ARCH 351 ARCH 321 WLDC 201	ARCH 302 ARCH 312 ARCH 323 SSCI ELE WLDC 202
<b>Year IV</b>	ARCH 401 ARCH 431 MEST 329 ARCH 412 DDFT 474	ARCH 402 ARCH 441 GEN ELE DDFT 475 PROF ELE
<b>Year V</b>	ARCH 501 GEN ELE ARCH 561 PROF ELE	ARCH 502 PROF ELE PROF ELE

### Legend:

ELE: Elective

GEN: General

HUMN : Humanities

ISST: Islamic Studies

PROF: Professional

SCIE: Science

SSCI: Social Sciences

For course code legends, please see pp. 175-176

## Minor in Architecture

The minor in Architecture is open to all students except those majoring in Architecture. This minor allows students to develop knowledge in the areas of theory and history of Architecture, construction and building materials, and architectural design. Up to two courses from a student's General Electives may be counted towards fulfilling the requirements for the minor in Architecture. In addition to university-wide degree requirements, students must satisfy prerequisites as per the *Catalog* and complete the following courses:

### Requirements

ARCH 102	Architectural Design Studio II
ARCH 151	History and Theory of Architecture I
ARCH 201	Architectural Design Studio III
ARCH 211	Materials and Methods of Construction

### Total Minor Requirements

### Credit Hours

4  
3  
6  
3  
**16**



## INTERIOR DESIGN

### *Bachelor of Fine Arts (B.F.A.) in Interior Design Program*

#### Program Mission

The Interior Design Program at the American University in Dubai is aimed at producing a highly qualified career-oriented graduate who is able to integrate art, design, technology and business practice, with the skills and knowledge to produce highly functional and aesthetically appealing interior environments. In addition, the program enforces ethical values in regards to the profession and ethnic and cultural diversity, as well as environmental considerations.

#### Program Goals

The B.F.A. in Interior Design prepares graduates who have:

- Learned cutting edge techniques by maintaining close ties with current design practices and industries;
- Developed the necessary skills to be competitive in the global marketplace;
- Developed high ethical values vis-à-vis the profession, cultural diversity, and environmental considerations;
- Acquired high oral and graphic communication skills.

#### Program Learning Outcomes

Students graduating from the B.F.A. in Interior Design will be able to:

- Demonstrate an integrated method in designing interiors and space planning;
- Discuss architectural conceptual design, history and theory by relating styles, movements and Philosophies to interior design;
- Design interiors that acknowledge and integrate the human, sociocultural and economic aspects at the local, regional and global levels;
- Demonstrate the ability to produce, analyze and present interior design by communicating clearly and effectively in oral, writing and graphical forms as well as advanced digital software and media;
- Effectively apply technical skills in the areas of building materials, technologies, interior detailing, lighting, textiles and building codes to design aesthetically appealing and environmentally responsive interiors;
- Produce design that demonstrates understanding of administrative, financial, legal issues as they relate to the practice of the profession of Interior Design and observe ethical standards.

### *B.F.A. in Interior Design Summary of Degree Requirements*

Course Classification	Credit Hours Required		
	General	ICD Emphasis	Hospitality Design Emphasis
Foundation	19	19	19
Design Core	51	51	51
Professional Electives	15	0	0
Emphasis Option	0	15	15
Arts and Sciences Core	36	36	36
General Electives	3	3	3
<b>Total</b>	<b>124</b>	<b>124</b>	<b>124</b>



## Curriculum/Courses

### Foundation

		Credit Hours
IDES 191	Interior Design Studio I: Visual Expression and Composition	4
IDES 192	Interior Design Studio II: Drawing for Interior Design	4
IDES 291	Interior Design Studio III: 3D Spatial Design	4
IDES 292	Interior Design Studio IV: Space Planning and Universal Design	4
IDES 214	Textiles for Interiors	3
<b>Total Foundation Requirements</b>		<b>19</b>

### Design Core

		Credit Hours
DDFT 268	Computer-Aided Design (CAD) I	3
DDFT 270	Digital Design Illustration	3
DDFT 474	BIM I	3
IDES 121	History of Interior Design I	3
IDES 266	Resources and Materials	3
IDES 391	Interior Design Studio V: furniture Design and Detailing	4
IDES 392	Interior Design Studio VI: Smart Design	4
IDES 322	History of Interior Design II	3
IDES 331	Professional Business Development	3
IDES 363	Interior Lighting	3
IDES 369	Building Systems and Codes	3
IDES 374	Hospitality Design	3
IDES 491	Interior Design Studio VII: Comprehensive Design	4
IDES 441	Senior Thesis: Research and Portfolio	3
IDES 492	Interior Design Studio VIII: Capstone Design	4
IDES 471	Internship	2
<b>Total Design Core Requirements</b>		<b>51</b>

### Professional Electives Options

		Credit Hours
DDFT 463	Computer-Aided Design (CAD) II	3
DDFT 466	Computer-Aided Design (CAD) III	3
DDFT 467	Computer-Aided Design Management	3
DDFT 473	Virtual Environments	3
DDFT 475	Building Information Modeling (BIM) II	3
IDES 280	Three-Dimensional Design	3
IDES 365	Process Modeling	3
IDES 375	Food and Beverage Outlet Design	3
IDES 376	Wellness and Spa	3
IDES 461	Innovative Design	3
IDES 462	Historic Restoration	3
IDES 464	Acoustics	3
IDES 469	Lighting Design II	3
IDES 470	Special Topics in Interior Design	3
IDES 472	Kitchen and Bath Design	3
IDES 479	Internship A	3
<b>Total Professional Elective Requirements</b>		<b>15</b>

### Integrated Computational Design (ICD) Emphasis\*

		Credit Hours
DDFT 463	Computer-Aided Design (CAD) II	3
DDFT 466	Computer-Aided Design (CAD) III (Req.)	3
DDFT 467	Computer-Aided Design Management	3
DDFT 473	Virtual Environments	3
DDFT 475	Building Information Modeling (BIM) II (Req.)	3
IDES 469	Lighting Design II	3
<b>Total ICD Emphasis Requirements</b>		<b>15</b>

\* ICD Emphasis has two required courses, plus three ICD electives from the list above.

### Emphasis in Hospitality Design

		Credit Hours
DDFT 466	Computer-Aided Design (CAD) III	3
IDES 365	Process Modeling	3
IDES 375	Food and Beverage Outlet Design (Req.)	3
IDES 376	Wellness and Spa (Req.)	3
IDES 464	Acoustics	3
IDES 469	Lighting Design II	3
IDES 472	Kitchen and Bath Design (Req.)	3
<b>Total Hospitality Design Emphasis Requirements</b>		<b>15</b>

\*\* Emphasis in Hospitality Design has three required courses, plus two from the list above.

### Arts and Sciences Core

See pp. 110-112 of this *Catalog* for Arts and Sciences Core Requirements.

*Note that all degree candidates in Interior Design must take ARTS 200 (History of Art I) to fulfill the Core requirement in Humanities/Fine Arts and MATH 101 (Mathematics for the Arts) to fulfill the Core requirement in Mathematics.*

**Total Arts and Sciences Core Requirements** **36**

**General Electives** **3**

**TOTAL B.F.A. IN INTERIOR DESIGN DEGREE REQUIREMENT** **124**

### B.F.A. in Interior Design Course Sequencing

All candidates for the B.F.A. degree in Interior Design should adhere to the course sequencing noted on the following charts. Students should also note that the following design courses **MUST** be taken in the sequence indicated: IDES 191, IDES 192, IDES 291, IDES 292, IDES 391, IDES 392 and IDES 491, IDES 441, IDES 492. No exceptions to this sequencing will be permitted.

#### General Option

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 IDES 191 MATH 101 SCIE ELE UNIV 100	ARTS 200 ENGL 102 GEN ELE IDES 192 IDES 121
<b>Year II</b>	DDFT 268 ENGL 103 IDES 291 IDES 214 WLDC 201	DDFT 270 IDES 292 IDES 266 PSPK 101 WLDC 202
<b>Year III</b>	IDES 391 IDES 322 IDES 363 IDES 369 DDFT 474	IDES 392 IDES 331 IDES 374 PROF ELE SSCI ELE
<b>Year IV</b>	IDES 491 IDES 441 IDES 471 ISST ELE PROF ELE	IDES 492 PROF ELE PROF ELE PROF ELE

## ICD Emphasis Option

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 IDES 191 MATH 101 SCIE ELE UNIV 100	ARTS 200 ENGL 102 GEN ELE IDES 192 IDES 121
<b>Year II</b>	DDFT 268 ENGL 103 IDES 291 IDES 214 WLDC 201	DDFT 270 IDES 292 IDES 266 PSPK 101 WLDC 202
<b>Year III</b>	DDFT 474 IDES 391 IDES 322 IDES 363 IDES 369	DDFT 466 IDES 392 IDES 331 IDES 374 SSCI ELE
<b>Year IV</b>	ICD ELE IDES 491 IDES 441 IDES 471 ISST ELE	DDFT 475 ICD ELE ICD ELE IDES 492

## Hospitality Design Emphasis Option

The Emphasis in Hospitality Design is offered to Students majoring in Architecture and Interior Design. This emphasis allows students to explore the hospitality field and also requires different subject areas in order to understand and develop knowledge of the topic in all its aspects. Students wishing to pursue the Emphasis are responsible for completing all the course prerequisites.

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 IDES 191 MATH 101 SCIE ELE UNIV 100	ARTS 200 ENGL 102 GEN ELE IDES 192 IDES 121
<b>Year II</b>	DDFT 268 ENGL 103 IDES 214 IDES 291 WLDC 201	DDFT 270 IDES 292 IDES 266 PSPK 101 WLDC 202
<b>Year III</b>	DDFT 474 IDES 322 IDES 363 IDES 369 IDES 391	IDES 331 IDES 374 IDES 392 ISST ELE* or HST ELE SSCI ELE
<b>Year IV</b>	IDES 375 IDES 441 IDES 471 IDES 491 ISST ELE* or HST ELE	IDES 376 IDES 472 IDES 492 HST ELE
* Only one ISST ELE required.		

### Legend:

A&S: Arts and Sciences

ELE: Elective

GEN: General

HUMN: Humanities

HST ELE: Hospitality Design Elective

ISST: Islamic Studies

PROF: Professional

SCIE: Science

SSCI: Social Sciences

For course code legends, please see pp. 175-176

## Minor in Interior Design

The minor in Interior Design is open to all students except those majoring in Interior Design. This minor allows students to develop knowledge in the areas of textiles, building materials, lighting, furniture design and interior space planning. Up to two courses from a student's General Electives may be counted towards fulfilling the requirements for the minor in Interior Design. In addition to university-wide degree requirements, students must satisfy prerequisites as per this *Catalog* and complete all of the following courses:

### Courses

IDES 192	Interior Design Studio II: Drawing for Interior Design
IDES 214	Textiles for Interiors
IDES 266	Resources and Materials
IDES 351	Furniture Design
IDES 363	Interior Lighting

### Credit Hours

4
3
3
3
3

### Total Minor Requirements

16



## VISUAL COMMUNICATION

### *Bachelor of Fine Arts in Visual Communication (B.F.A.) Program*

#### Program Mission

The Mission of the Visual Communication Program is to fulfill the professional baccalaureate educational needs of a culturally diverse student population interested in visual arts careers, and to facilitate the creative and scholarly activities of its faculty. Achievement is reached through excellence in teaching, learning and personal development, resulting in graduates poised for intellectual, personal and professional success in a growing, multicultural society.

#### Program Goals

The primary goal of the Visual Communication Program is to provide an educational experience based on the best practice and standards of quality institutions of art and design leading to a Bachelor of Fine Arts degree with Majors in Advertising, Digital Media, Graphic Design, or Studio Art.

The wider goals of the program which reflect this focus are:

- To develop in graduates a strong level of individual critical thinking, problem solving, concept development, technique and aesthetics;
- To promote the value of an awareness and critical perception of the historical, cultural and theoretical foundations for visual art and design;
- To foster an appreciation for the roles of authorship, personal expression and a responsibility for ethical visual communication;
- To provide an academic curriculum, instruction, facilities and technologies offering full opportunity for learning;
- To recruit and retain a diverse faculty of creative professionals and committed educators, and to support their continued creative and scholarly activities;
- To contribute to the creative professional and cultural development of Dubai, the United Arab Emirates and beyond.

#### Program Learning Outcomes

Students graduating with the Bachelor of Fine Arts in Visual Communication Degree will be able to:

- Effectively articulate the conceptual foundations of visual communication works;
- Demonstrate the design process for developing new, creative visual communication projects;
- Execute the production and presentation of new works of art and visual design;
- Evaluate and critique contemporary art and design works;
- Recognize and integrate the ethical, and sociocultural ideals of the target audience in each work of visual communication.

### *B.F.A. in Visual Communication Summary of Degree Requirements*

Course Classification		Credit Hours Required			
		Advertising	Digital Media	Graphic Design	Studio Art
Foundation		18	18	18	18
Core		21	21	21	21
Major Option	Core	39	15	27	18
	Electives	0	18	12	15
Professional Electives		6	6	6	6
Arts and Sciences Core		36	36	36	36
General Electives		0	6	0	6
Total		120	120	120	120



## Major Requirements

- Students may declare a major upon entrance to the university but must declare it by the beginning of the second year course sequencing. All students must have successfully completed all the Foundation courses with a GPA of 2.0 or higher to begin their Major Option sequence.
- A minimum of a 2.3 MGPA is required for those courses in the declared Major. A student failing to maintain a 2.3 MGPA within a Major will become ineligible to graduate with that specific Major.

## Curriculum/Courses

### Foundation

		Credit Hours
ARTS 200	History of Art I	3
VCCC 100	Introduction to Visual Communication	3
VCCC 101	Basic Principles of 2D Design	3
VCCC 102	Basic Principles of 3D Design	3
VCCC 104	Freehand Drawing I	3
VCCC 105	Computer Graphics I	3
<b>Total Foundation Requirements</b>		<b>18</b>

### Core

		Credit Hours
ARTS 201	History of Art II	3
ARTS 202	History of Art III	3
VCCC 204	Freehand Drawing II	3
VCCC 205	Computer Graphics II	3
VCCC 480	Senior Project	3
VCCC 485	Business Practices and Final Portfolio	3
VCCC 490	Field Experience in Visual Communication	3
<b>Total Core Requirements</b>		<b>21</b>

### Major Option: Advertising

		Credit Hours
BUSI 101	Introduction to Business	3
AIMC 201	Principles of Advertising and Integrated Marketing Communications	3
AIMC 421	Strategic Planning and Measurement for Advertising and IMC	3
AIMC 431	Campaign Development and Evaluation	3
MKTG 201	Principles of Marketing	3
VCAD 202	History of Advertising	3
VCAD 251	Visualization in Advertising	3
VCAD 301	Typography in Advertising	3
VCAD 302	Layout in Advertising	3
VCAD 351	Copywriting in Advertising	3
VCAD 352	Execution, Production and Presentation	3
VCAD 353	IMC Creative Conception	3
VCDM 201	Fundamentals of Web Design	3
<b>Total Advertising Major Requirements</b>		<b>39</b>

### Major Option: Digital Media

#### Digital Media Core

		Credit Hours
VCDM 201	Fundamentals of Web Design	3
VCDM 210	Computer Animation I	3
VCDM 221	Introduction to Video Production	3
VCDM 222	Introduction to Sound	3
VCDM 230	Introduction to Interactive Media	3
<b>Total Digital Media Core Requirements</b>		<b>15</b>

<b>Digital Media Electives</b>		<b>Credit Hours</b>
VCDM 202	Online Media Production	3
VCDM 250	Motion Graphics I	3
VCDM 301	Design Concepts for the Web	3
VCDM 310	Computer Animation II	3
VCDM 321	Intermediate Projects in Video	3
VCDM 322	Advanced Sound Design Studio	3
VCDM 325	Underwater Media Production	3
VCDM 330	Advanced Projects in Interactive Media	3
VCDM 350	Motion Graphics II	3
VCDM 401	Advanced Web Techniques	3
VCDM 402	Web Development	3
VCDM 410	Computer Animation III	3
VCDM 421	Advanced Video Production	3
VCST 320	Performance and Installation Studio	3
<b>Total Digital Media Electives Requirements</b>		<b>18</b>

**Total Digital Media Major Requirements** **33**

### Major Option: Graphic Design

<b>Graphic Design Core</b>		<b>Credit Hours</b>
VCDM 201	Fundamentals of Web Design	3
VCGD 251	Typography I	3
VCGD 256	Graphic Design I	3
VCGD 300	History of Graphic Design	3
VCGD 351	Typography II	3
VCGD 353	Production Design	3
VCGD 356	Graphic Design II	3
VCGD 451	Typography III	3
VCGD 456	Graphic Design III	3
<b>Total Graphic Design Core Requirements</b>		<b>27</b>

<b>Graphic Design Electives</b>		<b>Credit Hours</b>
VCGD 360	Arabic Typography	3
VCGD 361	Book Design	3
VCGD 362	Package Design	3
VCGD 363	Poster Design	3
VCGD 364	Typeface Design	3
VCGD 365	Information Graphics	3
VCDM 250	Motion Graphics I	3
VCDM 350	Motion Graphics II	3
<b>Total Graphic Design Electives Requirements</b>		<b>12</b>

**Total Graphic Design Major Requirements** **39**

### Major Option: Studio Art\*

<b>Studio Art Core</b>		<b>Credit Hours</b>
VCST 201	Printmaking I	3
VCST 211	Sculpture I	3
VCST 221	Painting I	3
VCST 401	Studio Art Seminar	3
VCST 402	Advanced Studio I	3
VCST 451	Studio Art Thesis	3
<b>Total Studio Art Core Requirements</b>		<b>18</b>

<b>Studio Art Electives</b>		<b>Credit Hours</b>
VCPH 201	Photography I	3
VCPH 250	History of Photography	3
VCPH 261	Photography II	3
VCPH 311	Alternative Photographic Processes	3
VCPH 411	Creative Photography	3
VCPH 451	Photography Seminar	3
VCST 231	Ceramics	3
VCST 320	Performance and Installation Studio	3
VCST 251	Illustration Basics	3
VCST 301	Printmaking II	3
VCST 302	Gallery Management	3
VCST 310	Figure Drawing	3
VCST 311	Sculpture II	3
VCST 321	Painting II	3
VCST 351	Illustration Workshop	3
<b>Total Studio Art Electives Requirements</b>		<b>15</b>

**Total Studio Art Major Requirements** **33**

<b>Professional Electives**</b>		<b>Credit Hours</b>
CABR 275	Course Abroad	3
VCAD 351	Copywriting in Advertising	3
VCAD 451	Alternative Advertising	3
VCAD 452	IMC and International Advertising	3
VCAD 454	Advanced Copywriting	3
VCCC 350	Community Service Workshop	3
VCCC 399	Special Topics in Visual Communication	3
VCCC 499	Special Topics in Visual Communication	3
<b>Total Professional Electives Requirements</b>		<b>6</b>

\*\* May also include courses from any Visual Communication Major Option list (except BUSI 101, AIMC 201, AIMC 421, AIMC 431, MKTG 201).

### Arts and Sciences Core

See pp. 110-112 of this *Catalog* for Arts and Sciences Core Requirements.

Note that all degree candidates in Visual Communication must take MEST 329 (Islamic Art and Architecture) to fulfill the Core Requirement in Islamic Cultural Studies and MATH 101 (Mathematics for the Arts) to fulfill the Core requirement in Mathematics.

**Total Arts and Sciences Core Requirements** **36**

**General Electives** **0-6**

**TOTAL B.F.A. IN VISUAL COMMUNICATION DEGREE REQUIREMENTS** **120**

## B.F.A. in Visual Communication Course Sequencing

All candidates for the B.F.A. degree in Visual Communication should adhere to the course sequencing noted on the following charts.

### Advertising

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 UNIV 100 VCCC 100 VCCC 101 VCCC 104	ARTS 200 ENGL 102 MATH 101 VCCC 102 VCCC 105
<b>Year II</b>	ARTS 201 BUSI 101 ENGL 103 VCCC 204 VCCC 205	ARTS 202 MKTG 201 SCIE ELE VCAD 202 VCAD 251
<b>Year III</b>	AIMC 201 PSPK 101 VCAD 301 VCAD 302 WLDC 201	HUMN ELE VCAD 351 VCAD 352 VCAD 353 WLDC 202
<b>Year IV</b>	AIMC 421 PROF ELE SSCI ELE VCCC 480 VCDM 201	AIMC 431 MEST 329 PROF ELE VCCC 485 VCCC 490

### Digital Media

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 UNIV 100 VCCC 100 VCCC 101 VCCC 104	ARTS 200 ENGL 102 MATH 101 VCCC 102 VCCC 105
<b>Year II</b>	ARTS 201 ENGL 103 VCCC 204 VCCC 205 VCDM 221	ARTS 202 PSPK 101 SCIE ELE VCDM 201 VCDM 230
<b>Year III</b>	DM ELE PROF ELE VCDM 210 VCDM 222 WLDC 201	GEN ELE HUMN ELE DM ELE DM ELE WLDC 202
<b>Year IV</b>	DM ELE DM ELE PROF ELE SSCI ELE VCCC 480	DM ELE GEN ELE MEST 329 VCCC 485 VCCC 490

## Graphic Design

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 UNIV 100 VCCC 100 VCCC 101 VCCC 104	ARTS 200 ENGL 102 MATH 101 VCCC 102 VCCC 105
<b>Year II</b>	ARTS 201 ENGL 103 VCCC 204 VCCC 205 VCGD 251	ARTS 202 MEST 329 VCGD 256 VCGD 300 VCGD 351
<b>Year III</b>	PSPK 101 GD ELE VCGD 353 VCGD 356 VCGD 451	HUMN ELE GD ELE SCIE ELE VCDM 201 VCGD 456
<b>Year IV</b>	GD ELE PROF ELE SSCI ELE WLDC 201 VCCC 480	GD ELE PROF ELE WLDC 202 VCCC 485 VCCC 490

## Studio Art

	Fall	Spring
<b>Year I</b>	COMP 101 ENGL 101 UNIV 100 VCCC 100 VCCC 101 VCCC 104	ARTS 200 ENGL 102 MATH 101 VCCC 102 VCCC 105
<b>Year II</b>	ARTS 201 ENGL 103 VCCC 204 VCCC 205 VCST 211	ARTS 202 PSPK 101 SCIE ELE VCPH 201 VCST 221
<b>Year III</b>	GEN ELE SA/PH ELE SA/PH ELE VCST 201 WLDC 201	HUMN ELE PROF ELE SA/PH ELE SA/PH ELE WLDC 202
<b>Year IV</b>	GEN ELE MEST 329 VCCC 490 VCST 401 VCST 402	PROF ELE SSCI ELE VCCC 480 VCCC 485 VCST 451

### Legend:

ELE: Elective

GEN: General

GD: Graphic Design

HUMN : Humanities

ISST: Islamic Studies

PH: Photography

PROF: Professional

SA: Studio Art

SCIE: Science

SSCI: Social Sciences

For course code legends, please see pp. 175-176

## *Minors in Visual Communication*

### **For Students in Programs other than Visual Communication**

The minor in Visual Communication allows students to explore the general field of Visual Communication and allows either an investigation of several disciplines or a more focused study of one. Up to two courses from a student's General Electives may be counted towards fulfilling the requirements for minors in Visual Communication. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. In addition to university-wide requirements, students must complete a minimum of six courses (**18 credit hours**) per the following:

**Minor Core:** students will complete nine (9) credits from the following list:

- ARTS 200 – History of Art I
- VCCC 101 – Basic Principles of 2D Design
- VCCC 104 – Freehand Drawing I

**Minor Electives:** students will complete nine (9) credits from any of the Visual Communication Foundation, Core, Major Options, or Professional Electives lists.

### **Minor in Digital Media** (open to all but Visual Communication students)

This minor allows students across the university to develop skills within Digital Media. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. In addition to university-wide requirements, students must complete a minimum of six courses (**18 credit hours**) per the following:

**Minor Core:** students will complete six (6) credits from the following two courses:

- VCCC 105 – Computer Graphics I
- VCCC 205 – Computer Graphics II

**Minor Electives:** students will complete twelve (12) credits from any of the Visual Communication Digital Media courses.

### **For Visual Communication Degree Candidates**

These minors are intended to allow Visual Communication majors to develop a broad knowledge of a second discipline in Visual Communication. Up to two courses from a student's Major Professional or General Electives may be counted towards fulfilling the requirements for minors in Visual Communication. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. In addition to university-wide requirements, students must complete six courses (**18 credit hours**) from the following options:

#### **Minor in Advertising**

Any six Advertising courses (VCAD) as well as AIMC 201, MKTG 201

#### **Minor in Digital Media**

Any six Digital Media courses (VCDM)

#### **Minor in Graphic Design**

Any six Graphic Design courses (VCGD)

#### **Minor in Photography**

Any six Photography courses (VCPH)

#### **Minor in Studio Art**

Any six Studio Art courses (VCST)





# School of Arts and Sciences

## SCHOOL OF ARTS AND SCIENCES

### *School Mission*

The School of Arts and Sciences exemplifies the tradition that a college education liberates the mind. The School values the pursuit of knowledge for its own sake and believes that all college graduates are capable of studying a broad spectrum of subjects and of following a rational process to draw conclusions and inferences. The Mission of the School of Arts and Sciences is to foster a culture of independent thought and a tradition of academic programs, curricula and external learning opportunities, featuring an interdisciplinary perspective of knowledge and emphasizing collegial interactions between faculty and students.

### *School Goals*

- Facilitate implementation of the mission and goals of the university
- Provide a broad-based general education in language, science and mathematics, the humanities and the social sciences for all students
- Develop in-depth understanding of one or more disciplines anchored by a contextual framework of information, interconnected knowledge and interdisciplinary awareness
- Prepare students for graduate school programs and careers related to various traditional arts and sciences fields
- Inculcate a thirst for knowledge that manifests itself in scholarly activity, lifelong learning and ethical real-world application
- Deliver a high-quality educational experience that features extracurricular programs and alternative learning opportunities

## Arts and Sciences Core Requirements

### *Learning Outcomes*

Students will...

- Demonstrate effective communication skills in reading, writing, and speaking;
- Demonstrate a scientific knowledge of human behavior and recognize global cultural diversity;
- Use an understanding of the historical and social development of current cultures to demonstrate respect for human values and perspectives;
- Demonstrate and value thinking independently, self-awareness, and ethical behavior for responsible global citizenship;
- Demonstrate appropriate technological literacy and skills for personal and professional use;
- Identify and appreciate artistic expressions from historical, philosophical, and cultural perspectives;
- Demonstrate the use of appropriate critical thinking skills to solve problems;
- Demonstrate an understanding of the fundamental concepts of mathematics, science, and scientific methods.

## Requirements

**All undergraduate degree programs have incorporated the university's Arts and Sciences Core requirements.** The following apply to all programs; however, degree candidates should consult the Programs section of this *Catalog* for the Arts and Sciences courses that are mandatory to their Core (i.e., substitutes for Arts and Sciences Electives.)

**The Arts and Sciences Core consists of 36 credit hours of required courses distributed as follows:**

I. General (0 credit hours)		Credit Hours
UNIV 100*	The University Experience	0

\* Unless exempted

II. Information Systems (3 credit hours) Options:		Credit Hours
COMP 101	Introduction to Computers	3
COMP 103	The Internet	3
ENGG 140	Introduction to Programming	3

III. Mathematics* (3 credit hours) Options:		Credit Hours
MATH 101	Mathematics for the Arts	3
MATH 200	Mathematics with Business Applications	3
MATH 205	Calculus for Architecture	3
MATH 210	Calculus I	3

\* Note that all degree candidates in Visual Communication and in Interior Design must take MATH 101, all degree candidates in Business Administration and in International Studies must take MATH 200, all degree candidates in Architecture must take MATH 205, all degree candidates in Engineering must take MATH 210, and all candidates in Communication and Information Studies must take either MATH 101 or MATH 200, to fulfill the Core requirement for Mathematics.

IV. Natural Sciences (3 credit hours) Options:		Credit Hours
BIOL 201	Principles of Biology*	3
CHEM 201	General Chemistry	3
PHYS 201	Introductory Physics I, w/Lab	4
SCIE 201	Life Sciences for Today	3
SCIE 211	Water Sustainability	3
SCIE 241	Principles of Human Nutrition	3
SCIE 242	Women's Health	3
SCIE 251	Environmental Health and Sustainability	3
SCIE 275	Selected Topics in Natural Sciences	3
SCIE 341	Public Health	3

\* Note that all degree candidates in Engineering must take BIOL 201.

V. English/Communications (12 credit hours)		Credit Hours
ENGL 101	Composition and Rhetoric	3
ENGL 102	Advanced Composition and Research	3
ENGL 103	Introduction to Literature	3
PSPK 101	Public Speaking	3

VI. Cultural Studies (6 credit hours)		Credit Hours
WLDC 201	World Cultures I	3
WLDC 202	World Cultures II	3

VII. Islamic Cultural Studies (3 credit hours) Options:		Credit Hours
MEST 310	Islamic Civilization	3
MEST 315	History of the Modern Middle East	3
MEST 318	Cultures of the Middle East	3
MEST 319	Politics in the Middle East	3
MEST 320	The Qur'an: Text, History, and Meaning	3
MEST 323	Islam: Historical and Societal Aspects	3
MEST 327	Islamic Politics	3
MEST 329	Islamic Art and Architecture	3

**VIII. Humanities/Fine Arts (3 credit hours) Options:****Credit Hours**

ARTS 101	Art Appreciation	3
ARTS 200	History of Art I	3
ARTS 201	History of Art II	3
ARTS 202	History of Art III	3
ARTS 203	Artistic Forms of Expression	3
ARTS 215	Multicultural Art Forms	3
ENGL 210	Creative Writing	3
ENGL 211	British Literature I	3
ENGL 212	British Literature II	3
ENGL 221	American Literature I	3
ENGL 222	American Literature II	3
ENGL 231	World Literature I	3
ENGL 232	World Literature II	3
ENGL 275	Special Topics in Literature	3
ENGL 305	The Epic	3
ENGL 311	World Mythology	3
ENGL 312	Biography/Autobiography	3
ENGL 313	Children's Literature	3
ENGL 314	Coming-of-Age Novels	3
ENGL 315	Contemporary Female Authors	3
ENGL 316	Prize-Winning Authors	3
ENGL 475	Special Topics in Literature	3
HUMN 275	Selected Topics in Humanities	3
HUMN 475	Special Topics in Humanities	3
MEST 317	Middle Eastern Literature in Translation	3
MEST 329	Islamic Art and Architecture	3
PHIL 105	Introduction to Critical Thinking	3
PHIL 201	Introduction to Philosophy/Logic	3
PHIL 222	Professional Ethics	3
PHIL 250	Political Philosophy	3
PHIL 310	Ethics and Moral Philosophy	3
PHIL 320	Metaphysics and the Study of Human Existence	3
VCDM 305	Art and the Electronic Age	3
WLDC 250	Music Traditions of the World	3

**IX. Social/Behavioral Sciences (3 credit hours) Options:****Credit Hours**

ANTH 201	Introduction to Cultural Anthropology	3
GEOG 101	World Geography	3
GEOG 310	Human Geography	3
HIST 201	American History from the Beginnings to Reconstruction	3
HIST 202	American History from the Civil War to Present	3
HIST 212	European History from the Renaissance to the Present	3
HIST 251	World History from Beginnings to 1500	3
HIST 252	World History from 1500 to the Present	3
HIST 310	The U.S. in World Affairs	3
HIST 350	Revolution	3
MEST 210	An Introduction to Middle East History	3
MEST 310	Islamic Civilization	3
MEST 315	History of the Modern Middle East	3
MEST 318	Cultures of the Middle East	3
MEST 319	Politics in the Middle East	3
MEST 320	The Qur'an: Text, History, and Meaning	3
MEST 323	Islam: Historical and Societal Aspects	3
MEST 327	Islamic Politics	3
MEST 330	The Ancient Near East (c. 3500 B.C.E. – 100 C.E.)	3

MEST 333	The Middle East in Late Antiquity (c. 250 – 800 C.E.)	3
MEST 343	Business in the Modern Middle East	3
MEST 350	Religions of the Middle East	3
MEST 352	Conflicts in the Middle East	3
MEST 353	Women and Gender in the Middle East	3
MEST 380	The Gulf: Culture and Economics since 1970	3
MEST 381	North Africa: Nation, Society, and Culture	3
MEST 382	The Levant: Arab Lands of the Eastern Mediterranean	3
MEST 383	Iraq: Reinventing the Nation	3
MEST 384	Egypt: Literature since 1952	3
POLS 200	Introduction to Political Science	3
POLS 201	Comparative Political Systems	3
POLS 210	Introduction to International Relations	3
POLS 310	Political Geography	3
POLS 320	The United Nations	3
POLS 325	International Organizations	3
POLS 330	Foreign Policy	3
POLS 340	International Diplomacy	3
POLS 341	History of Diplomatic Relations	3
POLS 415	Geopolitics	3
PSYC 201	General Psychology	3
PSYC 313	Social Psychology	3
SOCI 201	Introduction to Sociology	3
SOCI 217	Cross-cultural Relations	3
SOCI 301	Globalization	3
SOCI 340	Technology and Society	3
SOCI 342	Language and Society	3
SOCI 344	Gender and Society	3
SOCI 346	Sports and Society	3
SSCI 275	Selected Topics in Social Sciences	3
SSCI 475	Special Topics in Social Sciences	3
WLDC 301	Religions of the World	3
<b>Total Arts and Sciences Core Requirements</b>		<b>36</b>

*Any courses in the Arts and Sciences (in- or outside the Core) that are not used to fulfill the Core requirements may be used as General Electives except by B.C.I.S candidates who should check their General Electives options on p. 141 of this Catalog.*



## INTERNATIONAL STUDIES

In our increasingly interconnected world, there exists a growing need to better understand the politics, economics, and cultures that make up the global community. Developed in response to this need, the **Bachelor of Arts in International Studies (B.A.I.S.)** offers practical, interdisciplinary training that prepares students to critically analyze today's most pressing global challenges. While transmitting curricular knowledge and real-world expertise to our students, our diverse and experienced faculty inspire them to engage with the world as global citizens committed to making that world a

better place.

The American University in Dubai offers the B.A.I.S. degree for students to gain a breadth of knowledge in international affairs while specializing in an area of expertise of personal interest to them. AUD capitalizes on the international nature of its host city of Dubai to highlight the real-world relevance of the International Studies program.

### *Bachelor of Arts in International Studies (B.A.I.S.) Program*

#### Program Mission

The Mission of the B.A.I.S. is to provide students with an interdisciplinary educational experience focusing on Politics, History, Business, and Culture. The program is designed to enhance students' employment opportunities within the global marketplace and increase their ability to examine global issues from various perspectives.

#### Program Goals

The B.A.I.S. is an interdisciplinary program combining courses in the areas of business, social sciences and humanities, and arts and sciences. The primary goal of this degree is the development of students as leaders in an increasingly globalized world, while students learn the critical tools of several disciplines through interdisciplinary study. The wider goals of the program, which reflect this focus, are:

- To promote the diversity of culture against a background of increasing interdependence and globalization at both the economic and political levels;
- To prepare students for international careers in the global marketplace;
- To develop students capable of understanding and analyzing international issues from a variety of theoretical frameworks; and
- To foster collaboration among students, and support the development of research, analytical, and language skills.

#### Program Learning Outcomes

Upon completion of the degree, students will be able to

- Communicate effectively both orally and in writing at an intermediate level in a language other than English;
- Demonstrate understanding of the connections between culture, business, economics, and politics;
- Apply the principles of political science to analyze key topics in international affairs and the interconnection between local and global geo-political issues and events;
- Synthesize fundamental tenets of business and economics with increased awareness and basic understanding of how international corporations and global markets operate;
- Critically examine personal values, religious beliefs, social norms and issues coming from diverse cultures, world views, and experiences;
- Identify historical events, issues and themes which have shaped current world conditions.

## B.A.I.S. Summary of Degree Requirements

Course Classification	Credit Hours Required		
	International Relations Track	International Development Track	Middle Eastern Studies Track
International Studies Core	39	39	39
International Studies Core Languages	16	16	16
Track Electives	24	24	24
Arts and Sciences Core	36	36	36
General Electives	9	9	9
<b>Total</b>	<b>124</b>	<b>124</b>	<b>124</b>

## General Curriculum/Courses

### International Studies Core

<b>Foundation (18 credit hours)</b>		<b>Credit Hours</b>
SOCI 201	Introduction to Sociology	3
HIST 252	World History since 1500 CE	3
POLS 200	Introduction to Political Science	3
POLS 210	Introduction to International Relations	3
INST 201	Introduction to International Development	3
SOCI 301	Globalization	3
<b>Data Analysis &amp; Research (6 credit hours)</b>		
MATH 201	Statistics	3
INST 388	Research Methodology	3
<b>Economics (6 credit hours)</b>		
ECON 201	Principles of Micro-economics	3
ECON 202	Principles of Macro-economics	3
<b>Capstone (6 credit hours)</b>		
INST 498	International Studies Capstone I	3
INST 499	International Studies Capstone II	3
<b>Internship (3 credit hours)</b>		
INST 398	International Studies Internship	3
<b>Total International Studies Core</b>		<b>39</b>

### International Studies Core Languages

<b>Language (16 credit hours)</b>		<b>Credit Hours</b>
MEST 101	Elementary Arabic I	4
MEST 102	Elementary Arabic II	4
MEST 201	Intermediate Arabic I	4
MEST 202	Intermediate Arabic II	4
OR		
FREN 101	Elementary French I	4
FREN 102	Elementary French II	4
FREN 201	Intermediate French I	4
FREN 202	Intermediate French II	4
OR		
SPAN 101	Elementary Spanish I	4



SPAN 102	Elementary Spanish II	4
SPAN 201	Intermediate Spanish I	4
SPAN 202	Intermediate Spanish II	4
<b>Total International Studies Core Languages</b>		<b>16</b>

## Track Options<sup>1</sup>

### International Relations Track Electives

<b>International Politics (9 credit hours)</b>		<b>Credit Hours</b>
POLS 201	Comparative Political Systems	3
POLS 325	International Organizations	3
POLS 330	Foreign Policy	3
POLS 340	International Diplomacy	3
POLS 401	Contemporary Political Issues	3
POLS 415	Geopolitics	3
<b>Business and Economics (6 credit hours)</b>		<b>Credit Hours</b>
BUSI 321	Business in the International Environment	3
ECON 402	International Economics	3
ECON 441	Public Finance	3
ECON 442	Oil and Energy Economics	3
MEST 343	Business in the Modern Middle East	3
MEST 380	The Gulf: Culture and Economics since 1970	3
<b>History (3 credit hours)</b>		<b>Credit Hours</b>
HIST 202	American History from the Civil War to the Present	3
HIST 212	European History from the Renaissance to the Present	3
HIST 251	World History from Its Beginnings to 1500	3
HIST 310	The U.S. in World Affairs	3
HIST 350	Revolution	3
HIST 401	Contemporary Historical Issues	3
<b>International Relations and the Middle East (3 credit hours)</b>		<b>Credit Hours</b>
MEST 210	An Introduction to Middle East History	3
MEST 315	History of the Modern Middle East	3
MEST 319	Politics in the Middle East	3
MEST 352	Conflicts in the Middle East	3
MEST 383	Iraq: Reinventing the Nation	3
<b>Sociology (3 credit hours)</b>		<b>Credit Hours</b>
SOCI 217	Cross-Cultural Relations	3
SOCI 340	Technology and Society	3
SOCI 344	Gender and Society	3
<b>Total International Relations Track Electives</b>		<b>24</b>

### International Development Track Electives

<b>Political Development (3 credit hours)</b>		<b>Credit Hours</b>
POLS 201	Comparative Political Systems	3
POLS 330	Foreign Policy	3
POLS 340	International Diplomacy	3
POLS 401	Contemporary Political Issues	3
POLS 415	Geopolitics	33

<sup>1</sup> Special Topics in MEST (designated MEST275 and MEST475) may count towards the MEST Track Electives upon the Chair's approval. Similarly, Special Topics in Social Sciences (designated SSC1275 and SSC1475) may count towards the International Relations and International Development Track Electives upon the Chair's approval.

<b>Socio-political Development (6 credit hours)</b>		<b>Credit Hours</b>
INST 325	History of Philanthropy and NGOs	3
INST 360	Poverty and Inequality	3
INST 361	Forced Migration and Refugees	3
POLS 320	The United Nations	3
POLS 325	International Organizations	3

<b>Economic Development (3 credit hours)</b>		<b>Credit Hours</b>
BUSI 321	Business in the International Environment	3
ECON 402	International Economics	3
ECON 441	Public Finance	3
ECON 442	Oil and Energy Economics	3
MEST 343	Business in the Middle East	3
MEST 380	The Gulf: Culture and Economics since 1970	3

<b>Environmental Sustainability (6 credit hours)</b>		<b>Credit Hours</b>
SCIE 211	Water Sustainability	3
SCIE 251	Environmental Health and Sustainability	3
SCIE 311	Principles of Environmental Sciences	3

<b>Public Health (3 credit hours)</b>		<b>Credit Hours</b>
SCIE 242	Women's Health	3
SCIE 341	Public Health	3
SCIE 351	Health Technology and Innovation in the 21 <sup>st</sup> Century	3

<b>Societal Development (3 credit hours)</b>		<b>Credit Hours</b>
SOCI 217	Cross-Cultural Relations	3
SOCI 340	Technology and Society	3
SOCI 344	Gender and Society	3

<b>Total International Development Track Electives</b>	<b>24</b>
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### **Middle Eastern Studies Track Electives\***

<b>Politics (6 credit hours)</b>		<b>Credit Hours</b>
MEST 319	Politics in the Middle East	3
MEST 327	Islamic Politics	3

<b>Business (3 credit hours)</b>		<b>Credit Hours</b>
MEST 200	The UAE Experience	3
MEST 343	Business in the Modern Middle East	3
MEST 380	The Gulf: Culture and Economics since 1970	3

<b>History (6 credit hours)</b>		<b>Credit Hours</b>
MEST 315	History of the Modern Middle East	3
MEST 330	The Ancient Near East (c. 3500 B.C.E.-100 C.E.)	3
MEST 333	The Middle East in Late Antiquity (c. 250 – 800 C.E.)	3
MEST 352	Conflicts in the Middle East	3
MEST 383	Iraq: Reinventing the Nation	3

<b>Culture in the Middle East (6 credit hours)</b>		<b>Credit Hours</b>
MEST 310	Islamic Civilization	3
MEST 317	Middle Eastern Literature in Translation	3
MEST 318	Culture in the Middle East	3
MEST 329	Islamic Art and Architecture	3
MEST 353	Women and Gender in the Middle East	3
MEST 381	North Africa: Nation, Society, and Culture	3
MEST 382	The Levant: Arab Lands of the Eastern Mediterranean	3
MEST 384	Egypt: Literature since 1952	3
<b>Religion in the Middle East (3 credit hours)</b>		<b>Credit Hours</b>
MEST 320	The Qur'an: Text, History and Meaning	3
MEST 323	Islam: Historical and Societal Aspects	3
MEST 350	Religions of the Middle East	3
<b>Total Middle Eastern Studies Track Electives</b>		<b>24</b>
<b>Arts and Sciences Core</b>		<b>36</b>
See pp. 110-112 of this <i>Catalog</i> for Arts and Sciences Core Requirements		
<i>Note that all degree candidates in International Studies must take MATH 200 (Mathematics with Business Applications) to fulfill the Core requirement in Mathematics.</i>		
<b>General Electives</b>		<b>9</b>
<b>TOTAL B.A.I.S. DEGREE REQUIREMENTS</b>		<b>124</b>

## B.A.I.S. Course Sequencing

All candidates for the B.A. in International Studies should adhere to the course sequencing noted in the chart below.

	Fall	Spring
<b>Year I</b>	ENGL 101 MATH 200 MEST 101 or FREN 101 or SPAN 101 SCIE ELE SOCI 201 UNIV 100	ENGL 102 MATH 201 MEST 102 or FREN 102 or SPAN 102 SSCI ELE COMP 101
<b>Year II</b>	ENGL 103 ECON 201 POLS 200 HIST 252 MEST 201 or FREN 201 or SPAN 201	PSPK 101 ECON 202 POLS 210 INST 201 MEST 202 or FREN 202 or SPAN 202
<b>Year III</b>	WLDC 201 ISST ELE INST 388 TRK ELE TRK ELE	WLDC 202 PHIL 250 SOCI 301 TRK ELE TRK ELE
INST 398 International Studies Internship		
<b>Year IV</b>	INST 498 TRK ELE TRK ELE GEN ELE GEN ELE	INST 499 TRK ELE TRK ELE GEN ELE

### Legend

ELE: Elective

GEN: General

ISST ELE: Islamic Studies

TRK: Track

SCIE: Science

SSCI: Social Sciences

For course code legends, please see pp. 175-176

# Psychology

## Program Mission

The Bachelor of Arts in Psychology program seeks to provide students with a broad background in relevant fields of psychology as well as develop students who are capable of conducting research in the field. The program seeks to prepare students for graduate study and/or employment in a wide range of fields.

## Program Goals

In support of its Mission, the Psychology degree program seeks to:

- familiarize students with a range of methods used to address psychological queries;
- expose students to a broad range of psychological topics to help them understand the interconnectedness of the field;
- develop in students an understanding of the central questions in contemporary psychology;
- instill in students an understanding of the role that psychology plays in maintaining a healthy community; and
- equip students with the necessary tools to approach contemporary issues from biological, socio-cultural, and psychological perspectives.

## Program Learning Outcomes

Upon completion of the degree, students will be able to:

- conduct ethical research appropriate to the field of psychology;
- communicate effectively in written and spoken forms regarding psychological issues and projects;
- analyze and evaluate discussions regarding important psychological issues;
- define concepts that position psychology as a field of scientific inquiry;
- situate within a historical framework the theories that are the foundation of contemporary discussion of psychological issues; and
- assess the strengths of applying various theoretical frameworks to contemporary psychological issues.

## *B.A. in Psychology Summary of Degree Requirements*

Course Classification	Credit Hours Required
Psychology Core	39
Language	8
Psychology Electives	18
Arts and Sciences Electives	15
Arts and Sciences Core	36
General Electives	6
<b>Total</b>	<b>122</b>

## Curriculum/Courses

### PSYCHOLOGY CORE

		Credit Hours
PSYC 205	Research Methods in Psychology	3
PSYC 210	Abnormal Psychology	3
PSYC 215	Developmental Psychology	3
PSYC 220	Principles of Learning	3
PSYC 305	Statistics for Psychology	3
PSYC 313	Social Psychology	3
PSYC 315	Personality Psychology	3
PSYC 398	Psychology Internship	3
PSYC 401	Selected Topics in Psychology	3
PSYC 440	Ethics in Psychology: Research and Practice	3
PSYC 450	History and Systems of Psychology	3
PSYC 498	Thesis I	3
PSYC 499	Thesis II	3
<b>Total Psychology Core Requirements</b>		<b>39</b>

### LANGUAGE

			Credit Hours
MEST 101	Elementary Arabic I		4
MEST 102	Elementary Arabic II		4
		OR	
FREN 101	Elementary French I		4
FREN 102	Elementary French II		4
		OR	
ITAL 101	Elementary Italian I		4
ITAL 102	Elementary Italian II		4
		OR	
SPAN 101	Elementary Spanish I		4
SPAN 102	Elementary Spanish II		4

Any credit hours not completed in a language because a student “tested into” a higher level than “elementary” in that language must be made up by taking another foreign language.

**Total Language Requirements** **8**

### PSYCHOLOGY ELECTIVES

<b>Biological Psychology (6 credit hours)</b>		<b>Credit Hours</b>
PSYC 230	Cognitive Psychology	3
PSYC 231	Sensation and Perception	3
PSYC 232	Psychology of Addictive Behavior	3

<b>Industrial/Organizational Psychology (6 credit hours)</b>		<b>Credit Hours</b>
PSYC 360	Consumer Psychology	3
PSYC 365	Industrial/Organizational Psychology	3
PSYC 415	Psychology of Advertising and Mass Media	3

<b>Applied Psychology (6 credit hours)</b>		<b>Credit Hours</b>
PSYC 411	Clinical Psychology	3
PSYC 412	Psychological Testing and Assessment	3
PSYC 413	Family Psychology	3

**Total Psychology Electives Requirements** **18**



## ARTS AND SCIENCES ELECTIVES

15

(9 credit hours must be at the 300- or 400-level)

## ARTS AND SCIENCES CORE

See pp. 110-112 of this Catalog for Arts and Sciences Core Requirements

*Note that all degree candidates in Psychology must take MATH 101 (Mathematics for the Arts) to fulfill the Core requirement in Mathematics, PSYC 201 (General Psychology) to fulfill the Core requirement in Social/Behavioral Sciences and SCIE 201 (Life Sciences for Today) to fulfill the Core requirement in Natural Sciences*

**Total Arts and Sciences Core Requirements**

36

## GENERAL ELECTIVES

6

## TOTAL B.A. DEGREE REQUIREMENTS

122

## B.A. in Psychology Course Sequencing

All candidates for the B.A. in Psychology program should adhere to the course sequencing noted in the chart below.

	Fall	Spring
Year I	ENGL 101 LANG 101 MATH 101 PSYC 201 UNIV 100 COMP 101	ENGL 102 PSYC 205 PSYC 220 LANG 102 SCIE 201
Year II	WLDC 201 ENGL 103 PSYC 313 PSYC 305 PSYC 315	WLDC 202 PSYC 215 PSYC ELE-Biological Psychology PSYC ELE-Biological Psychology PSYC 210
Year III	PSYC 440 HUMN ELE PSYC ELE-Industrial/Organizational Psychology A&S ELE PSPK 101	PSYC 398 PSYC ELE-Industrial/Organizational Psychology A&S ELE A&S ELE ISST ELE
Year IV	PSYC 498 PSYC 450 PSYC ELE-Applied Psychology GEN ELE A&S ELE	PSYC 499 PSYC 401 PSYC ELE-Applied Psychology GEN ELE A&S ELE

### Legend

A&S: Arts and Sciences

ELE: Elective

GEN: General

HUMN: Humanities

ISST: Islamic Studies

LANG: Language

For course code legends, please see pp. 175-176

## Arts and Sciences Minors

The School of Arts and Sciences recognizes that pursuit of an academic minor enriches a student's overall educational experience, increases job prospects, and provides a unique context for learning in the nexus between two distinct knowledge domains. It is a rich tradition in American-type institutions of higher education, and the basis for exploring interdisciplinary studies. The SOAS also believes that students should be encouraged to complete academic minors as part of a carefully planned program of study with minimal demand for courses beyond what is required to complete their chosen degree program.

In addition to the University-wide requirements on academic minors, all minors offered by the School of Arts and Sciences will adhere to the following four principles:

1. General electives and/or Arts and Sciences electives can be applied toward the completion of a minor.
2. A maximum of one course from either of the following may be applied toward completion of an Arts and Sciences minor, subject to the requirements of each individual minor:
  - Arts and Sciences Core
  - Required courses (Foundation/Core, Major or Professional Electives) for degree programs outside of Arts and Sciences
3. A maximum of one course can be counted toward a second Arts & Sciences minor.
4. Students must satisfy all pre-requisites for courses taken to complete a minor.

### Minor in Health Studies

The minor in Health Studies provides students an opportunity to learn about global and local issues in health sciences and innovation, needed to cater for growing global populations and their healthcare needs in the 21<sup>st</sup> century. Students from all Schools can register for this minor. Students must complete a total of **15 credit hours** from the following list of courses with one course being at the 300 level or above:

BIOL 201, CHEM 201, SCIE 201, SCIE 241, SCIE 242, SCIE 251, SCIE 275, BIOL 311, SCIE 341, SCIE 351, SCIE 475

**Total Minor Requirements**

**15**

### Minor in History

The minor in History allows students to develop a focused knowledge of history, but is designed to allow the development of that understanding to be spread out among various branches within the field of history. Courses which satisfy the International Studies Core may not be used to complete the minor in History. Students must complete a minimum of **15 credit hours** from the following list of courses with two of the courses being at the 300-level or higher:

ECON 310, HIST 201, HIST 202, HIST 212, HIST 251, HIST 252, HIST 310, HIST 350, HIST 401, MATH 310, MEST 210, MEST 315, MEST 330, MEST 333

**Total Minor Requirements**

**15**

### Minor in Humanities

The minor in Humanities allows students to explore the general field of subjects classified under the category of "Humanities", but also requires them to investigate different subject areas in order to understand the importance of the humanities. Courses which satisfy the International Studies Core may not be used to complete the minor in Humanities. Students must complete a minimum of **15 credit hours** from the following list of courses and satisfy each category requirement:

	Credit Hours
Philosophy (choose from PHIL 310, PHIL 320)	3
Literature (choose from ENGL 211, 212, 221, 222, 231, 232, 305, 311, 312, 313, 314, 315, 316, MEST 317)	3
Arts (choose from ARTS 200, 201, 202, 203, 215, MEST 329, VCDM 305)	3
Music (WLDC 250)	3
Elective (ENGL 210, HUMN 275 or any of the above courses not already taken)	3
<b>Total Minor Requirements</b>	<b>15</b>

### Minor in Literature

The Literature minor allows students to develop a focused knowledge of literature, while allowing students the flexibility to direct their attention toward periods or genres that hold particular interest to them. Courses which satisfy the International Studies Core may not be used to complete the minor in Literature. Students must complete a minimum of **15 credit hours** from the following list of courses:

ENGL 211, ENGL 212, ENGL 221, ENGL 222, ENGL 231, ENGL 232, ENGL 305, ENGL 311, ENGL 312, ENGL 313, ENGL 314, ENGL 315, ENGL 316, MEST 317, MEST 384, HUMN 275

#### Total Minor Requirements

**15**

### Minor In Middle Eastern Studies

The minor in Middle Eastern Studies is open to students majoring in any field except International Studies. This minor allows students to learn more about the local geographical region, but it also requires them to investigate different subject areas in order to develop a broad Understanding of its richness and complexity. Courses counting toward the Certificate in Middle Eastern Studies will not count toward this minor. Students must complete a minimum of **15 credit hours** from the following list of courses and satisfy each category requirement:

	Credit Hours
Politics (choose from MEST 319, 327)	3
Business in the Middle East (choose from MEST 343, 380)	3
History (choose from MEST 210, 315, 330, 333, 352, 383)	3
Culture (choose from MEST 310, 317, 318, 329, 350, 353, 381, 382)	3
Religion (choose from MEST 320, 323, 327, 329, 350)	3
<b>Total Minor Requirements</b>	<b>15</b>

### Minor in Politics

The minor in Politics is open to students majoring in any field except International Studies. This minor allows students to learn more about various aspects of politics and how it manifests itself in various locations. Students must complete a minimum of **15 credit hours** from the following list of courses:

MEST 319, 327, POLS 200, 201, 210, 310, 320, 325, 330, 340, 341, 415

#### Total Minor Requirements

**15**

### Minor in Social Sciences

The minor in Social Sciences allows students to explore the general field of subjects classed under the category of "Social Sciences", but also requires them to investigate different subject areas in order to understand the importance of the social sciences. Courses which satisfy the International Studies Core may not be used to complete the minor in Social Sciences. Students must complete a minimum of **15 credit hours** from the following list of courses and satisfy each category requirement:

	Credit Hours
Human Sciences (choose from ANTH 201, PSYC 313, 415, SOCI 217, 301, 340, 342, 344, 346)	3
History (choose from ECON 310, HIST 201, 202, 212, 251, 252, 310, 350, 401, MEST 210, 315, 330, 333)	3
Social Institutions (choose from ECON 310, 312, 313, MEST 315, 319, 327, 352, POLS 201, 210, 320, 325, 330, 340, 341, 415)	3
Environment/Geography (choose from GEOG 310, MEST 380, POLS 310, SCIE 311)	3
Elective (choose from MEST 350, WLDC 301, SSCI 275, 475, or any of the above courses not taken previously)	3
<b>Total Minor Requirements</b>	<b>15</b>

### Minor in Mathematics

The minor in Mathematics is open to students majoring in any program area except Engineering. It allows students to complete the lower-division sequence of courses from a typical mathematics degree program, and allows for some emphasis in either theoretical mathematics or in probability and statistics. Students must satisfy each of the following requirements:

	Credit Hours
Required courses – MATH 210, 220	6
Complete a minimum of three courses from the following MATH 230, 231, 240, 250, ENGG 200, 222, 300, QUAN 301, MGMT 314	9
<b>Total Minor Requirements</b>	<b>15</b>



## MIDDLE EASTERN STUDIES CERTIFICATE PROGRAM

The study of the history, culture, religion, and politics of the Middle East may be of interest to all baccalaureate degree candidates. Students who following graduation will seek employment within the Middle East will gain a deeper understanding of the environment – historical, cultural, and political – which will serve them well, regardless of the profession they choose. Study Abroad students benefit from the structured study of the Middle East as a means of complementing the understanding gained from living in the region. Such study serves to complement the undergraduate degree program in which the student is enrolled, the result being a broadening of cultural knowledge and sensitivity – both of which play a role in professional endeavor and success.

### *Certificate in Middle Eastern Studies*

#### **Program Mission**

The Middle Eastern Studies Certificate is an 18-credit hour program designed to give students in the area an appreciation and understanding of the region in which they are currently studying and in which many will be pursuing professional careers. It is an opportunity for these students to enhance their knowledge of the cultural, historical, and political factors that have shaped the Middle East through time and to a large extent, explain the profile and texture of the current Middle Eastern landscape.

For students outside the region (Study Abroad, etc.), the certificate program offers the unique opportunity to develop their interest in and awareness of Middle Eastern culture by living in a Middle Eastern country while earning credit at an American-accredited university.

#### **Program Goals**

The Certificate in Middle Eastern Studies program seeks to:

- Educate students to such a level that they can function successfully in a contemporary global forum with an understanding of other ethnicities and nationalities, specifically those in the Middle East;
- Provide students with a comprehensive understanding of the culture(s) of the Middle East region;
- Provide students with the necessary skills to critically analyze current situations/events in the Middle East region, considering both cultural and historical backgrounds; and
- Provide students with an understanding of the geopolitical role of the region in the context of the current concept of “globalization.”

#### **Program Learning Outcomes**

Upon completion of the Certificate in Middle Eastern Studies, students will be able to:

- Demonstrate required familiarity with Modern Standard Arabic;
- Exhibit a geographic knowledge of the region including both physical and economic aspects;
- Identify and discuss the historical underpinnings of the region;
- Explain the basic tenets of the Islamic faith and the role various religions play in the societies of the Middle East;
- Identify and discuss the various cultures whose presence contributes to and presents challenges to the cohesiveness of the region;
- Identify the various political systems historically and currently practiced in the region; and
- Identify significant contributions to human culture by civilizations in the region.

## Certificate in MEST Summary of Requirements\*

Course Classification	Credit Hours Required
Arabic Language	3-4
Required courses	6
Humanities/Social Sciences	3
Religion	3
Area Studies	3
<b>Total</b>	<b>18</b>

### Course Components

#### Arabic Language\* (3 credit hours)

	Credit Hours
MEST 101 Elementary Arabic I	4
MEST 102 Elementary Arabic II	4
MEST 201 Intermediate Arabic I	4
MEST 202 Intermediate Arabic II	4
MEST 301 Arabic Proficiency I	3
MEST 302 Arabic Proficiency II	3

\* Students who are already capable of demonstrating the required familiarity with Modern Standard Arabic can arrange for a consultation with the MES Coordinator, in order to verify that condition. In that case, any other course which can be applied to satisfy the MES Certificate requirements may be taken as a substitute.

#### Required Courses (6 credit hours)

	Credit Hours
MEST 210 An Introduction to Middle East History	3
And one of the following courses:	
MEST 310 Islamic Civilization	3
MEST 323 Islam: Historical and Societal Aspects	3
MEST 343 Business in the Modern Middle East	3

#### Humanities/Social Sciences (3 credit hours)

MEST 310 Islamic Civilization	3
MEST 315 History of the Modern Middle East	3
MEST 317 Middle Eastern Literature in Translation	3
MEST 318 Cultures of the Middle East	3
MEST 319 Politics in the Middle East	3
MEST 320 The Qur'an: Text, History, and Meaning	3
MEST 323 Islam: Historical and Societal Aspects	3
MEST 327 Islamic Politics	3
MEST 329 Islamic Art and Architecture	3
MEST 330 The Ancient Near East (c. 3500 B.C.E. - 100 C.E.)	3
MEST 333 The Middle East in Late Antiquity (c. 250 - 800 C.E.)	3
MEST 352 Conflicts in the Middle East	3
MEST 353 Women and Gender in the Middle East	3

#### Religion (3 credit hours)

MEST 320 The Qur'an: Text, History, and Meaning	3
MEST 323 Islam: Historical and Societal Aspects	3
MEST 327 Islamic Politics	3
MEST 329 Islamic Art and Architecture	3
MEST 350 Religions of the Middle East	3



### Area Studies (3 credit hours)

MEST 380	The Gulf: Culture and Economics Since 1970	3
MEST 381	North Africa: Nation, Society and Culture	3
MEST 382	The Levant: Arab Lands of the Eastern Mediterranean	3
MEST 383	Iraq: Reinventing the Nation	3
MEST 384	Egypt: Literature Since 1952	3

### Completion Requirements

The certificate will be awarded upon a student's completion of all Certificate requirements. All courses applied towards the Certificate in Middle Eastern Studies program must be completed with a grade of C or above, and students must achieve a minimum 2.0 CGPA for the Certificate. Students completing the program should request the Certificate from the Registrar's Office.

### Course Sequencing

The recommended course sequence for students pursuing the Certificate in Middle Eastern Studies is as follows:

<b>Semester I</b> (Six Credit Hours)	<b>Semester II</b> (Six Credit Hours)	<b>Semester III</b> (Six Credit Hours)
MEST 210 and MEST 310 or MEST 323 or MEST 343	Arabic language course and MEST Religion course	MEST Area Studies course and MEST Humanities/Social Sciences course

Naturally, Study Abroad students who only take courses within the scope of the Certificate may complete the program in one semester by incurring one overload.

### Eligibility

- Any student pursuing a bachelor's degree at AUD, attending AUD as a visiting student, in the Study Abroad Program, or as an exchange student.  
OR
- Students who have already completed a bachelor's degree and are only seeking admissions to the Certificate in Middle Eastern Studies program.



## School of Business Administration

### SCHOOL OF BUSINESS ADMINISTRATION

#### *School Mission*

The mission of the School of Business Administration (SBA) is to provide U.A.E., G.C.C. and international students with an American-style, forward-looking and career-oriented business education that fosters critical thinking, ethical awareness and cultural sensitivity in future global business leaders.

#### *School Goals*

To accomplish its mission, the School follows a set of broad-based goals:

1. To ensure the highest levels of student satisfaction with the School's educational experience.
2. To ensure that the School's educational programs are continually aligned with the employment needs of the market for business professionals.
3. To ensure the School's sustainable growth through recruitment and retention of appropriately qualified faculty.
4. To provide faculty with a supportive environment that is conducive to their professional growth.
5. To continually enhance the School's reputation and visibility through maintaining a close relationship with the business community.

The School of Business Administration offers two programs, a Bachelor of Business Administration (B.B.A.) and a Master of Business Administration (M.B.A.) program. The curricula in both programs are rich in conceptual content; however, the primary emphasis of our educational experience is on equipping students with the applied skills and the professional and ethical perspectives necessary for success in the global marketplace.

The School of Business Administration offers two programs, a Bachelor of Business Administration (B.B.A.) and a Master of Business Administration (M.B.A.) program. The curricula in both the undergraduate and graduate programs are rich in conceptual content; however, the primary emphasis of our educational experience is on equipping students with the applied skills and the professional and ethical perspectives necessary for success in the global marketplace.



## BUSINESS ADMINISTRATION

### *Bachelor of Business Administration (B.B.A.) Program*

#### Program Mission

The mission of the B.B.A. program is to provide students with the knowledge, skills and abilities needed to become effective and responsible managers and leaders in today's global economy. The program prepares graduates for a - wide array of careers in business-related fields and/or graduate studies. The program promotes problem solving, ethical values, social responsibility, and cultural diversity.

#### Program Goals

1. Provide students with the relevant disciplinary knowledge and competencies appropriate to their programs of study.
2. Provide students with the ability to demonstrate knowledge of the various environments in which business operates, locally and globally.
3. Provide students with the ability to demonstrate knowledge of appropriate decision-support tools and apply them to management decision making.
4. Provide students with effective business-related professional skills.
5. Provide students with the ability to evaluate ethical implications of business decision making.

#### Program Learning Outcomes

Upon completion of the program, students will demonstrate that they have acquired:

1. A well-rounded foundation in the functional disciplines of business and in the cognate areas
2. A holistic view of the firm and an ability to integrate the different functional areas of business
3. Effectiveness in the use of oral, written and technology-supported communication skills
4. Proficiency in the business applications of information technology
5. A global outlook and an appreciation of the international dimensions of business
6. An awareness of ethical issues and of the importance of ethical conduct in business practice
7. A broad and deep understanding of their major discipline (for students completing a major)

**Major Requirement: A minimum of a 2.3 CGPA is required for those courses in the declared major.** A student who fails to achieve a 2.3 CGPA within a major will become ineligible to graduate with that specific major.

#### *B.B.A. Summary of Degree Requirements*

Course Classification	Credit Hours Required						
	GEN	ACCG	AIMC	ECON	FINA	MGMT	MKTG
Foundation	24	24	24	24	24	24	24
Business Core	30	30	30	30	30	30	30
Major Core	0	18	18	15	15	15	15
Major Elective	0	3	3	6	6	6	6
Professional Elective	30	9	9	9	9	9	9
Arts and Sciences Core	36	36	36	36	36	36	36
General Electives	3	3	3	3	3	3	3
<b>Total</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>

GEN: General

ACCG: Accounting

ECON: Economics

FINA: Finance

MGMT: Management

MKTG: Marketing

AIMC: Advertising and Integrated Marketing Communications

## Curriculum/Courses

### Foundation

		Credit Hours
ACCG 201	Principles of Financial Accounting	3
ACCG 211	Principles of Managerial Accounting	3
BUSI 101	Introduction to Business	3
BUSI 201	Business Communications	3
BUSI 211	Business Ethics	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
QUAN 201	Introduction to Business Statistics	3
<b>Total Foundation Requirements</b>		<b>24</b>

### Business Core

BUSI 301	Business Research	3
BUSI 311	Business Law I	3
BUSI 321	Business in the International Environment	3
BUSI 331	Management of Information Systems	3
FINA 201	Principles of Finance	3
MGMT 201	Principles of Management	3
MGMT 313	Operations Management	3
MGMT 499	Strategic Management (Capstone)	3
MKTG 201	Principles of Marketing	3
QUAN 301	Quantitative Methods for Decision Making	3
<b>Total Business Core Requirements</b>		<b>30</b>

### Major Option: Accounting (total 21 credit hours)

		Credit Hours
<b>Accounting Core</b>		
ACCG 301	Intermediate Accounting I	3
ACCG 302	Intermediate Accounting II	3
ACCG 311	Cost Accounting	3
ACCG 401	Advanced Accounting	3
ACCG 421	Auditing	3
ACCG 441	International Accounting	3
<b>Total Accounting Core Requirements</b>		<b>18</b>

### Accounting Electives

		Credit Hours
ACCG 341*	Accounting Information Systems	3
ACCG 352*	Fraud Auditing and Forensic Accounting	3
ACCG 431*	U.S. Taxation	3
ACCG 491	Special Topics in Accounting	3
BUSI 312*	Business Law II	3
<b>Total Accounting Electives Requirements</b>		<b>3</b>

\* Required courses for the Pathway to the CPA Exam; see below.

### Major Option: Advertising and Integrated Marketing Communications (total 21 credit hours)

		Credit Hours
<b>Advertising and Integrated Marketing Communications Core</b>		
AIMC 401	Creative Strategy and Rhetoric	3
AIMC 411	Media Planning	3
AIMC 421	Strategic Planning and Measurement for Advertising and IMC	3
AIMC 431	Campaign Development and Evaluation	3
AIMC 481	Study Internship	3
MKTG 401	Consumer Behavior	3
<b>Total Marketing Communications Core Requirements</b>		<b>18</b>

<b>Advertising and Integrated Marketing Communications Electives</b>		<b>Credit Hours</b>
AIMC 33I	Historic and Contemporary Issues in Advertising and IMC	3
AIMC 49I	Special Topics in IMC	3
MKTG 37I*	E-Marketing	3
<b>Total Advertising and Integrated Marketing Communications Electives Requirements</b>		<b>3</b>
<i>* Students may count MKTG 37I towards their double major in Marketing and Advertising and Integrated Marketing Communications</i>		

### Major Option: Economics (total 21 credit hours)

<b>Economics Core</b>		<b>Credit Hours</b>
ECON 310	History of Economic Thought	3
ECON 311	Managerial Economics	3
ECON 312	Intermediate Microeconomics	3
ECON 313	Intermediate Macroeconomics	3
ECON 460	Applied Econometrics [Capstone]	3
<b>Total Economics Core Requirements</b>		<b>15</b>

<b>Economics Electives</b>		<b>Credit Hours</b>
ECON 302	Money and Banking	3
ECON 401	Industrial Organization	3
ECON 402	International Economics	3
ECON 441	Public Finance	3
ECON 442	Oil and Energy Economics	3
ECON 49I	Special Topics in Economics	3
FINA 33I*	Risk and Insurance	3
FINA 45I*	Financial Modeling and Empirical Analysis	3
<b>Total Economics Electives Requirements</b>		<b>6</b>

*\* Students may count both courses towards their double major in Economics and Finance*

### Major Option: Finance (total 21 credit hours)

<b>Finance Core</b>		<b>Credit Hours</b>
FINA 31I	Corporate Finance	3
FINA 32I	Financial Markets and Institutions	3
FINA 41I	Investment and Portfolio Management	3
FINA 44I	Multinational Financial Management	3
FINA 45I*	Financial Modeling and Empirical Analysis	3
<b>Total Finance Core Requirements</b>		<b>15</b>

<b>Finance Electives</b>		<b>Credit Hours</b>
ECON 302	Money and Banking	3
ECON 402	International Economics	3
FINA 33I*	Risk and Insurance	3
FINA 42I	Commercial Banking	3
FINA 43I	Real Estate Finance and Investment	3
FINA 46I	Derivative Securities	3
FINA 49I	Special Topics in Finance	3
<b>Total Finance Electives Requirements</b>		<b>6</b>

*\* Students may count both courses towards their double major in Economics and Finance*

### Major Option: Management (total 21 credit hours)

<b>Management Core</b>		<b>Credit Hours</b>
MGMT 32I	Organizational Behavior	3
MGMT 33I	Human Resource Management	3
MGMT 34I	Project Management	3
MGMT 40I	International Management	3
MGMT 46I	Managing Change and Innovation	3
<b>Total Management Core Requirements</b>		<b>15</b>

<b>Management Electives</b>		<b>Credit Hours</b>
MGMT 314	Business Process Simulation	3
MGMT 431	Leadership	3
MGMT 441	Entrepreneurship and Innovation	3
MGMT 451	Supply Chain Management	3
MGMT 491	Special Topics in Management	3
<b>Total Management Electives Requirements</b>		<b>6</b>

### Major Option: Marketing (total 21 credit hours)

<b>Marketing Core</b>		<b>Credit Hours</b>
MKTG 311	Sales Management	3
MKTG 361	Marketing Research	3
MKTG 401	Consumer Behavior	3
MKTG 421	International Marketing	3
MKTG 471	Strategic Marketing Management	3
<b>Total Marketing Core Requirements</b>		<b>15</b>

<b>Marketing Electives</b>		<b>Credit Hours</b>
MKTG 321	Retail Management	3
MKTG 371*	E-Marketing	3
MKTG 411	Services Marketing	3
MKTG 491	Special Topics in Marketing	3
<b>Total Marketing Electives Requirements</b>		<b>6</b>

\* Students may count MKTG 371 towards their double major in Marketing and Advertising and Integrated Marketing Communications

### Professional Electives

Professional Electives include a choice between the three courses listed below and courses from any Business major (other than the student's chosen major.) Students majoring in Advertising and Integrated Marketing Communications are required to take, as two of their Professional Electives, AIMC 201 and MKTG 361:

AIMC 201	Principles of Advertising and Integrated Marketing Communications (IMC)	3
BUSI 221	Personal Financial Management*	3
BUSI 481	Internship	3
<b>Total Professional Elective Requirements</b>		<b>9</b>

\* not open to students in the Finance Major

### Arts and Sciences Core

See pp. 110-112 of this Catalog for Arts and Sciences Core Requirements.

Note that all degree candidates in Business Administration must take MATH 200 (Mathematics with Business Applications) to fulfill the Core requirement in Mathematics. PHIL 222 (Professional Ethics) cannot fulfill the Humanities requirements for Business Administration students.

**Total Arts and Sciences Core Requirements 36**

**General Electives 3**

**TOTAL B.B.A. DEGREE REQUIREMENTS 123**



### Pathway to the CPA Exam

For students completing the BBA program with a Major in Accounting, the School of Business Administration (SBA) also offers an optional Pathway to the CPA Exam whose purpose is to enable students to complete additional credits in Accounting to satisfy the education requirements for eligibility to sit for the CPA Exam.

In addition to the six Accounting Core courses (18 credits) and one Accounting Elective course (three credits), which are part of the completion requirements for the BBA Major in Accounting, students wishing to pursue the Pathway to the CPA Exam must complete **three** of the asterisked courses listed under Accounting Electives above—**an additional nine credits in Accounting** above and beyond the BBA completion requirements—**and must pass a Mock CPA Exam (not for credit)**. These nine additional credits will appear on the student's transcript with no special designation and not under a separate curricular caption. Accordingly, for students who completed the Pathway to the CPA Exam (as for all other students graduating with a Major in Accounting) only the Major in Accounting will appear on the BBA diploma.

Eligibility requirements for taking the CPA Exam vary widely by state and jurisdiction. There are several states in which eligibility to sit for the CPA Exam is attained upon completion of 120 credits (18 credits before the bachelor's degree in Alaska). ***This means that students completing the BBA Major in Accounting and planning to pursue the Pathway to the CPA Exam will be eligible to take the CPA Exam in one of those jurisdictions upon or just before completing their BBA program.*** To maximize their chances for success, however, students are advised to sit for the CPA Exam only after completion of the Pathway to the CPA Exam, even though they may have achieved eligibility to take the CPA Exam earlier. Ultimately, the timing and the choice of the specific state or jurisdiction for taking the CPA Exam are left for each student to decide.

In addition to passing the CPA Exam, all states and jurisdictions of the USA, except the US Virgin Islands, require completion of a total of 150 credit hours for CPA licensure. Other requirements also apply and they vary by state and jurisdiction. (For detailed information on these state-specific requirements and on international test centers that administer the CPA Exam for participating states, see <https://www.thiswaytocpa.com/exam-licensure/state-requirements>.)

### Advising for Students Pursuing the Pathway to the CPA Exam

The SBA will assign a faculty advisor who will provide detailed information and guidance to students pursuing the Pathway to the CPA Exam.

### Beyond the Pathway to the CPA Exam

Upon passing the CPA Exam, students must plan to complete the education requirement for **CPA licensure** (e.g., by enrolling in AUD's MBA program) and bring the total to 150 credits. Students must also fulfill all other requirements for licensure in the state or jurisdiction in which they passed the CPA Exam.

## B.B.A. Course Sequencing

All candidates for the B.B.A. degree should adhere to the following course sequencings:

### B.B.A. General

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 PROF ELE PROF ELE PSPK 101 WLDC 201	BUSI 331 MGMT 313 PROF ELE PROF ELE WLDC 202
<b>Year IV</b>	GEN ELE HUMN or SSCI ELE PROF ELE PROF ELE PROF ELE	ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE PROF ELE

### Major: Accounting

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 ACCG301 ACCG311 PSPK 101 WLDC 201	BUSI 331 ACCG302 ACCG ELE MGMT 313 WLDC 202
<b>Year IV</b>	ACCG401 ACCG 421 GEN ELE HUMN or SSCI ELE PROF ELE	ACCG441 ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE

### Major: Advertising and Integrated Marketing Communications

	Fall	Spring	Summer I
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201	
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201	
<b>Year III</b>	BUSI 311 BUSI 321 AIMC 201 MKTG401 PSPK 101 WLDC 201	BUSI 331 AIMC 401 AIMC ELE MGMT 313 WLDC 202	
<b>Year IV</b>	AIMC 411 AIMC 421 GEN ELE HUMN or SSCI ELE MKTG361	AIMC 431 ISST ELE PROF ELE MGMT 499 (Capstone)	AIMC 481

### Major: Economics

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 ECON310 ECON312 PSPK 101 WLDC 201	BUSI 331 ECON311 ECON313 MGMT 313 WLDC 202
<b>Year IV</b>	ECON460 ECON ELEC GEN ELE HUMN or SSCI ELE PROF ELE	ECON ELEC ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE

### Major: Finance

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 FINA311 FINA321 PSPK 101 WLDC 201	BUSI 331 FINA411 FINA ELEC MGMT 313 WLDC 202
<b>Year IV</b>	FINA 441 FINA ELEC GEN ELE HUMN or SSCI ELE PROF ELE	FINA451 ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE

### Major: Management

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 MGMT321 MGMT331 PSPK 101 WLDC 201	BUSI 331 MGMT341 MGMT ELEC MGMT 313 WLDC 202
<b>Year IV</b>	MGMT401 MGMT ELEC GEN ELE HUMN or SSCI ELE PROF ELE	MGMT461 ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE

## Major: Marketing

	Fall	Spring
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 200 SCIE ELE UNIV 100	ACCG 201 BUSI 201 ENGL 102 SSCI ELE or HUMN ELE QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 201 MGMT 201 MKTG 201
<b>Year III</b>	BUSI 311 BUSI 321 MKTG 311 MKTG ELEC PSPK 101 WLDC 201	BUSI 331 MKTG 361 MKTG ELEC MGMT 313 WLDC 202
<b>Year IV</b>	MKTG 401 MKTG 471 GEN ELE HUMN or SSCI ELE PROF ELE	MKTG 421 ISST ELE MGMT 499 (Capstone) PROF ELE PROF ELE

### Legend:

ELE: Elective

GEN: General

HUMN : Humanities

ISST: Islamic Studies

PROF: Professional

SCIE: Science

SSCI: Social Sciences

For course code legends, please see pp. 175-176

## Minors in The School of Business Administration

Minors in business disciplines are open to students majoring in any field. The minors are intended to allow students interested in a business discipline to develop broad knowledge of the discipline. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. A general elective course counting toward any of these minors can be counted toward another minor. In addition to University-wide requirements, students must complete a minimum of five courses (**15 credit hours**) per the following:

### Advertising and Integrated Marketing Communications

Any course coded AIMC

### Management

Any course coded MGMT

### Accounting

Any course coded ACCG

### Marketing

Any course coded MKTG

### Economics

Any course coded ECON

### Finance

Any course coded FINA

ECON 302 Money and Banking



## Mohammed Bin Rashid School for Communication

### MOHAMMED BIN RASHID SCHOOL FOR COMMUNICATION

The Mohammed Bin Rashid School for Communication (MBRSC) was established in 2008 per the directives of H.H. Sheikh Mohammed Bin Rashid Al Maktoum for AUD to coordinate with various Dubai-based constituencies to insure the uniqueness of the School's offerings. To facilitate access to the School's programs, His Highness funds scholarships bestowed on 75% of the students who meet the rigorous admissions requirements of the School.

The focal point of the School's mission is to educate media professionals with an outstanding command of the Arabic language, serving to bridge the linguistic and cultural gaps undermining the Arab media sector. AUD collaborates with an advisory council consisting of media specialists from the Middle East and the United States in developing the School's curriculum. The School offers a Bachelor of Communication and Information Studies (B.C.I.S.) in Digital Production and Storytelling (DPST) and in Journalism (JOUR).

The MBRSC offers an American-based curriculum with an Arabic track option in addition to the English track.

#### *School Mission*

The Mohammed Bin Rashid School for Communication seeks to take advantage of its position in the local and international media hub of Dubai to achieve distinction in scholarship, instruction and facilities that graduate media professionals who are proficient in the creation of media content of local, regional or global relevance. Such content, reflective of the highest ethical standards, embraces a multitude of subjects and platforms and effectively informs and/or entertains diverse consumers of media.

#### *School Goals*

- Provide the opportunity for the creation of original content that is anchored in the students' native cultures and societies
- Graduate storytellers in various platforms whose proficiency is enhanced through a solid grounding in the art, history, culture and society of the Middle East and beyond
- Ensure that the programs offered by the School are continuously aligned with advancements in communication technologies and the employment needs of the local and global markets
- Support media-related research that contributes to the advancement of professional practice.
- Enrich the experience of faculty and students by cultivating an environment that is tolerant and accepting of diverse nationalities and cultures.





## COMMUNICATION AND INFORMATION STUDIES

### *Bachelor of Communication And Information Studies (B.C.I.S.) Program*

#### **Program Mission**

The Bachelor of Communication and Information Studies program at the American University in Dubai prepares practitioners and scholars to work in twenty-first century media. Graduates will be proficient in areas ranging from ethics and media policy to writing and production skills. They will be committed to providing the public with media content that meets local and regional needs and is global in outlook and standard.

#### **Program Goals**

Graduates will:

- Possess sophisticated communication skills, in Arabic and English, including the ability to comprehend and comment upon news coverage, elements of media business, and social responsibility of media;
- Be proficient in storytelling using journalism, television, cinema and new media contexts;
- Understand the theoretical and practical elements of the broad historical, cultural, economic, and technological foundations of mass media;
- Appreciate the significance of ethical standards and behavior on the part of all institutions and individuals involved with mass media, including the public's responsibility to understand the role of media and to wisely gather and disseminate information through the media;
- Relate media theory and practice to fields such as politics, economics, law, business, information science, and the liberal arts;
- Recognize the role of media as an element of individual and global cultures, with particular emphasis on respect for diversity related to race, gender, religion, ethnicity, and other personal characteristics and orientations.

#### **Program Learning Outcomes**

Students graduating from the B.C.I.S. program will be able to:

- Identify and administer various media platforms to communicate with diverse audiences about a wide range of topics;
- Analyze the complexities of information gathering, evaluate the credibility of sources and ensure the highest possible reliability of information provided to the public;
- Demonstrate proficiency in production aesthetics, particularly in using digital media platforms, to provide various forms of media content to the public;
- Determine and analyze elements of communication theory, including the societal responsibilities and professional practices of news, entertainment, and other media industries;
- Identify various facets of issues, think independently and critically, and make informed judgments;
- Determine the importance of media independence while recognizing legal and ethical principles that govern media practices;
- Appreciate the value of lifelong learning about the constantly changing practices and influence of the mass media, and the importance of being able to innovate within the evolving world of media;
- Recognize the importance of being able to interact with fellow media professionals and the larger public in ways that reflect sensitivity to diverse interests.

## Summary of Degree Requirements

B.C.I.S.		
Course Classification	Credit Hours Required for JOUR	Credit Hours Required for DPST
Core	23	29
Major	30	24
Arts and Sciences Core	36	36
Language and Literature	6	6
General Electives ( <i>Excluding the MBRSC courses</i> )	30	30
<b>Total</b>	<b>125</b>	<b>125</b>

### Continued Enrollment

Students must successfully complete all the Curriculum Core courses (total 23 and 29 credit hours respectively for JOUR and DPST) with a cumulative GPA for those courses of 2.3 prior to entering into the third year of the program. A student failing to achieve such a CGPA is required to repeat courses. **Failure to do so will cancel their degree candidacy within the Mohammed Bin Rashid School for Communication.** In such cases, the student may choose to pursue studies at AUD in a discipline outside the Mohammed Bin Rashid School for Communication, contingent upon admission into the new program. The university does not assume any responsibility for loss of credit due to the student's change from the B.C.I.S. to another program. In-house AUD students who wish to transfer to the MBRSC should be in good academic standing and have a CGPA of 2.5 or more.

### Curriculum/Courses

#### Language and Literature

#### Credit Hours

##### Arabic Track

MEST 301	Arabic Proficiency I (Req.)	3
MEST 302	Arabic Proficiency II (Req.)	3

##### English Track

ENGL 210	Creative Writing (Req.)	3
ENGL 211	British Literature I	3
ENGL 212	British Literature II	3
ENGL 221	American Literature I	3
ENGL 222	American Literature II	3
ENGL 231	World Literature I	3
ENGL 232	World Literature II	3
ENGL 2715	Special Topics in Literature	3
ENGL 305	The Epic	3
ENGL 311	World Mythology	3
ENGL 312	Bibliography/Autobiography	3
ENGL 313	Children's Literature	3
ENGL 314	Coming-Of-Age Novels	3
ENGL 315	Contemporary Female Authors	3
ENGL 316	Prize-Winning Authors	3
ENGL 475	Special Topics in Literature	3

#### Total Language and Literature Requirements

6

### Core for Both Majors

COMM 101	Introduction to Global Media	3
COMM 103*	Media, Culture and Society	3
COMM 201	Media Economics and Research	3
COMM 202	Ethical and Legal Responsibilities in the Mass Media	3

### Core for Digital Production and Storytelling

COMM 105	Drama and Non Fiction TV Formats Analysis	2
COMM 106	The Language of Film	3
COMM 223*	Screenwriting Fundamentals	3
COMM 230	Video Editing and Sound Design	3
COMM 232	Cinematography	3
COMM 241*	Introduction to Production	3
<b>Total Core Requirements for Digital Production and Storytelling</b>		<b>29</b>

### Core for Journalism

COMM 104	Introduction to Non Fiction TV Formats	2
COMM 221*	Media Writing Skills	3
COMM 222*	Multiplatform Storytelling	3
COMM 243	Introduction to Production for Journalism	3
<b>Total Core Requirements for Journalism</b>		<b>23</b>

\* Courses offered in English and Arabic

### Major Option: Digital Production and Storytelling

DPST 302	Media and Public Service	3
DPST 323*	Screenwriting and Producing for TV and the Web	3
DPST 340*	Producing and Directing the Scene	3
DPST 361	Online Communities	3
DPST/JOUR 441*	The Documentary	3
DPST 422*	Capstone Storytelling	3
DPST 444*	Capstone Production	3
DPST 461	Internship	3
<b>Total Digital Production and Storytelling Major Requirements</b>		<b>24</b>

\* Courses offered in English and Arabic

### Major Option: Journalism

#### Major Core

JOUR 301	Visualizing News	3
JOUR 302	Newsroom Management and Decision Making	3
JOUR 321*	Reporting	3
JOUR 322*	Advanced Reporting	3
JOUR 324*	Broadcast Journalism	3
JOUR/DPST 441*	The Documentary	3
JOUR 461	Media and Politics in the Middle-East	3
JOUR 462*	Capstone Project	3
JOUR 463	Internship	3
<b>Total Journalism Core Requirements</b>		<b>27</b>

#### Major Elective

**Students must complete three credits from the following courses:**

JOUR 209	Selected Topics in Journalism	3
JOUR 323	Editorial and Critical Writing	3
JOUR 401	Current Issues in Journalism	3
JOUR 402	Contemporary Perspectives in Journalism	3
<b>Total Journalism Electives</b>		<b>3</b>

**Total Journalism Major Requirements** **30**

\* Courses offered in English and Arabic

## General Electives

Any course from the university listing exclusive of the MBRSC courses and with the following restrictions:

MEST*	minimum of	6
ARTS	maximum of	6
ENGL	maximum of	6
BUSI	BUSI 101 and any other courses from the School of Business Administration minimum of	6
Language	Maximum of	12
ANY	Courses at a 300 level or higher minimum of	6

**Total General Electives Requirements** **30**

\* Students are highly encouraged to pursue the Certificate in Middle Eastern Studies

## Arts and Sciences Core

See pp. 110-112 of this *Catalog* for Arts and Sciences Core Requirements.

Note that all degree candidates in Communication and Information Studies must take ARTS 200 (History of Art I) to fulfill the Core requirement in Humanities, and MATH 101 (Mathematics for the Arts) or MATH 200 (Mathematics with Business Applications) to fulfill the Core requirement for Mathematics.

**Total Arts and Sciences Core Requirements** **36**

## JOUR and DPST Electives for Minors\*

DPST 209	Selected Topics in Digital Production and Storytelling	3
JOUR 209**	Selected Topics in Journalism	3
JOUR 323**	Editorial and Critical Writing	3
JOUR 401**	Current Issues in Journalism	3
JOUR 402**	Contemporary Perspectives in Journalism	3

\* Open to students minoring in Communication, JOUR, and DPST

\*\* Also open to JOUR major students as part of major elective

**TOTAL B.C.I.S. DEGREE REQUIREMENTS** **125**

### *B.C.I.S. in Digital Production and Storytelling Course Sequencing*

All candidates for the B.C.I.S. in Digital Production and Storytelling degree, **Arabic track**, should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMM 101 COMM 105 COMP 101 ENGL 101 MEST 301 UNIV 100	COMM 103 COMM 106 ENGL 102 MATH 101 or MATH 200 MEST 302
<b>Year II</b>	COMM 201 COMM 223 COMM 230 ENGL 103 PSPK 101 WLDC 201	COMM 202 COMM 232 COMM 241 BUSI 101 SSCI ELE WLDC 202
<b>Year III</b>	ARTS 200 DPST 340 DPST 361 GEN ELE ISST ELE	DPST 302 DPST 323 MEST ELE SBA ELE SCIE ELE
<b>Year IV</b>	MEST ELE GEN ELE DPST 422 DPST 441 GEN ELE (300 level or above)	GEN ELE DPST 444 DPST 461 GEN ELE GEN ELE (300 level or above)

All candidates for the B.C.I.S. in Digital Production and Storytelling degree, **English track**, should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMM 101 COMM 105 COMP 101 ENGL 101 BUSI 101 UNIV 100	COMM 103 COMM 106 ENGL 102 MATH 101 or MATH 200 SCIE ELE
<b>Year II</b>	COMM 201 COMM 223 COMM 230 ENGL 103 PSPK 101 WLDC 201	COMM 202 COMM 232 COMM 241 ENGL 210 SSCI ELE WLDC 202
<b>Year III</b>	ARTS 200 DPST 340 DPST 361 GEN ELE ISST ELE	DPST 302 DPST 323 MEST ELE SBA ELE Language & Literature
<b>Year IV</b>	MEST ELE GEN ELE DPST 422 DPST 441 GEN ELE (300 level or above)	ELE DPST 444 DPST 461 GEN ELE GEN ELE (300 level or above)



### *B.C.I.S. In Journalism Course Sequencing*

All candidates for the B.C.I.S. in Journalism degree, **Arabic track**, should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMM 101 COMP 101 ENGL 101 MEST 301 BUSI 101 UNIV 100	COMM 103 COMM 104 ENGL 102 MATH 101 or MATH 200 MEST 302
<b>Year II</b>	COMM 201 COMM 221 COMM 243 ENGL 103 PSPK 101 WLDC 201	ARTS 200 COMM 202 COMM 222 ISST ELE SSCI ELE WLDC 202
<b>Year III</b>	GEN ELE GEN ELE JOUR 301 JOUR 321 JOUR 324	MEST ELE SBA ELE JOUR 302 JOUR 322 SCIE ELE
<b>Year IV</b>	MEST ELE GEN ELE (300 level or above) JOUR ELE JOUR 441 JOUR 461	GEN ELE (300 level or above) GEN ELE GEN ELE JOUR 462 JOUR 463

All candidates for the B.C.I.S. in Journalism degree, **English track**, should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMM 101 COMP 101 ENGL 101 GEN ELE BUSI 101 UNIV 100	COMM 103 COMM 104 ENGL 102 MATH 101 or MATH 200 SCIE ELE
<b>Year II</b>	COMM 201 COMM 221 COMM 243 ENGL 103 PSPK 101 WLDC 201	ARTS 200 COMM 202 COMM 222 ENGL 210 SSCI ELE WLDC 202
<b>Year III</b>	ISST ELE GEN ELE JOUR 301 JOUR 321 JOUR 324	MEST ELE SBA ELE JOUR 302 JOUR 322 Language & Literature
<b>Year IV</b>	MEST ELE GEN ELE (300 level or above) JOUR ELE JOUR 441 JOUR 461	GEN ELE (300 level or above) GEN ELE GEN ELE JOUR 462 JOUR 463

**Legend:**

*GEN ELE: General Elective*

*ISST: Islamic Studies*

*SCIE: Science*

*SSCI: Social Sciences*

*SBA: School of Business Administration*

*MEST: Middle Eastern Studies*

*For course code legends, please see pp. 175-176*

## Minors

The Mohammed Bin Rashid School for Communication offers the minors shown below. Subject to completion of all prerequisite courses, students may choose these minors for additional credit beyond their degree completion requirements. Prerequisites for the minors are stated in the course description section of this *Catalog*.

### Minor in Communication

*Not open to the MBRSC students*

A maximum of two courses counting toward a degree requirement can be counted toward this minor. Students should familiarize themselves with the prerequisites for the courses listed in the minor and should be aware that the completion of the minor with its prerequisites will necessitate additional credits over their degree requirements.

#### Minor Core

#### Credit Hours

Students must complete **each** of the following courses:

COMM 103*	Media, Culture and Society	3
COMM 202	Ethical and Legal Responsibilities in the Mass Media	3

**Total Minor Core Requirements** **6**

\* Course offered in English only

#### Minor Electives

Students must earn nine credit hours by completing any combination of the following courses:

COMM 106	The Language of Film	3
DPST 209	Selected Topics in DPST	3
DPST 361	Online Communities	3
JOUR 209	Selected Topics in Journalism	3
JOUR 323	Editorial and Critical Writing	3
JOUR 401	Current Issues in Journalism	3
JOUR 402	Contemporary Perspectives in Journalism	3
JOUR 461	Media and Politics in the Middle-East	3

**Total Minor Elective Requirements** **9**

**TOTAL MINOR REQUIREMENTS** **15**

### Minor In Journalism

*Open to Digital Production and Storytelling (DPST) and Visual Communication (VC) majors only*

A minor in Journalism is open to students who are already enrolled in the Mohammed Bin Rashid School for Communication and majoring in Digital Production and Storytelling (DPST) and to students enrolled in the Visual Communication (VC) department. This minor allows DPST and VC students to gain additional knowledge in journalistic writing and reporting styles. Students should be aware that completion of the minor will necessitate fifteen additional credits over their degree requirements. For VC students, the General electives can be applied toward the completion of the minor. VC students who are not enrolled in the Digital Media major, will need to complete VCDM 221 and 222 in addition to the minor courses listed below.

#### Minor Core

#### Credit Hours

Students must complete **each** of the following courses:

COMM 221*	Media Writing Skills	3
COMM 222	Multiplatform Storytelling	3
JOUR 321*	Reporting	3
JOUR 324*	Broadcast Journalism	3

**Total Minor Core Requirements** **12**

### Minor Electives

Students must complete three credit hours from the following courses:

JOUR 209	Selected Topics in JOUR	3
JOUR 302+	Newsrooms Management and Decision Making	3
JOUR 322*+	Advanced Reporting	3
JOUR 323	Editorial and Critical Writing	3
JOUR 401	Current Issues in Journalism	3
JOUR 402	Contemporary Perspectives in Journalism	3
JOUR 461	Media and Politics in the Middle East	3
<b>Total Minor Electives Requirements</b>		<b>3</b>

### Total Minor Requirements

15

\* Course offered in English only

+Course only available to DPST students

### Minor in Digital Production and Storytelling

Open to Journalism (JOUR) and Visual Communication (VC) majors only

A minor in Digital Production and Storytelling is open to students who are already enrolled in the Mohammed Bin Rashid School for Communication and majoring in Journalism (JOUR) and to students enrolled in the Visual Communication (VC) department. This minor allows JOUR and VC students to gain additional knowledge in scriptwriting and producing audio visual programs in addition to exposure to the unique characteristics of other media platforms. JOUR students should be aware that completion of the minor will necessitate fifteen additional credits over their degree requirements. For VC students, the General electives can be applied toward the completion of the minor. VC students who are not enrolled in the Digital Media major, will need to complete VCDM 221 and 222 in addition to the minor courses listed below.

### Minor Core

### Credit Hours

Students must complete **each** of the following courses:

COMM 106	The Language of Film	3
COMM 223*	Screenwriting Fundamentals (DPST)	3
COMM 241	Introduction to Production	3
DPST 340	Producing and Directing the Scene	3

### Total Minor Core Requirements

12

### Minor Electives

Students must complete three credit hours from the following courses:

DPST 209	Selected Topics in DPST	3
DPST 302	Media and Public Service	3
DPST 323*+	Screenwriting and Producing for TV and the Web	3
DPST 361	Online Communities	3
<b>Total Minor Electives Requirements</b>		<b>3</b>

### TOTAL MINOR REQUIREMENTS

15

\* Course offered in English only

+Course only available to JOUR students



# School of Engineering

## SCHOOL OF ENGINEERING

The School of Engineering at the American University in Dubai provides students with a unique opportunity to experience American-style engineering education in one of the fastest growing and most diverse metropolitan areas in the world.

The School offers undergraduate programs leading to Bachelor of Science degrees in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering, as well as a Master of Science in Construction Management. The curricula are supported by state-of-the-art labs and facilities, a diverse group of faculty with outstanding expertise, and solid links with the professional community.

With local and international accreditations in place, and through a broad education grounded in cultural diversity and technical excellence, our graduates continue to be highly sought at both the regional and global levels.

### *School Mission*

The School of Engineering prepares a culturally diverse student population for successful professional careers in engineering at the regional and global levels. The School's educational experience provides all students with the knowledge needed for technical excellence in engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future engineers.

### *School Goals*

- To prepare our graduates for engineering practice, pursuit of advanced degrees, and leadership roles within their professional communities by providing them with a solid engineering education complemented by a general education component;
- To instill in students the importance of critical thinking, cultural diversity, and lifelong learning, and personal and professional skills that will enable them to continually adapt to a global engineering workplace;
- To foster a constructive learning environment through positive faculty-student interactions, recruitment and retention of highly qualified faculty, and promotion of professional and personal growth among all constituents;
- To provide our students with unique traineeship and job placement opportunities by maintaining strong ties with industry professionals and periodically aligning the School's strategies and curricula with the evolving needs of the engineering industry;
- To effect positive change within the local and regional communities through professional engineering contributions by the faculty and students.

## Summary of Degree Requirements

Course Classification	Credit Hours Required			
	B.S.C.E.	B.S.Comp.E.	B.S.E.E.	B.S.M.E.
Mathematics/Natural Sciences	29	29	29	29
Major Core	54	54	54	54
Major Electives	15	15	15	15
Arts and Sciences Core	36	36	36	36
General Electives	3	3	3	3
<b>Total</b>	<b>137</b>	<b>137</b>	<b>137</b>	<b>137</b>

Undergraduate students in the School of Engineering are required to maintain a minimum program (major) Grade Point Average (MGPA) of 2.0 throughout their enrollment. The MGPA is calculated based on the student's grades in the Major Core. An Engineering student whose MGPA falls below 2.3 at the end of an academic term will be placed on MGPA Warning and will be advised by the Chair of Dean in addition to the Academic Advisor. An Engineering student whose MGPA drops below 2.0 will be placed on MGPA Hold and may not enroll in any new engineering courses, but may either repeat previously taken courses to raise the MGPA to 2.0, or seek admission into another program at AUD outside the School of Engineering. An Engineering student who has completed all required coursework, but whose MGPA is below 2.0, will **not** be eligible for graduation until he or she raises the MGPA to a minimum of 2.0.

## Pre-Engineering Requirements

The Pre-Engineering Requirements are intended to increase the potential for student success in Engineering by ensuring readiness in the areas of Math, Science, and Computing. Prior to fulfilling the Pre-Engineering Requirements, a student is not permitted to register in any Engineering courses (ENGG, ECVL, EECE, EMEC), but may take courses outside the School of Engineering that are part of the engineering degree requirements. In order to successfully complete the Pre-Engineering Requirements, a student must satisfy **all** of the following:

- Successfully complete:
  - MATH 100 on the first attempt, or place in a more advanced Math course via the university-administered ACCUPLACER™ Exam;
  - MATH 110 with a minimum grade of C on the first or second attempt, or place in a more advanced Math course via the university-administered ACCUPLACER™ Exam;
  - COMP 101 with a minimum grade of C on the first or second attempt, or place in ENGG 140 through the university-administered Computer Proficiency Exam;
- Earn a grade of C or higher in:
  - MATH 210;
  - PHYS 201; and
  - CHEM 201

Upon fulfilling the Pre-Engineering Requirements, a student should inform the Academic Advisor, who will remove the Pre-Engineering hold. A student who fails to fulfill the AUD Pre-Engineering Requirements may subsequently enroll in engineering courses only upon securing the minimum SAT® Math score of 560. Alternatively, such a student may choose to pursue studies at AUD in a discipline other than Engineering, contingent upon admission into the new program. The university does not assume any responsibility for loss of credit due to the student's change from an engineering degree program to another program.





## BACHELOR OF SCIENCE IN CIVIL ENGINEERING (B.S.C.E.) PROGRAM

### *Program Mission*

The Civil Engineering Program prepares a culturally diverse student population for successful professional careers in civil engineering at the local, regional and global levels. The Program is designed to ensure excellence in multiple technical areas within the broad field of civil engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future civil engineers.

### *Program Goals*

In support of its mission, the Civil Engineering Program strives to produce graduates who will

- Pursue successful careers in civil engineering or related disciplines;
- Engage in further learning through graduate studies or professional licensure;
- Contribute to socio-economic development and environmental sustainability;
- Succeed in multicultural environments as effective communicators and team leaders;
- Promote the profession by providing opportunities for training and development;
- Adhere to the highest standards of ethical and professional responsibility.

### *Program Learning Outcomes*

Civil Engineering graduates will be able to

- apply knowledge of math, calculus, physics, and engineering sciences
- conduct lab and field tests, design experiments, and analyze and interpret relevant data
- use the modern tools, techniques, and software necessary for civil engineering practice
- identify, formulate, and solve problems in multiple civil engineering sub-disciplines
- design elements, systems, and processes within realistic technical and non-technical constraints
- communicate technical information effectively in written, oral, and graphical formats
- work in multicultural intra-disciplinary and cross-disciplinary teams
- explain the role of ethical and professional responsibility in civil engineering practice
- describe the global impact of civil engineering solutions on the economy, environment, and society
- demonstrate familiarity with modern trends and current issues in civil engineering
- engage in lifelong learning through research and educational experiences outside the classroom

## Curriculum Courses

### Mathematics/Natural Sciences\*

		Credit Hours
CHEM 201	General Chemistry	3
ENGG 200	Engineering Statistics	3
ENGG 222	Numerical Methods in Engineering, w/Lab	3
MATH 220	Calculus II	3
MATH 230	Linear Algebra and Complex Variables	3
MATH 231	Differential Equations	3
MATH 240	Multivariable Calculus	3
PHYS 201	Introductory Physics I, w/Lab	4
PHYS 202	Introductory Physics II, w/Lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>		<b>29</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL201 and MATH210.

### Civil Engineering Core

		Credit Hours
ENGG 210	Engineering Graphics and Visualization	3
ENGG 255	Engineering Design and Economics	3
ENGG 270	Statics, w/Lab	3
ENGG 275	Dynamics	3
ECVL 210	Engineered Materials, w/Lab	4
ECVL 268	Mechanics of Materials	3
ECVL 305	Geomatics, w/Lab	3
ECVL 330	Fluid Mechanics, w/Lab	3
ECVL 340	Environmental Engineering, w/Lab	3
ECVL 350	Transportation Engineering, w/Lab	3
ECVL 360	Structural Analysis I, w/Lab	4
ECVL 368	Reinforced Concrete Design I	3
ECVL 370	Geotechnical Engineering I, w/Lab	4
ECVL 399	Field Experience in Civil Engineering	2
ECVL 420	Construction Engineering and Management	3
ECVL 470	Geotechnical Engineering II	3
ECVL 499	Civil Engineering Design Project	4
<b>Total Civil Engineering Core Requirements</b>		<b>54</b>

### Civil Engineering Electives

Students must complete 15 credit hours of Civil Engineering Electives, with at least 9 credit hours of Primary Electives.

#### Primary Electives

		Credit Hours
ECVL 422	Construction Operations and Processes	3
ECVL 433	Hydraulic Engineering	3
ECVL 444	Water and Wastewater Engineering	3
ECVL 455	Traffic Engineering	3
ECVL 466	Structural Steel Design	3
		<b>9-15</b>

#### Secondary Electives

ECVL 440	Sustainable Engineering Design	3
ECVL 451	Pavement Engineering	3
ECVL 458	Transportation Planning	3
ECVL 460	Structural Analysis II	3
ECVL 462	Structural Dynamics	3
ECVL 464	Bridge Engineering	3
ECVL 468	Reinforced Concrete Design II	3
ECVL 480-489	Special Topics in Civil Engineering	3
		<b>0-6</b>
<b>Total Civil Engineering Elective Requirements</b>		<b>15</b>

**Arts and Sciences Core**

BIOL 201	Principles of Biology	3
ENGG 140	Introduction to Programming	3
ENGL 101	Composition and Rhetoric	3
ENGL 102	Advanced Composition and Research	3
ENGL 103	Introduction to Literature	3
ISST ELE	Islamic Cultural Studies Elective	3
MATH 210	Calculus I	3
PSPK 101	Public Speaking	3
PHIL 222	Professional Ethics	3
SSCI ELE	Social/Behavioral Sciences Elective	3
UNIV 100	The University Experience	0
WLDC 201	World Cultures I	3
WLDC 202	World Cultures II	3
<b>Total Arts and Sciences Core Requirements</b>		<b>36</b>

**General Electives****3****TOTAL B.S.C.E. DEGREE REQUIREMENTS****137*****B.S.C.E. Course Sequencing***

All candidates for the B.S.C.E. degree should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year I</b>	ENGG 140 ENGL 101 MATH 210 PHYS 201 UNIV 100	BIOL 201 ENGG 210 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	CHEM 201 ENGG 255 ENGG 270 ENGL 103 MATH 230 MATH 231	ECVL 210 ECVL 268 ENGG 200 ENGG 222 ENGG 275 PSPK 101	
<b>Year III</b>	ECVL 305 ECVL 330 ECVL 360 ISST ELE MATH 240 SSCI ELE	ECVL 340 ECVL 350 ECVL 368 ECVL 370 ECVL ELE	ECVL 399
<b>Year IV</b>	ECVL 420 ECVL 470 ECVL ELE ECVL ELE PHIL 222 WLDC 201	ECVL 499 ECVL ELE ECVL ELE GEN ELE WLDC 202	

**Legend:**

ECVL: Civil Engineering

ELE: Elective

GEN: General

ISST: Islamic Studies

For course code legends, please see pp. 175-176

## Minor in Environmental Engineering

The minor in Environmental Engineering is open to students majoring in any field except Civil Engineering. This minor allows students to further their knowledge in the areas of environmental engineering and sustainability. The field of environmental engineering is wide but students can choose to focus on a particular area depending on the courses they choose. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. In addition to university-wide requirements, only courses counting toward the General Electives can also be counted toward this minor. A course may not be used to fulfill the requirements of more than one minor. To complete the Minor in Environmental Engineering, students must earn a minimum of **15 credit hours** from the following courses:

### Minor Core

Students must complete the following courses:

	Credit Hours
BIOL 201 Principles of Biology	3
CHEM 201 General Chemistry	3
ECVL 340 Environmental Engineering, w/Lab	3
<b>Total Minor Core Requirements</b>	<b>9</b>

### Minor Electives

Students must complete at least 6 credits from the following courses:

ECVL 330 Fluid Mechanics, w/Lab	3
ECVL 433 Hydraulic Engineering	3
ECVL 440 Sustainable Engineering Design	3
ECVL 444 Water and Wastewater Engineering	3
<b>Total Minor Electives Requirements</b>	<b>6</b>

### TOTAL MINOR REQUIREMENTS

15

## Minor in Structural Engineering

The minor in Structural Engineering is open to students majoring in any discipline except Civil Engineering. This minor can be of great value especially to Architecture students who wish to broaden their technical knowledge in structural analysis and design. Architecture students should consult with their Academic Advisor regarding prerequisite equivalencies to the courses below, since they will have taken prerequisite equivalents as part of their major degree requirements. In addition to university-wide requirements, only courses counting toward the General Electives can also be counted toward this minor. A course may not be used to fulfill the requirements of more than one minor. To complete the Minor in Structural Engineering, students must earn a minimum of **15 credit hours** from the following courses:

### Courses

	Credit Hours
MATH 230 Linear Algebra and Complex Variables	3
ENGG 270 Statics w/Lab	3
ECVL 268 Mechanics of Materials, w/Lab	3
ECVL 210 Engineered Materials, w/Lab	4
ECVL 360 Structural Analysis I	4
ECVL 368 Reinforced Concrete Design I	3
ECVL 460 Structural Analysis II	3
ECVL 462 Structural Dynamics	3
ECVL 466 Structural Steel Design	3
ECVL 468 Reinforced Concrete Design II	3
<b>TOTAL MINOR REQUIREMENTS</b>	<b>15</b>



## BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (B.S.COMP.E.) PROGRAM

### *Program Mission*

The Computer Engineering Program prepares a culturally diverse student population for successful professional careers in computer engineering at the local, regional and global levels. The Program is designed to ensure excellence in the rapidly-evolving field of computer engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future computer engineers.

### *Program Goals*

In support of its mission, the Computer Engineering Program strives to produce graduates who will

- Pursue successful professional careers in computer engineering or related fields;
- Remain updated through graduate education and professional certification;
- Benefit their communities by practicing their profession responsibly and ethically;
- Excel as team leaders, communicators, and project managers in multicultural environments;
- Share their knowledge through training and development opportunities.

### *Program Learning Outcomes*

Computer Engineering graduates will be able to...

- apply knowledge of calculus, discrete math, statistics, and engineering sciences;
- design and conduct experiments, perform simulations, and analyze and interpret relevant data;
- use the modern tools, techniques, and software necessary for computer engineering practice;
- identify, formulate, and solve problems involving both hardware and software components;
- design integrated hardware-software systems within realistic technical and non-technical constraints;
- communicate technical information effectively in written, oral, and graphical formats;
- work in multicultural intra-disciplinary and cross-disciplinary teams;
- explain the role of ethical and professional responsibility in computer engineering practice;
- discuss the global impact of computer engineering solutions on the economy, environment, and society;
- demonstrate familiarity with modern trends and current issues in computer engineering;
- engage in lifelong learning through research and educational experiences outside the classroom

## Curriculum/Courses

### Mathematics/Natural Sciences\*

		Credit Hours
CHEM 201	General Chemistry	3
ENGG 222	Numerical Methods in Engineering, w/Lab	3
ENGG 300	Probability and Random Variables	3
MATH 220	Calculus II	3
MATH 230	Linear Algebra and Complex Variables	3
MATH 231	Differential Equations	3
MATH 250	Discrete Mathematics	3
PHYS 201	Introductory Physics I, w/Lab	4
PHYS 202	Introductory Physics II, w/Lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>		<b>29</b>

### Computer Engineering Core

ENGG 255	Engineering Design and Economics	3
EECE 200	Linear Circuit Analysis I, w/Lab	4
EECE 205	Linear Circuit Analysis II, w/Lab	4
EECE 240	Digital System Design, w/Lab	4
EECE 250	Intermediate Programming	3
EECE 300	Microelectronic Devices and Circuits I, w/Lab	3
EECE 320	Signals and Systems, w/Lab	3
EECE 323	Fundamentals of Digital Signal Processing	3
EECE 340	Introduction to Microprocessors, w/Lab	3
EECE 345	Computer Architecture, w/Lab	3
EECE 350	Data Structures and Algorithms	3
EECE 355	Software Engineering	3
EECE 360	Computer Networks	3
EECE 399	Field Experience in Computer Engineering	2
EECE 440	Embedded System Design, w/Lab	3
EECE 450	Operating Systems	3
EECE 499	Computer Engineering Design Project	4
<b>Total Computer Engineering Core Requirements</b>		<b>54</b>

### Computer Engineering Electives

Students must complete 15 credit hours of Computer Engineering Electives, with at least 12 credit hours of Primary Electives.

#### Primary Electives

		12-15
EECE 442	Synthesis with HDL	3
EECE 445	Advanced Computer Architecture	3
EECE 448	Digital Integrated Circuit Design	3
EECE 452	Relational Databases	3
EECE 453	Artificial Intelligence	3
EECE 455	Digital Image Processing	3
EECE 456	Enterprise and Distributed Computing	3
EECE 457	Mobile Applications	3
EECE 458	Programming Languages Concepts	3
EECE 460	Routing and Switching	3
EECE 462	Data and Network Security	3
EECE 480-489	Special Topics in Electrical and Computer Engineering	3

#### Secondary Electives

		0-3
EECE 305	Microelectronic Devices and Circuits II	3
EECE 326	Communication Systems I, w/Lab	3
EECE 470	Systems and Controls	3
<b>Total Computer Engineering Elective Requirements</b>		<b>15</b>

### Arts and Sciences Core

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### Credit Hours



BIOL 201	Principles of Biology	3
ENGG 140	Introduction to Programming	3
ENGL 101	Composition and Rhetoric	3
ENGL 102	Advanced Composition and Research	3
ENGL 103	Introduction to Literature	3
ISST ELE	Islamic Cultural Studies Elective	3
MATH 210	Calculus I	3
PSPK 101	Public Speaking	3
PHIL 222	Professional Ethics	3
SSCI ELE	Social/Behavioral Sciences Elective	3
UNIV 100	The University Experience	0
WLDC 201	World Cultures I	3
WLDC 202	World Cultures II	3
<b>Total Arts and Sciences Core Requirements</b>		<b>36</b>

**General Electives** 3

**TOTAL B.S.COMP.E. DEGREE REQUIREMENTS** 137

### *B.S.Comp.E. Course Sequencing*

All candidates for the B.S.Comp.E. degree should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year I</b>	ENGL 101 MATH 210 PHYS 201 SSCI ELE UNIV 100	CHEM 201 ENGG 140 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	BIOL 201 EECE 200 EECE 250 ENGL 103 MATH 230 MATH 231	EECE 205 EECE 240 ENGG 222 MATH 250 PSPK 101	
<b>Year III</b>	EECE 300 EECE 320 EECE 340 EECE 350 ENGG 255 ENGG 300	EECE 323 EECE 345 EECE 355 EECE 360 CompE ELE ISST ELE	EECE 399
<b>Year IV</b>	EECE 440 EECE 450 CompE ELE CompE ELE PHIL 222 WLDC 201	EECE 499 CompE ELE CompE ELE GEN ELE WLDC 202	

**Legend:**

CompE: Computer Engineering  
ELE: Elective  
GEN: General

ISST: Islamic Studies  
For course code legends, please see pp. 175-176

## Minor in Computer Science

The minor in Computer Science is open to all students, except those majoring in Computer Engineering. This minor allows students to enhance their knowledge in Computer Science and Engineering to meet the multidisciplinary needs of modern technology. Students wishing to pursue the minor are responsible for completing all course prerequisites or establishing prerequisite equivalency. In addition to university-wide requirements, only courses counting toward the General Electives can also be counted toward this minor. A course may not be used to fulfill the requirements of more than one minor. To complete the Minor in Computer Engineering, students must earn a minimum of **15 credit hours** from the following list of courses:

Course		Credit Hours
EECE 345	Computer Architecture, w/Lab	3
EECE 350	Data Structures and Algorithms	3
EECE 355	Software Engineering	3
EECE 360	Computer Networks	3
EECE 440	Embedded System Design, w/Lab	3
EECE 450	Operating Systems	3
EECE 452	Relational Databases	3
EECE 455	Digital Image Processing	3
EECE 457	Mobile Applications	3
EECE 460	Routing and Switching	3
EECE 462	Data and Network Security	3
MATH 250	Discrete Mathematics	3
<b>TOTAL MINOR REQUIREMENTS</b>		<b>15</b>



## BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (B.S.E.E.) PROGRAM

### *Program Mission*

The Electrical Engineering Program prepares a culturally diverse student population for successful professional careers in electrical engineering at the local, regional and global levels. The Program is

designed to ensure excellence in multiple technical areas within the broad field of electrical engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future electrical engineers.

### *Program Goals*

In support of its mission, the Electrical Engineering Program strives to produce graduates who will

- Pursue successful careers in electronics, communication, power systems, or related fields;
- Engage in further learning through graduate studies or professional training;
- Contribute to the advancement of society through technical innovations and ethical practice;
- Succeed as team leaders and project managers in multicultural work environments;
- Provide opportunities for training and development to students and young professionals.

### *Program Learning Outcomes*

Electrical Engineering graduates will be able to

- apply knowledge of differential and integral calculus, complex variables, probability, and physics;
- conduct lab simulations and tests, design experiments, and analyze and interpret relevant data;
- use the modern techniques and computer tools necessary for electrical engineering practice;
- identify, formulate, and solve problems in power systems, communications, and electronics;
- design and assemble components, processes, and systems under realistic technical and non-technical constraints;
- communicate technical information effectively in written, oral, and graphical formats;
- work in multicultural intra-disciplinary and cross-disciplinary teams;
- explain the role of ethical and professional responsibility in electrical engineering practice;
- discuss the global impact of electrical engineering solutions on the economy, environment, and society;
- demonstrate familiarity with modern trends and current issues in electrical engineering;
- engage in lifelong learning through research and educational experiences outside the classroom.

## Curriculum/Courses

Mathematics/Natural Sciences*		Credit Hours
CHEM 201	General Chemistry	3
ENGG 222	Numerical Methods in Engineering, w/Lab	3
ENGG 300	Probability and Random Variables	3
MATH 220	Calculus II	3
MATH 230	Linear Algebra and Complex Variables	3
MATH 231	Differential Equations	3
MATH 240	Multivariable Calculus	3
PHYS 201	Introductory Physics I, w/Lab	4
PHYS 202	Introductory Physics II, w/Lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>		<b>29</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL 201 and MATH 210.

### Electrical Engineering Core

ENGG 255	Engineering Design and Economics	3
EECE 200	Linear Circuit Analysis I, w/Lab	4
EECE 205	Linear Circuit Analysis II, w/Lab	4
EECE 240	Digital System Design, w/Lab	4
EECE 250	Intermediate Programming	3
EECE 300	Microelectronic Devices and Circuits I, w/Lab	3
EECE 305	Microelectronic Devices and Circuits II	3
EECE 310	Applied Electromagnetics I	3
EECE 315	Applied Electromagnetics II, w/Lab	3
EECE 320	Signals and Systems, w/Lab	3
EECE 323	Fundamentals of Digital Signal Processing	3
EECE 326	Communications Systems I, w/Lab	3
EECE 330	Electric Power Systems, w/Lab	3
EECE 340	Introduction to Microprocessors, w/Lab	3
EECE 398	Field Experience in Electrical Engineering	2
EECE 470	Systems and Controls	3
EECE 498	Electrical Engineering Design Project	4
<b>Total Electrical Engineering Core Requirements</b>		<b>54</b>

### Electrical Engineering Electives

Students must complete 15 credit hours of Electrical Engineering Electives, **with at least 12 credit hours of Primary Electives.**

<b>Primary Electives:</b>		<b>12-15</b>
EECE 410	Antenna Theory	3
EECE 414	Optical Fiber Communications	3
EECE 416	Microwave Electronics	3
EECE 426	Communication Systems II	3
EECE 428	Wireless Communications	3
EECE 430	Energy Engineering	3
EECE 433	Electric Drives	3
EECE 435	Power System Protection and Relaying	3
EECE 440	Embedded System Design, w/Lab	3
EECE 448	Digital Integrated Circuit Design	3
EECE 455	Digital Image Processing	3
EECE 480-489	Special Topics in Electrical and Computer Engineering	3
<b>Secondary Electives:</b>		<b>0-3</b>
EECE 345	Computer Architecture, w/Lab	3
EECE 350	Data Structures and Algorithms	3
EECE 360	Computer Networks	3

EECE 442	Synthesis with HDL	3
<b>Total Electrical Engineering Elective Requirements</b>		<b>15</b>

### Arts and Sciences Core

BIOL 201	Principles of Biology	3
ENGG 140	Introduction to Programming	3
ENGL 101	Composition and Rhetoric	3
ENGL 102	Advanced Composition and Research	3
ENGL 103	Introduction to Literature	3
ISST ELE	Islamic Cultural Studies Elective	3
MATH 210	Calculus I	3
PSPK 101	Public Speaking	3
PHIL 222	Professional Ethics	3
SSCI ELE	Social/Behavioral Sciences Elective	3
UNIV 100	The University Experience	0
WLDC 201	World Cultures I	3
WLDC 202	World Cultures II	3
<b>Total Arts and Sciences Core Requirements</b>		<b>36</b>

<b>General Electives</b>	<b>3</b>
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<b>TOTAL B.S.E.E. DEGREE REQUIREMENTS</b>	<b>137</b>
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### B.S.E.E. Course Sequencing

All candidates for the B.S.E.E. degree should adhere to the following course sequencing:

	Fall	Spring	Summer
<b>Year I</b>	ENGL 101 MATH 210 PHYS 201 SSCI ELE UNIV 100	CHEM 201 ENGG 140 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	EECE 200 EECE 250 ENGL 103 MATH 230 MATH 231 PSPK 101	BIOL 201 EECE 205 EECE 240 ENGG 222 ISST ELE MATH 240	
<b>Year III</b>	EECE 300 EECE 310 EECE 320 EECE 340 ENGG 255 ENGG 300	EECE 305 EECE 315 EECE 323 EECE 326 EECE 330 PHIL 222	EECE 398
<b>Year IV</b>	EECE 470 EE ELE EE ELE EE ELE WLDC 201	EECE 498 EE ELE EE ELE GEN ELE WLDC 202	

#### Legend:

EE: Electrical Engineering

ELE: Elective

GEN: General

ISST: Islamic Studies

For course code legends, please see pp. 175-176



## BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING (B.S.M.E.) PROGRAM

### *Program Mission*

The Mechanical Engineering Program prepares a culturally diverse student population for successful professional careers in mechanical engineering at the local, regional and global levels. The Program is designed to ensure excellence in multiple technical areas within the broad field of mechanical engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future mechanical engineers.

### *Program Goals*

In support of its mission, the Mechanical Engineering Program strives to produce graduates who will

- Pursue successful careers in mechanical engineering or related disciplines;
- Engage in further learning through graduate studies and professional licensure;
- Benefit society through professional contributions and ethical practices;
- Succeed in multicultural environments as engineers, designers, consultants, and innovators;
- Promote the profession by providing opportunities for training and development

### *Program Learning Outcomes*

Mechanical Engineering graduates will be able to

- apply knowledge of math, multivariate calculus, physics, and engineering sciences;
- perform lab tests, design experiments, and analyze and interpret relevant data;
- use the modern techniques and software tools necessary for mechanical engineering practice;
- identify, formulate, and solve problems in mechanical, thermal, and control systems;
- design components, systems, and processes within realistic technical and non-technical constraints;
- communicate technical information effectively in written, oral, and graphical formats;
- work in multicultural intra-disciplinary and cross-disciplinary teams;
- explain the role of ethical and professional responsibility in mechanical engineering practice;
- discuss the global impact of mechanical engineering solutions on the economy, environment, and society;
- demonstrate familiarity with modern trends and current issues in mechanical engineering;
- engage in lifelong learning through research and educational experiences outside the classroom



## Curriculum Courses

Mathematics/Natural Sciences*		Credit Hours
CHEM 201	General Chemistry	3
ENGG 200	Engineering Statistics	3
ENGG 222	Numerical Methods in Engineering, w/Lab	3
MATH 220	Calculus II	3
MATH 230	Linear Algebra and Complex Variables	3
MATH 231	Differential Equations	3
MATH 240	Multivariable Calculus	3
PHYS 201	Introductory Physics I, w/Lab	4
PHYS 202	Introductory Physics II, w/Lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>		<b>29</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL 201 and MATH 210

### Mechanical Engineering Core

ENGG 210	Engineering Graphics and Visualization	3
ENGG 255	Engineering Design and Economics	3
ENGG 270	Statics w/Lab	3
ENGG 275	Dynamics	3
EECE 201	Electric Circuit Theory	3
EMEC 210	Structure and Properties of Materials, w/Lab	4
EMEC 320	Solid Mechanics I	3
EMEC 330	Fluid Dynamics, w/Lab	4
EMEC 340	Thermodynamics	3
EMEC 345	Heat and Mass Transfer, w/Lab	3
EMEC 350	Design of Mechanical Systems, w/Lab	3
EMEC 360	Electronics and Instrumentation, w/Lab	4
EMEC 365	Control Systems, w/Lab	3
EMEC 399	Field Experience in Mechanical Engineering	2
EMEC 440	Energy Systems, w/Lab	3
EMEC 460	Manufacturing Engineering and Technology	3
EMEC 499	Mechanical Engineering Design Project	4
<b>Total Mechanical Engineering Core Requirements</b>		<b>54</b>

### Mechanical Engineering Electives

Students must complete 15 credit hours of Mechanical Engineering Electives, **with at least 6 credit hours in each of the areas (Mechanical Systems and Thermofluid Systems)**

<b>Mechanical Systems Electives:</b>		<b>9-15</b>
EMEC 400	Computer-Aided Mechanical Design	3
EMEC 420	Solid Mechanics II	3
EMEC 452	Mechanical Vibrations	3
EMEC 455	Mechatronic Systems	3
EMEC 466	Design of Robotic Systems	3
EMEC 480-489	Special Topics in Mechanical Engineering	3
<b>Thermofluid Systems Electives:</b>		<b>0-6</b>
EMEC 433	Turbomachinery	3
EMEC 435	Engineering Aerodynamics	3
EMEC 438	Computational Fluid Dynamics	3
EMEC 444	Design of HVAC Systems	3
EMEC 447	Internal Combustion Engines	3
EMEC 480-489	Special Topics in Mechanical Engineering	3
<b>Total Mechanical Engineering Elective Requirements</b>		<b>15</b>

## Arts and Sciences Core

BIOL 201	Principles of Biology	3
ENGG 140	Introduction to Programming	3
ENGL 101	Composition and Rhetoric	3
ENGL 102	Advanced Composition and Research	3
ENGL 103	Introduction to Literature	3
ISST ELE	Islamic Cultural Studies Elective	3
MATH 210	Calculus I	3
PSPK 101	Public Speaking	3
PHIL 222	Professional Ethics	3
SSCI ELE	Social/Behavioral Sciences Elective	3
UNIV 100	The University Experience	0
WLDC 201	World Cultures I	3
WLDC 202	World Cultures II	3
<b>Total Arts and Sciences Core Requirements</b>		<b>36</b>

## General Electives

3

## TOTAL B.S.M.E. DEGREE REQUIREMENTS

137

## B.S.M.E. Course Sequencing

All candidates for the B.S.M.E. degree should adhere to the following course sequencing:

	Fall	Spring	Summer
<b>Year I</b>	ENGG 140 ENGL 101 MATH 210 PHYS 201 UNIV 100	CHEM 201 ENGG 210 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	BIOL 201 EMEC 210 ENGG 270 ENGL 103 MATH 230 MATH 231	EECE 201 ENGG 200 ENGG 222 ENGG 275 MATH 240 PSPK 101	
<b>Year III</b>	EMEC 320 EMEC 330 EMEC 340 EMEC 360 ENGG 255	EMEC 345 EMEC 350 EMEC 365 EMEC ELE GEN ELE ISST ELE	EMEC 399
<b>Year IV</b>	EMEC 440 EMEC 460 EMEC ELE EMEC ELE SSCI ELE WLDC 201	EMEC 499 EMEC ELE EMEC ELE PHIL 222 WLDC 202	

### Legend:

ELE: Elective

GEN: General

ISST: Islamic Studies

EMEC: Mechanical Engineering

For course code legends, please see pp. 175-176



Inspiring Excellence  
in Communications  
Worldwide

## IAA CERTIFICATE IN MARKETING COMMUNICATIONS

The Advertising and Integrated Marketing Communications and Advertising Majors offered by the **School of Business Administration** and **Visual Communication Department** lead to the degrees of B.B.A. and B.F.A. respectively.

The requirements for these degrees are detailed in the appropriate sections of this *Catalog* (see *Business Administration* and *Visual Communication Degree Requirements*).

**As these programs are accredited by the IAA in New York, students who complete degree requirements receive upon graduation an IAA Certificate in Marketing Communications in addition to their AUD degree.**

This is an internationally recognized Certificate which reflects that the student's undergraduate program meets IAA requirements. Several current and past practitioners teach in AUD's program, ensuring that curricula remain up-to-date and that students have ample contact with the marketing communications industry prior to graduation. An internship is required of all candidates for the B.B.A./B.F.A. degrees.

**Pursuance of the Certificate is also open to working professionals** who must complete the required Major/other courses and (in the case of business students) pass the comprehensive exam. Courses taken at another university may count towards the Certificate.

## Business Track

All candidates for the IAA Certificate in Marketing Communications must complete the following:

Courses		Credit Hours
MKTG 37I	E-Marketing or	
AIMC 20I	Principles of Advertising and Integrated Marketing Communications	3
AIMC 49I	Special Topics in IMC	3
AIMC 33I	Historic and Contemporary Issues in Advertising and IMC	3
AIMC 40I	Creative Strategy and Rhetoric	3
AIMC 41I	Media Planning	3
AIMC 42I	Strategic Planning and Measurement for Advertising and IMC	3
AIMC 43I	Campaign Development and Evaluation	3
AIMC 48I	Study Internship	3
BUSI 20I	Business Communications	3
BUSI 32I	Business in the International Environment	3
MGMT 499	Strategic Management	3
MKTG 20I	Principles of Marketing	3
MKTG 40I	Consumer Behavior	3
<b>Total Requirements</b>		<b>39</b>

## Creative Track

All candidates for the IAA Certificate in Marketing Communications must complete the following:

Courses		Credit Hours
AIMC 20I	Principles of Advertising and Integrated Marketing Communications	3
AIMC 42I	Strategic Planning and Measurement for Advertising and IMC	3
AIMC 43I	Campaign Development and Evaluation	3
BUSI 10I	Introduction to Business	3
MKTG 20I	Principles of Marketing	3
VCAD 202	History of Advertising	3
VCAD 25I	Visualization in Advertising	3
VCAD 30I	Typography in Advertising	3
VCAD 302	Layout in Advertising	3
VCAD 35I	Copywriting in Advertising	3
VCAD 352	Execution, Production and Presentation	3
VCAD 353	IMC Creative Conception	3
VCDM 20I	Fundamentals of Web Design	3
<b>Total Requirements</b>		<b>39</b>

**Several of the above courses have prerequisites. Students should consult this Undergraduate Catalog for details. These may be waived provided that a candidate's academic experience indicates the level of prior preparation required to follow the course without handicap. The Chair of the Visual Communication Department will make the decision regarding prerequisite waivers (if any).**



## Center for English Proficiency

### Center for English Proficiency (CfEP)

For students whose English language skills need improvement, AUD's Center for English Proficiency (CfEP) offers a non-credit Intensive English Language Program (IELP). The IELP builds general English proficiency **as well as** develops the English skills necessary in an **academic** environment. It is designed for students whose goal is to enter the university, but it is also open for people preparing to enter careers requiring English proficiency, for working professionals, and for those seeking general English skills development. ***Upon successful completion of this program, students may apply for admission to the university with the status of degree candidate. Those meeting AUD's admissions requirements will be accepted.***

### *Mission of the Center*

The Mission of the Center for English Proficiency is to provide nonnative English-speaking students with the English language education that they need to succeed academically, professionally, and/or socially. The program promotes cultural awareness, citizenship, critical thinking, and ethical behavior, in addition to effective communication.

# IELP THE INTENSIVE ENGLISH LANGUAGE PROGRAM

## *Program Goals*

- To provide students the opportunity to develop into responsible learners by enhancing their critical and intellectual activity through academic and social experiences;
- To improve each student's ability to read, write and recognize organizational patterns within the English language;
- To improve each student's ability to use English effectively in its cultural context by developing the appropriate communication approach and increasing cultural awareness;
- To foster critical thinking and ethical behavior;
- To encourage students to become active participants in the learning process.
- To prepare students for TOEFL®, ACCUPLACER™ and Academic IELTS™ exams in English proficiency.

## *Program Learning Outcomes*

At the completion of the IELP program, students will be able to:

- Demonstrate orally and in writing the ability to think critically by bringing together evidence in support of an argument;
- Exemplify efficient writing and reading abilities by producing and understanding multiple diverse perspectives in a set framework;
- Demonstrate ideas by speaking extemporaneously in a social or academic environment;
- Demonstrate the ability to learn new words and recognize parts of speech in various word forms;
- Respond to questions that call for reasoned analysis of given information.

There are **four levels of instruction** in the IELP: IELP 096 (basic), IELP 097 (low intermediate), IELP 098 (high intermediate), and IELP 099 (advanced). Students in each level study in instructor-guided classes for four hours daily, Sunday through Thursday. Each course is approximately fifteen weeks in Fall and Spring, and approximately seven weeks in Summer I and Summer II. Each course also develops three skill sets: Reading/Vocabulary, Listening/Speaking, and Writing/Grammar. Initial placement in the IELP must be done through the ACCUPLACER™ assessment, an online test administered on the AUD campus.

***Students should be aware that in order to advance to ENGL 100 (Developmental English), they must satisfy the prerequisites of: placement in ENGL 100 by TOEFL® and TWE, ACCUPLACER™ or other internationally-recognized exam.***

## *IELP Attendance Policy*

IELP students who miss seven classes or more will be automatically withdrawn from the course and a grade of "W" will be reported to the Registrar.

## *IELP Program Dismissal*

Students who fail, withdraw, or are withdrawn from an IELP course three consecutive terms will be dismissed from the IELP program. Students will be given the chance to write a petition and provide a credible reason why they were unable to succeed in a particular course, and this petition will be taken into consideration by the Coordinator of the C/EP.

**Note:** The petition needs to be submitted at least one week prior to the beginning of Drop/Add period for the term for which the student desires to register.

## IELP COURSE DESCRIPTIONS

### IELP 096 | BASIC INTENSIVE ENGLISH

**Prerequisite:** Placement by ACCUPLACER™ or with permission of Program Coordinator. Limited English is assumed

IELP 096 is for high beginning non-native speakers of English who have some basic understanding of English. This course builds a foundation of academic English in speaking, reading, writing, grammar and listening. Students develop their reading skills, build their vocabulary, learn to write grammatically correct sentences, and write simple paragraphs. Class activities include oral and written communicative tasks, short presentations, and listening and taking notes from simple lectures. Students also develop their overall competence in academic learning skills, and computer use.

It is assumed that an incoming student is able to:

- Respond appropriately to simple classroom commands, instructional explanations, and questions;
- Write simple grammatically correct sentences in responses to oral or written cues;
- Read, understand, discuss, and answer questions about simple level appropriate texts; and,
- Ask and answer questions.

### IELP 097 | LOW INTERMEDIATE INTENSIVE ENGLISH

**Prerequisite:** IELP 096 with a grade of P+/P or placement by ACCUPLACER™

IELP 097 is for low intermediate non-native speakers of English. This course expands existing proficiency in speaking, writing, reading, grammar, and listening. It also further develops academic learning skills of students whose goal is to enter the university. Students will build their vocabulary, learn academic reading strategies, and write complex, well-developed paragraphs using grammatically correct sentences. The students will participate in group discussions and give informal presentations. In writing they will learn to support opinions by giving reasons and explanations. Class activities include grammar review and expansion, oral and written communicative tasks, listening to lectures, doing projects, and using computers.

It is assumed that an incoming student is able to:

- Understand and respond appropriately to classroom instruction, questions, and directions;
- Write a simple paragraph (9-12 sentences) containing supporting details;
- Express opinions on various topics both orally and in writing;
- Use different strategies to read and understand level-appropriate academic texts and academic vocabulary; and,
- Listen to, take notes on, discuss, and answer questions about level appropriate lectures.

### IELP 098 | HIGH INTERMEDIATE INTENSIVE ENGLISH

**Prerequisite:** IELP 097 with a grade of P+/P or placement by ACCUPLACER™

IELP 098 is for high intermediate non-native speakers of English. This course expands on preexisting proficiency in speaking, writing, reading, grammar, and listening. It also further develops the academic skills of students whose goal is to enter the university. At this level, students listen to and take notes on more complex lectures. They also participate in more challenging speaking activities such as giving formal presentations and discussing causes, effects, and solutions to problems. They continue to build their vocabulary, acquire advanced reading strategies, and review and expand grammar knowledge and skills. They write multi-paragraph essays demonstrating mature thought. This course places more emphasis on communicative tasks, projects, and computer-based learning.

It is assumed that an incoming student is able to:

- Write different types of complex paragraphs developing multiple ideas that support the topic sentence and are restated in the conclusion;
- Use various strategies to read, understand, and answer questions about level-appropriate academic texts and build academic vocabulary;
- Speak on given topics for short periods and deliver short prepared speeches; and,
- Listen to, take notes on, discuss, and answer questions about level appropriate lectures.



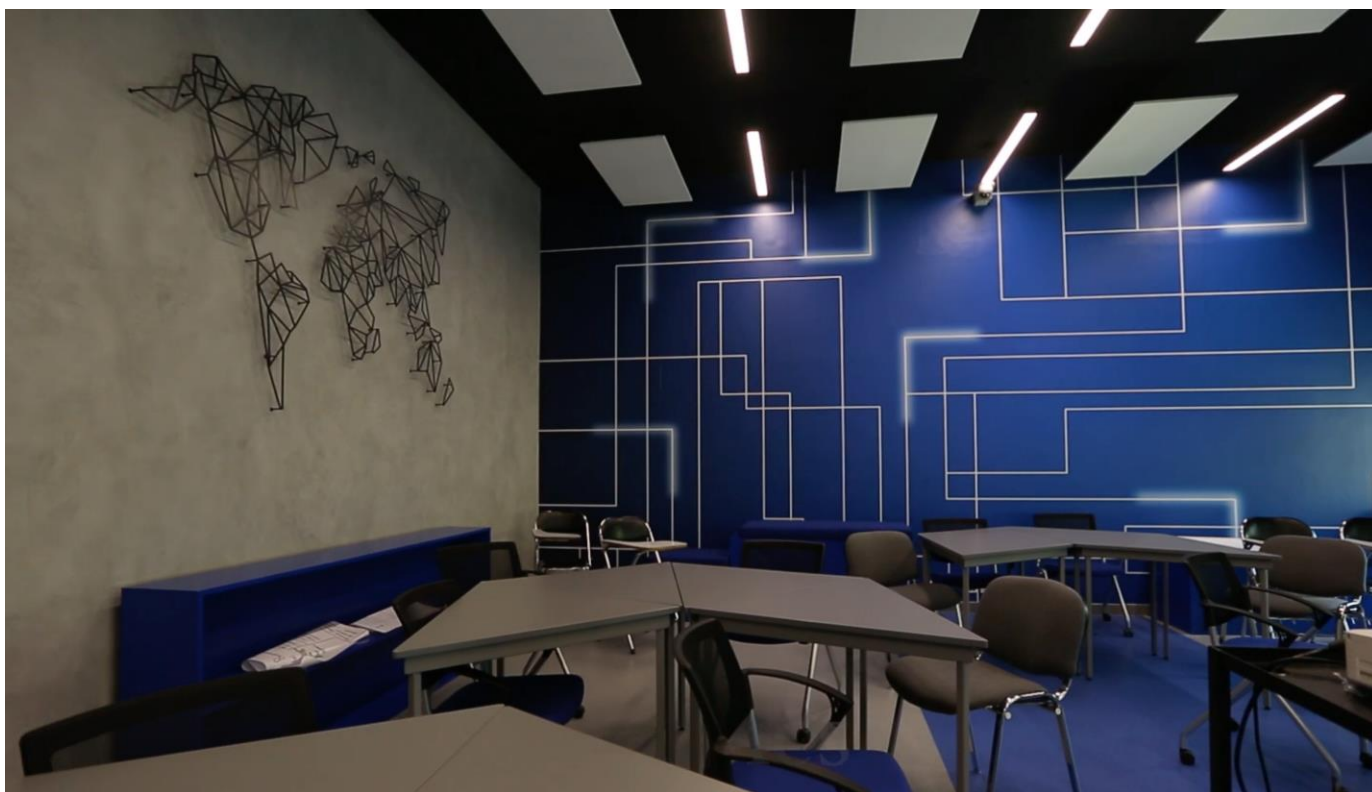
## IELP 099 | ADVANCED INTENSIVE ENGLISH

**Prerequisite:** IELP 098 with a grade of P+/P or placement by ACCUPLACER™

IELP 099 is for advanced nonnative English speakers whose goal is to study at the university. This course is focused on further developing the students' English and academic skills needed to succeed in university classes. It focuses on writing essays using sophisticated sentence structure in coherent, well-developed paragraphs. Students will learn to construct an outline, structure an essay, create a thesis statement, provide specific and relevant support, use transitions, and proofread for accuracy. IELP 099 also develops listening and speaking skills useful in university classes, such as note-taking from lectures, writing reports, and making formal presentations. It assists the students in developing their university level academic English vocabulary and reading strategies to increase their reading speed and comprehension. Students will have advanced-level exam preparation for TOEFL®, ACCUPLACER™ and Academic IELTS™

It is assumed that an incoming student is able to:

- Write different types of essays with clear thesis statements that use parallel structure, introduce the content of body paragraphs, and are restated in a concluding statement;
- Use various strategies to read, understand, and answer questions about level-appropriate academic texts and develop academic vocabulary;
- Speak on given topics for short periods and deliver short prepared speeches; and,
- Listen to, take notes on, discuss, and answer questions about level appropriate lectures.



## CENTERS AT AUD

Serving the Community at large as a source of expertise from within the AUD faculty members, AUD's different centers offer services ranging from training and consultancy to research projects within their respective sectors.

- Center for Executive Programs and Professional Services (CEPPS)
- Center for Research and Education in Smart Technologies (CREST)
- Infrastructure Sustainability and Assessment Center (ISAC)
- Center of Excellence for Smarter Logistics

## *Center for Executive Programs and Professional Services (CEPPS)*

CEPPS is the business and professional outreach arm of The American University in Dubai. CEPPS programs and services encompass the entire range of expertise resident at AUD, as well as world-class expertise made available through knowledge partnerships and alliances with leading international providers of executive education and professional know-how.

### **Mission**

The mission of CEPPS is to provide top quality executive education, training, professional development and consulting services to private and public sector organizations in the UAE, the GCC region and the wider Middle East.

#### **Customized Courses**

All CEPPS courses are customized to suit the specific needs of each organization. CEPPS courses are designed to ensure that they deliver professional development outcomes that closely match the organization's desired results.

### **Consultancy**

CEPPS provides consulting services to corporations and public sector organizations by utilizing the expertise available in AUD's different schools and academic departments. This resident expertise covers a wide range of professional areas and specializations. Additionally, for both customized courses and consultancy, external expertise can also be made available through CEPPS's knowledge partnerships and alliances with leading international providers of executive education and professional know-how.

More detailed information is available on the CEPPS website: <https://cepps.aud.edu>.

## *Center for Research and Education in Smart Technologies (CREST)*

The Center for Research and Education in Smart Technologies (CREST) is a computer software research and development center sponsored by the American University in Dubai and directed by the Computer and Information Technology Department. CREST's core purpose is to research and develop practical software applications in the areas of game design and development, smart mobile device applications, integrated knowledge based Social Networks, Learning Life Cycle Management™, Health Management, and other related fields. CREST's vision is to become one of the most prominent centers in applied software research and development.

### **Research Center Objectives**

- The center will target applied software technology to ensure user acceptance and usability. Applied Software Technology implies software that satisfies market and user requirements for ease of use, functionality, performance, and cost.
- CREST will try to market its prototypes of successful software applications through interested private companies or sell the right to the technology applications.
- CREST shall provide an incubation environment to create or advance software applications in the areas of Game Design and Development, mobile smart devices, integrated knowledge-based social networks, Learning Life Cycle Management™, Health Management, and other related fields.
- CREST will promote state-of-the-art software development methodology, standards, and technologies in the Gulf Region leading to the creation of software applications of the highest quality.
- In collaboration with the software market leaders in the mobile and enterprise computing, CREST will bridge the gap between industry and academia in the area of Applied Software Technology offering its research and development services for solving and advancing industry software applications and solutions.

### **Research and Services**

The direction of research services in the center will be focused on two tracks; first track is to support faculty members to establish an industrial oriented research with the industry. The industrial research partners are from the government and the private sectors. Second track is to organize a specialized conferences and workshops. By applying these two tracks an excellent research environment and culture are established.

## *Infrastructure Sustainability and Assessment Center (ISAC)*

The Infrastructure Sustainability and Assessment Center (ISAC) is the leading source for regional expertise in material durability and service life assessment. The Center serves both academia and the industry and builds upon the expertise of internationally-renowned researchers and professionals, as well as the wealth of data and information on performance of constructed facilities and durability of advanced construction materials in Dubai.

## Mission

The mission of the Infrastructure Sustainability and Assessment Center is to provide the professional engineering community with state-of-the-art knowledge and expertise for a sustainable physical infrastructure.

In support of its mission, the Center provides and seeks opportunities for academic-industry collaboration, applied research, and technology transfer. The Center also offers continuing education courses in areas such as construction material durability, non-destructive testing, lifecycle assessment of physical infrastructure, and structural health monitoring and repair.

## Research and Services

ISAC provides a broad range of professional services, spanning pre- and post-construction of engineering facilities.

Examples of the services provided by the Center include:

- Pre-construction review of project specifications and QA/QC plans.
- Pre-construction review of geotechnical reports and recommendations for foundation design
- Review of structural and geotechnical designs, and analysis of structural and foundation systems using state-of-the-art software.
- Recommendations and professional input regarding local materials and environments and regional requirements.
- Assessment of the service life of structural elements using computer models, based on local environmental inputs.
- Monitoring and assessment of concrete durability-related issues such as corrosion of reinforcing steel and sulfate attack.
- Assessment of the service life of structural elements based on used materials and structural details (e.g. concrete cover over reinforcing steel; use of steel liners)
- Diagnosis and recommendations for repair alternatives related to concrete performance, from selection of mix proportions and concrete production to performance under different environmental conditions.
- Diagnosis and recommendations for repair alternatives for superstructures and foundation systems.
- Review of construction processes in terms of compliance with standards and best practices.
- Review and monitoring of project safety, productivity, and construction management processes.

The center is carrying out a number of research projects in the following areas:

- Optimization of mix design and chemical additives to improve durability of concrete materials in sulfate- and chloride-rich environments
- Modeling and assessment of service life of concrete materials in coastal and offshore structures
- Predictive models for rate of corrosion of steel reinforcement
- Ground improvement and reduction of liquefaction susceptibility of reclaimed land deposits
- Characterization of the stress-deformation characteristics of weathered limestone and sandstone

The research is supported by several industrial partners, government agencies, and non-profit foundations.

## Center of Excellence for Smarter Logistics

The AUD-IBM Center of Excellence for Smarter Logistics has a physical address. Projects do not need to be in the supply chain field, as logistics overlaps with several fields. The room serves several objectives, hence its versatile design. It can be set as a board room with 18 seats, a venue for concurrent break-out sessions in separate groups of three teams (six people each) and a classroom conducive for group discussions or even formal lectures (if needed). All these configurations can be made on-demand in a few minutes. From a technology perspective, the room is connected to IBM Cloud and has access to the majority of IBM tools and services (normally available for special education partners). Cloud connectivity remains work-in-progress. The most important aspect is having access to IBM talent and labs for collaborations on mutual projects. Faculty are encouraged to use the center as a means to inspire professional collaborations with other entities in the IBM ecosystem (e.g., clients, universities, labs, etc.)



## Undergraduate Course Descriptions

## Course Code Legend

### Numbering

00-99	Developmental Courses
100-199	Freshmen Courses
200-299	Sophomore Courses
300-399	Junior Courses
400-499	Senior Courses

*This Legend generally applies. Students should consult their advisors to discuss specific exceptions.*

### Code

ACCG	Accounting
AIMC	Advertising and Integrated Marketing Communications
ANTH	Anthropology
ARCH	Architecture
ARTS	Fine Arts
BIOL	Biology
BUEL	Business Professional Elective (Transfer-in)
BUSI	Business
CABR	Course Abroad
CHEM	Chemistry
COMM	Communication
COMP	Computer Information Systems
DDFT	Digital Design and Fabrication Technology
DESI	Design
DPST	Digital Production and Storytelling
ECON	Economics
ECVL	Civil Engineering
EECE	Computer/Electrical Engineering
EMEC	Mechanical Engineering
ENGG	Engineering
ENGL	English
FINA	Finance
FREN	French
GEOG	Geography
HIST	History
HUMN	Humanities
IDEL	Interior Design Professional Elective (Transfer-in)
IDES	Interior Design
IELP	Intensive English Language Program
INST	International Studies
ITAL	Italian
JOUR	Journalism
MATH	Mathematics
MEST	Middle-Eastern Studies
MGMT	Management
MKTG	Marketing
PHIL	Philosophy
POLS	Political Science
PSYC	Psychology
PHYS	Physics
QUAN	Quantitative Methods
SCIE	Natural Sciences
SOCI	Sociology
SSCI	Social Sciences
SPAN	Spanish
VCCC	Visual Communication
VCAD	Advertising

VCDM	Digital Media
VCGD	Graphic Design
VCPH	Photography
VCST	Studio Art
WLDC	World Cultures

### Hours

Where relevant, the Courses carry the following hours' legend:

**(lecture – lab, studio, field work – credits)**

### Frequency

The frequency of the course offering is indicated per the following legend:

**F** = Fall

**S** = Spring

**SI** = Summer I

**SII** = Summer II

### Prerequisites

If a course does not list a prerequisite, that means that students are allowed to register without previous specific coursework. However, students should be mindful of the considerations made under *English as a Prerequisite* on p. 78 of this *Catalog* and any other course sequencing advice provided by an Academic Advisor.



### **ACCG 201 | PRINCIPLES OF FINANCIAL ACCOUNTING (3-0-3)**

**Prerequisites:** BUSI 101, MATH 200 | F, S, SI, SII

This introductory course focuses on external financial reporting, providing a general overview of basic financial statements and the accounting process that produces them. This course covers topics such as the nature and purpose of accounting and accounting information, fundamental accounting concepts, principles and methods, the accounting cycle, accounting for current and fixed assets, introduction to liability and owners' equity, with emphasis on sole proprietorship and partnership accounts, and introduction to financial statement analysis. Students must receive at least a C grade in this course in order to register for additional Accounting Major courses.

### **ACCG 211 | PRINCIPLES OF MANAGERIAL ACCOUNTING (3-0-3)**

**Prerequisite:** ACCG 201 | F, S, SI, SII

The emphasis of this course is on the use of accounting information internally by managers in an organization. Students will gain an understanding of the information needed by managers in planning, control and decision making. This course covers cost concepts and cost behavior, activity based costing, costing systems, operational budgets, standard costing, introduction to capital budgeting, cost-volume-profit analysis and relevant costs in decision making.

### **ACCG 301 | INTERMEDIATE ACCOUNTING I (3-0-3)**

**Prerequisite:** a grade of C or higher in ACCG 201 | F, S

This course focuses on theory and applications of financial accounting. It introduces the conceptual framework, the process of creating generally accepted accounting principles, and the fundamentals of financial statements – income statements, balance sheets, and statements of cash flow. Issues examined include cash and receivables, inventories, long-lived tangible and intangible assets. Moreover, the course investigates the foundations and applications of international accounting practices.

### **ACCG 302 | INTERMEDIATE ACCOUNTING II (3-0-3)**

**Prerequisite:** ACCG 301 | S, SI

This course is a continuation of the Intermediate Accounting I. It continues the in-depth analysis of accounting theory, and procedures underlying preparation of financial statements. Topics covered include short-term and long-term liabilities, stockholders' equity, including dilutive securities and earnings per share, investments, revenue recognition, income taxes, pension and retirement benefits, leases, accounting changes and errors, statements of cash flows, and full disclosure in financial reporting.

### **ACCG 311 | COST ACCOUNTING (3-0-3)**

**Prerequisite:** a grade of C or higher in ACCG 201, ACCG 211 | F, S, SI

This course examines various tools of cost accounting. It also examines means by which control can be exercised and the types of accounting information that allow for different means of planning and control. It covers the behavioral, quantitative, and qualitative aspects accounting, such as the nature of control, responsibility centers, performance evaluation, pricing of intermediate products, strategic planning, advanced topics in budgeting, costing, the balanced scorecard, executive compensation, and control for differentiated strategies.

### **ACCG 341 | ACCOUNTING INFORMATION SYSTEMS (3-0-3)**

**Prerequisite:** a grade of C or higher in ACCG 201, ACCG 211 | F

This course provides an overview of major accounting subsystems with an emphasis on computer systems and internal control. It provides an overview of the design of information systems that support the accounting function of a firm. It focuses on business transaction cycles and processes, including Order Entry/Sales/Receivables; Purchase/Payables; Payroll/Human Resources; Fixed Assets; Production; Financing, and the General Ledger in the context of Enterprise Resource Systems (ERSs). Topics covered also include Computer Control and Audit; Computer Crime; and Reporting with XRBL.

### **ACCG 352 | FRAUD AUDITING AND FORENSIC ACCOUNTING (3-0-3)**

**Prerequisite:** ACCG 302 | S

This course investigates the deceptions in financial and accounting processes. It is concerned with the detection and prevention of financial statement fraud. Topics covered include fraud examination techniques, internal control methodology, financial statement misrepresentation, conversion investigation methods, inquiry methods and fraud reports.

### **ACCG 401 | ADVANCED ACCOUNTING (3-0-3)**

**Prerequisite:** ACCG 302 | F, S

This course focuses on the nature and structure of accounting information that is generated by the business firm. The main emphasis is not on the process through which accounting information is generated, but on how this information can be used in decision making by business managers. Topics covered include key financial statements and their interpretation, ratio analysis and its uses in performance evaluation as well as its limitations, financial planning and budgeting, use of accounting information for more effective control of operations, economic value added vs. ROI, and other approaches to performance measurement.

### **ACCG 421 | AUDITING (3-0-3)**

**Prerequisite:** ACCG 301 | F

This course presents both the theoretical and practical aspects of auditing, including the responsibilities and function of the independent auditor. Topics include auditing objectives and concepts, types of audits, auditing standards, auditors' professional code of ethics and auditors' liability, risk and internal control, and the audit process.

### **ACCG 431 | U.S. TAXATION (3-0-3)**

**Prerequisite:** ACCG 401 | SI

This course covers knowledge applicable to federal income, estate and gift taxation and its application in practice. The content of this course is consistent with the AICPA Federal taxation specification outline tested in the CPA exam. The course covers topics such as taxation of individuals, corporations, partnerships, estates and trusts, exempt organizations, and preparers' responsibilities.

### **ACCG 441 | INTERNATIONAL ACCOUNTING (3-0-3)**

**Prerequisite:** ACCG 401 | F, S, SI

This course gives a broad overview of the global financial and accounting environment and addresses three distinct, but overlapping topic areas: financial reporting, financial analysis, and planning and control of multinational enterprises. The course covers topics such as financial reporting regimes, harmonization of international accounting differences, international accounting standard setting process, financial reporting issues relating to segment reporting, international financial ratio analysis, business combinations, intangible assets, foreign currency translation, accounting for changes in exchange rates, translation of financial statements, and managerial accounting issues relating to control of and performance measurement for foreign operations.

### **ACCG 491 | SPECIAL TOPICS IN ACCOUNTING (3-0-3)**

**Prerequisite:** Senior Status or approval of the Chair, a grade of C or higher in ACCG 201 | Upon demand

This course presents a critical study of theory, research and practical applications related to advanced topics in accounting, not covered in any other accounting course. The specific topics will be determined by the interests of the students and the instructor.

### **AIMC 201 | PRINCIPLES OF ADVERTISING AND INTEGRATED MARKETING COMMUNICATIONS (IMC) (3-0-3)**

**Prerequisite:** MKTG 201 | F, S, SI

This course introduces students to the field of integrated marketing communications (IMC) and its role in the marketing mix. The course also provides students with an understanding of different media choices, such as advertising, sales promotion, public relations, personal selling, direct marketing, digital and social media. Students examine basic communication theories and media concepts. Students further learn how to apply their knowledge in determining media objectives and strategies. Special attention is given to the creative product across all media and tools.

### **AIMC 331 | HISTORIC AND CONTEMPORARY ISSUES IN ADVERTISING and IMC (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 201 | S

This course examines historic and contemporary issues (political, social, economic, technological, Internet, legal, arts and cultural) related to Advertising, Public Relations and Integrated Marketing Communications in local, regional and global contexts. Students also implement creative strategies in solving problems related to Advertising and IMC issues.

### **AIMC 401 | CREATIVE STRATEGY AND RHETORIC (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 201 | S

This course provides students with a background knowledge in rhetorical theories and cultural innovation strategies as applied in developing written, spoken, visual, and other creative strategies for multimedia and interactive Advertising, PR, and Integrated Marketing Communications (IMC).

### **AIMC 411 | MEDIA PLANNING (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 201 | F

This course entails in-depth study of the media planning functions within the Integrated Marketing Communications (IMC) process. Students learn the relationship between marketing strategy and media planning, and the strategic media planning process. Topics include consumer insight and analytics; digital and non-digital media analytics; inter-media comparisons; qualitative media evaluation; media budget determination and allocation; media testing and experimentation.

### **AIMC 421 | STRATEGIC PLANNING AND MEASUREMENT FOR ADVERTISING AND IMC (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 201 | F

This course examines the role of strategic decision-making in IMC marketing plan formulation. Students learn how to select and evaluate appropriate media outlets. Students also examine creative communications metrics and implement strategies in solving problems related to Advertising and IMC campaigns. The course further involves empirical research to issue-resolution.

### **AIMC 431 | CAMPAIGN DEVELOPMENT AND EVALUATION (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 421 | S

This is the capstone course of the Advertising and Integrated Marketing Communications major. Students spend the entire term working in teams to respond to a challenging real world case. The response consists of a fully developed IMC strategy and plan, together with executional solutions across a wide variety of communications disciplines. Class times are used for instructor facilitation, team meetings and lecture/discussion on topics germane to the case, such as media planning, website construction, and sales promotion. Faculty other than the instructor of record and outside practitioners also make pedagogical contributions to the course.

### **AIMC 481 | STUDY INTERNSHIP (0-15-3)**

**Prerequisites:** AIMC 431, Senior Status and approval of the Chair | F, S, SI

Students spend 25+ hours/week employed by an advertising/communications/marketing firm. This internship examines students' progress in their chosen field of specialization under the joint supervision of the faculty supervisor and their supervisor in the workplace.

### **AIMC 491 | SPECIAL TOPICS IN IMC (3-0-3)**

**Prerequisite:** a grade of C or higher in AIMC 201, Senior Status or approval of the Chair | Upon demand

This course offers an advanced topics in Advertising and IMC which are not covered by other course offerings. The specific topic will be determined by student/instructor interest. Students should check with the Department Chair to determine course content for a specific semester.

### **ANTH 201 | INTRODUCTION TO CULTURAL ANTHROPOLOGY (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course introduces students to fundamental concepts and theories associated with culture and the study of the interconnection between culture and human behavior. Cultural concepts to be discussed include social relations, language, government, and religion. Awareness of these concepts allows students to appreciate the cultural diversity present in the contemporary world.

### **ARCH 101 | ARCHITECTURAL DESIGN STUDIO I (0-8-4)**

**F, and upon demand**

In this foundation course, the student is introduced to the fundamentals of manual drafting and the tools used in this technique. Students will learn basic interior drafting vocabulary, line quality, lettering and drafting conventions for a site, plot, roof and floor plan, interior and exterior elevations, and building sections. This course involves presentation techniques axonometric and perspective drawings. Anthropometrics and ergonomics will also be introduced.

### **ARCH 102 | ARCHITECTURAL DESIGN STUDIO II (0-8-4)**

**Prerequisite:** ARCH 101 | S, and upon demand

ARCH 102 builds upon the foundation skills acquired in ARCH 101. The students recognize fundamental concepts and basic architecture elements. In this course students discuss design process that includes the role of research, analysis, and spatial organization. Also, students work individually on a number of projects that introduce them to different phases including research, conception, problem formulation and resolution and project layout and presentation. In addition, students work in teams on design projects concentrating on analysis and decision making.

### **ARCH 151 | HISTORY AND THEORY OF ARCHITECTURE I (3-0-3)**

**F, and upon demand**

This is the first of three sequential courses that cover the History of Architecture from the third millennium BC through to the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism from the ancient world through to the late medieval period. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

### **ARCH 201 | ARCHITECTURAL DESIGN STUDIO III (0-12-6)**

**Prerequisite:** ARCH 102 | F, and upon demand

This second year studio course focuses upon the understanding of architectural convention in relation to cultural, sociological and general human related aspects. Based on a socio-cultural understanding of design approach students are encouraged to develop their analytical problem-solving skills which function as the basis for design invention and as the foundation of ethical action in the process of architectural designing.

### **ARCH 202 | ARCHITECTURAL DESIGN STUDIO IV (0-12-6)**

**Prerequisites:** ARCH 201, ARCH 211 | S, and upon demand

This is a studio course that introduces the strategies of architectural design. Students develop an architectural project based on a building program and site. Issues concerning building assemblies, structural systems, building envelope systems, and basic building systems are covered. The integration of these issues into building design is complemented by studio exercises.

### **ARCH 211 | MATERIALS AND METHODS OF CONSTRUCTION (3-0-3)**

**Prerequisite:** ARCH 101 | F, and upon demand

This course introduces students to the role of architectural technology in the design process. Building materials and methods of construction are studied. Students become aware of the appropriate application and performance of construction materials, components, and assemblies. Students acquire the knowledge to make competent choices with regards to building materials and assembly techniques.

### **ARCH 252 | HISTORY AND THEORY OF ARCHITECTURE II (3-0-3)**

**Prerequisite:** ARCH 151 | F, and upon demand

This is the second of three sequential courses that cover the History of Architecture from the third millennium BC through the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism in Europe and elsewhere from the late medieval period through the Renaissance until the late eighteenth century. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

### **ARCH 253 | HISTORY AND THEORY OF ARCHITECTURE III (3-0-3)**

**Prerequisite:** ARCH 252 | S, and upon demand

This is the third of three sequential courses that cover the History of Architecture from the third millennium BC through to the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism in Europe and elsewhere from the industrial revolution through to the early Modernism period of Europe and North America and on to a world setting for the variations in late Modernism before considering various new movements of the Twenty-first century. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

### **ARCH 280 | MODEL MAKING OF SPACE (3-0-3)**

**Prerequisite:** ARCH 202 | Upon demand

In this course, the students learn the fundamentals of professional model making and the tools needed to create a physical model for presentation. Students discuss model making vocabularies and techniques then employ the appropriate skills to produce a physical model from floor plans, elevations, and sections. Also students manage scaling, assemble elements, apply textures and colors, and then produce adequate materials for a specific architectural project.

### **ARCH 294 | FILM AND ARCHITECTURE (3-0-3)**

**Prerequisite:** ARCH 202 | Upon demand

The course film and architecture will introduce students to tools for analysis and exploration of the relation between architecture and film both as phenomena of time and space. Students will look at the source and portrayal of architectural expression in film from its development of early to modern manifestation. This course enhances the theoretical and experimental understanding of filmic and architectural structure.

### **ARCH 301 | ARCHITECTURAL DESIGN STUDIO V (0-12-6)**

**Prerequisite:** ARCH 202 | F, and upon demand

This third year studio course focuses upon the understanding of Architectural theories and methodologies, their implication on understanding and approaching design methods. Students are encouraged to develop new ways of analysis and criticism for architectural objects. This will be the basis for the process of design invention of this course.

### **ARCH 302 | ARCHITECTURAL DESIGN STUDIO VI (0-12-6)**

**Prerequisites:** ARCH 301 | S, and upon demand

While the first and second year Architectural Design Studios I through V introduces students to design basics, principles, theory, methods and structure-related issues, this studio course starts to focus and examine the impact of environmental issues with the aim to design an environmentally responsive building within the design process.

### **ARCH 311 | STRUCTURAL ANALYSIS (3-0-3)**

**Prerequisite:** ARCH 211, PHYS 201 | F, and upon demand

This course explains the relationship between architectural and structural design. Students will study the behavior of structures through an understanding of the concepts of load and load path, internal forces, different types of stress, structural materials, the role of geometry in structural design and finally basic mathematical calculations.

### **ARCH 312 | STRUCTURAL DESIGN (3-0-3)**

**Prerequisite:** ARCH 311 | S, and upon demand

This course prepares students for structural design decisions based on the necessary knowledge of both conceptual and mathematical aspects of structure. It covers the primary structural materials: steel, wood, concrete and masonry in terms of loads, materials and properties, structural elements and systems and bending systems.

### **ARCH 321 | ENVIRONMENTAL AND BUILDING SERVICE SYSTEMS (3-0-3)**

**Prerequisite:** ARCH 102 | F, and upon demand

In this course, students study environmental systems and the way these systems inform architectural design, with regards to passive and active cooling, heating, lighting, acoustics and ventilation. Students also learn about building services, including Mechanical, Electrical and Plumbing (MEP) as well as vertical circulation.

### **ARCH 322 | BASIC ELEMENTS OF LANDSCAPE ARCHITECTURAL DESIGN (3-0-3)**

**Prerequisite:** ARCH 202 | S, and upon demand

This course presents the thoughts and key design theories fundamental to landscape architecture in simple words and illustrations, it also offers the vocabulary, significance, characteristics, potential uses, and design guidelines for landform, plant materials, buildings, pavement, site structures, and water in landscape architectural design. It will help students overcome common mistakes and misconceptions typical in the early phases of their design career and will heighten their understanding and awareness of the major physical components of the outdoor environment.



### **ARCH 323 | SUSTAINABILITY AND ENERGY CONSERVATION (3-0-3)**

**Prerequisite:** ARCH 201 | S, and upon demand

This course exposes students to the concepts of sustainability and energy conservation at the global, regional, and urban scales by assessing the different forms of energy available and the way each relates to the building industry.

### **ARCH 342 | PORTFOLIO DESIGN IN ARCHITECTURE (3-0-3)**

**Prerequisite:** ARCH 302 | Upon demand

This course introduces students to how to plan, design, and produce their portfolio from their design projects, which contain sources for their conception and a trajectory for their design development. It will also explain how to search for clues to your core design inspiration and discuss how to be more open to new pathways to problem analysis and problem-solving inspiration. Finally students can apply digital desktop publishing and image processing software techniques to produce more not only competitive but also professionally informed.

### **ARCH 351 | THEORY OF ARCHITECTURE (3-0-3)**

**Prerequisites:** ARCH 202, ARCH 253 | F, and upon demand

This advanced lecture course focuses upon the understanding of architectural theories and methodologies, and their implication on understanding and analyzing architectural design. Students are encouraged to develop new ways of analysis and criticism for architectural objects as well as to reformulate ideas and theories.

### **ARCH 352 | ENVIRONMENTAL PSYCHOLOGY (3-0-3)**

**Prerequisite:** ARCH 202 | F, and upon demand

This course introduces students to semiotics and behavioral studies. It emphasizes the relationship between cultural values and the perception of the built environment and the way the latter impacts on design.

### **ARCH 380 | SPECIAL TOPICS IN ARCHITECTURE (3-0-3)**

**Prerequisite:** ARCH 202 | F, and upon demand

This is an advanced course in which students participate in topics to be selected by the instructor, with the approval of the Chair, and which develops an aspect of design and/or presentation. Research, critical analysis, application of the research and analysis to the design, and presentation will be required in the course.

### **ARCH 401 | ARCHITECTURAL DESIGN STUDIO VII (0-12-6)**

**Prerequisite:** ARCH 302 | F, and upon demand

In this course, students survey the main theories of urban design by analyzing several case studies throughout recent history. They also discuss the multidimensional and interactive aspect of urban design and its relation to architecture, and design a real context urban project in order to integrate the physical, environment, socio-cultural, economic, legal and philosophical elements that shape cities.

### **ARCH 402 | ARCHITECTURAL DESIGN STUDIO VIII (0-12-6)**

**Prerequisite:** ARCH 321, ARCH 401, ARCH 431 | S, and upon demand

In this design studio students are not only required to consolidate their knowledge and abilities developed under previous studios, but should also demonstrate well rounded competencies in integrating the technical aspects of architectural design, with particular emphasis given to construction materials and technology, structural design, Mechanical, Electrical & Plumbing (MEP) solutions and working drawings documentation.

### **ARCH 412 | CONSTRUCTION MANAGEMENT AND BUILDING ECONOMICS (3-0-3)**

**Prerequisite:** ARCH 211 | F, and upon demand

ARCH 412 introduces students to the basic principles and techniques of management and Building Economics. Students are introduced to the principles and practices of estimating project cost, scheduling methods, and controlling techniques, as well as time value of money, financial feasibility and cash flow analyses.

### **ARCH 423 | SUSTAINABLE URBANISM (3-0-3)**

**Prerequisites:** ARCH 202, ARCH 321, ARCH 422 | S, and upon demand

This course combines expertise in New Urbanism with a thorough understanding of environmental issues and techniques. It also exposes students to a comprehensive and technically informed way on how to design and build places that are environmentally responsible and also gratifying to inhabit.

### **ARCH 431 | LIFE SAFETY AND CODES (3-0-3)**

**Prerequisite:** ARCH 202 | F, and upon demand

This course covers the process of an architectural project starting from the inception stages. Topics include programming, developing design requirements and standards, as well as building codes, including those incumbent to safety and accessibility.

### **ARCH 441 | PROFESSIONAL PRACTICE AND ETHICS (3-0-3)**

**Prerequisites:** ARCH 431 | S, and upon demand

In this course, students will develop an understanding of the business and practice of Architecture. Topics covered include professional services and contracts, firm leadership, strategic planning, team building and staff development, standards of professional, legal and ethical conduct, marketing, firm and project financial management, risk and liability, construction administration, and dispute resolution.

### **ARCH 501 | ARCHITECTURAL DESIGN STUDIO IX (0-12-6)**

**Prerequisite:** ARCH 402 | F, and upon demand

In this course, students prepare a thesis proposal which consists of collecting, analyzing, and writing a summary about data pertinent to a particular building type and use it to produce a preliminary design to be carried out in detail during the final semester. Students will build a comprehensive knowledge as to building standards and norms leading to space programming, codes, and regulations and design theory. Throughout the process, students will learn to plan, structure and write a research document as well as developing familiarity with research techniques and methods in the field of Architecture.

### **ARCH 502 | ARCHITECTURAL DESIGN STUDIO X (0-12-6)**

**Prerequisites:** ARCH 431, ARCH 501 | S, and upon demand

This is a capstone course in which students implement their thesis research by developing a project that incorporates all the principles of design demonstrating a comprehensive understanding of architectural design and evidence of professional capability. A final presentation of the resulting design to an advisory panel will be required.

### **ARCH 561 | INTERNSHIP (0-15-3)**

**Prerequisite:** Senior Status and approval of the Chair | F, S, and upon demand

The internship provides students with practical, on-the-job experience which allow them to integrate theory with “real world” situations. The internship is academically supervised by a faculty member and professionally supervised by the company’s internship supervisor who provides feedback to the university about the student’s progress.

### **ARTS 101 | ART APPRECIATION (3-0-3)**

**Corequisite:** ENGL 101 | F, S, SI

This course provides a basic literacy in the visual arts (including drawing, printmaking, painting, camera arts, sculpture, and architecture). It is designed to promote and develop awareness of the visual arts, their principles and elements, their inherent aesthetic value and rich tradition, and a broad sense of their application.

### **ARTS 200 | HISTORY OF ART I (3-0-3)**

**Prerequisite:** ENGL 101 | F, S, SI

This is a traditional art and architecture history survey course, which begins with the cave paintings and continues through to the Renaissance. Artworks will be analyzed in their historical, sociological, and political context through slide and video presentations, including major works from Islamic, Chinese, and Mesopotamian cultures.

### **ARTS 201 | HISTORY OF ART II (3-0-3)**

**Prerequisites:** ARTS 200, ENGL 102 | F, S

This course surveys the major developments in world art and architecture from the European Renaissance through the 20<sup>th</sup> Century. The cultural and sociological contexts of art and the changing conditions of the artists and art production, as reflected in the new styles and movements of this period are examined.

### **ARTS 202 | HISTORY OF ART III (3-0-3)**

**Prerequisites:** ARTS 200, ENGL 102 | S, SI

This course explores the art of the 20<sup>th</sup> century and through the first decade of the 21<sup>st</sup>, focusing on the transformation from Modernism to the post-modern context of arts and culture in contemporary societies. It examines the historical and theoretical background necessary for the understanding of seminal artworks and major art movements, and familiarizes students with critical concepts.



### **ARTS 203 | ARTISTIC FORMS OF EXPRESSION (3-0-3)**

**Corequisite:** ENGL 102 | S

In this course, selected art forms are surveyed and presented as attempts of human beings to express themselves artistically in historical and cultural contexts; literary, theatrical, visual, and musical art forms are covered.

### **ARTS 215 | MULTICULTURAL ART FORMS (3-0-3)**

**Corequisite:** ENGL 102 | F

This is a survey course on the study of art forms represented in various world cultures. This course introduces the student to a variety of art forms from the world over which has influenced various cultures and their lifestyles.

### **BIOL 201 | PRINCIPLES OF BIOLOGY (3-0-3)**

**Corequisite:** ENGL 101 (students will not receive credit for both BIOL 201 and SCIE 201) | F, S, SI

This course introduces students to principles of biology including basic concepts in biochemistry and bioenergetics, cell biology, genetics, speciation, ecology and conservation biology. It introduces students to the modern techniques and applications in biological sciences especially those relevant to biotechnology, biomedical applications and the sustainable development of natural resources in the environment.

### **BIOL 311 | INTRODUCTION TO BIOTECHNOLOGY (3-0-3)**

**Prerequisites:** BIOL 201 or SCIE 201, ENGL 101, MATH 101 (or higher) | S

This course is designed to introduce students to the basic principles of biotechnology and its applications. It will introduce students to fundamental scientific concepts in molecular biology and biotechnology emphasizing modern, cutting-edge emerging tools and applications in this area. Medical applications of biotechnology, industrial bio-manufacturing, bioremediation, forensic analysis, cloning and transgenic techniques, and aquaculture are some of the topics that students will be introduced to in this course. Students will have an opportunity to consider the ethical implication of emerging biotechnologies and their impact on communities.

### **BUSI 101 | INTRODUCTION TO BUSINESS (3-0-3)**

**F, S, SI, SII**

An introductory survey of the business world, with consideration of the structure and forms of business enterprise, the nature of business relationships, and the diversity and choice of business careers. This course explores perceptions and misperceptions of business and its role in society, in a multicultural setting.

### **BUSI 201 | BUSINESS COMMUNICATIONS (3-0-3)**

**Prerequisites:** BUSI 101, ENGL 101 | F, S, SI, SII

Students in this course will learn the dynamics of human interaction in the workplace. The focus of the course is designed to increase the student's understanding and implementation of effective communication behaviors and skills exhibited through written and oral communication forms. The fundamentals of business communication will introduce rhetorical principles, cultural adaptation and compositional practices necessary for successful communication in a range of professional and academic settings.

### **BUSI 211 | BUSINESS ETHICS (3-0-3)**

**Prerequisite:** BUSI 201 (also applies to non-Business Majors) | F, S, SI

This course introduces students to the ethical context of business operating domestically as well as internationally. This course introduces students to a cooperative framework, which will embrace the foundations of regional differences and influences with respect to ethical decision making. The difficult issue of ethical relativism and other problems associated with multiple ethical systems are examined from theoretical as well as case-based applied perspectives.

### **BUSI 221 | PERSONAL FINANCIAL MANAGEMENT (3-0-3)**

**Prerequisite:** MATH 200 (not open to students in the Finance Major) | F

This course covers fundamentals of personal finance including salary and compensation, budgeting, savings, investments, renting, establishing a home, property acquisition, installment contracts, purchase acquisition, scams and frauds, credit, insurance, retirement, taxes, and other financial issues.

### **BUSI 301 | BUSINESS RESEARCH (3-0-3)**

**Prerequisites:** BUSI 101, QUAN 201 | F, S, SI

Business analysts, managers and other professionals engaged in managerial and supervisory tasks are required to conduct research projects, or to supervise staff undertaking programs under their direction and to evaluate proposals and work completed by contracted professionals. To fulfill these responsibilities, managers must possess

knowledge of research methodologies and techniques and be competent in their application. This course explores the role of research in business decision-making. The aim is to introduce students to the principal stages, terminology, concepts, processes and methodologies used in conducting research, and reporting and reviewing the results of research, and to enhance skills, knowledge and competencies in conducting research. Also, a major part of this course is dedicated to the development and execution of a business research project.

### **BUSI 311 | BUSINESS LAW I (3-0-3)**

**Prerequisites:** *BUSI 101, BUSI 211 | F, S, SI*

This course serves as an introduction to the issues arising in the legal environment in which businesses operate. Consideration is given to the law of contracts, business torts, warranties, agency law and business formation including potential liability exposure.

### **BUSI 312 | BUSINESS LAW II (3-0-3)**

**Prerequisite:** *BUSI 311 | F, S*

This course is a continuation of the introductory business law course and examines the following areas of law: corporate mergers, sales and lease contracts, negotiable instruments, debtor-creditor relationships including secured transactions and creditors rights and bankruptcy, intellectual property and internet law, securities regulations, the international legal environment and labor and employment law including discrimination.

### **BUSI 321 | BUSINESS IN THE INTERNATIONAL ENVIRONMENT (3-0-3)**

**Prerequisite:** *ECON 202 | F, S, SI*

Consideration is given to comparative analysis of market conditions and business practices in the global economy, with an emphasis on international economic factors and institutions, including trade, financing, exchange rates, development and government policies. Selected topics in international management are covered.

### **BUSI 331 | MANAGEMENT OF INFORMATION SYSTEMS (3-0-3)**

**Prerequisites:** *COMP 101, MATH 200 | F, S, SI, SII*

This course introduces students to the dynamic environment of Information Systems (IS) and Information Technology (IT). IS and IT influence every aspect of business. This course has 3 main topics: (1) using IS/IT for competitive advantage, (2) core IS/IT skills and management, and (3) IS/IT as an agent of change in all functional areas of business.

### **BUSI 401 | CONTEMPORARY BUSINESS ISSUES (3-0-3)**

**Prerequisites:** *ANTH 201, ECON 201, HIST 252, POLS 200 | Upon demand*

This seminar-style course asks students to explore current issues in business. The primary focus of the course is business. In addition, all students are expected to look at the historical, political, and cultural factors involved. The course is designed to allow students to explore a primary area of interest while maintaining the interrelationships of all major areas of the BAIS degree. This course is also open to non-BAIS students.

### **BUSI 481 | INTERNSHIP (0-15-3)**

**Prerequisite:** *Senior Status and approval of the Chair | Upon demand*

With the aid of a supervising instructor, and under the direct supervision of a member of the host organization, the student participates in a practical onsite internship in which theoretical principles are applied to work situations. Upon the end of the internship, the student submits a report to the supervising instructor.

### **CABR 275 | COURSE ABROAD (3)**

**Prerequisites:** *ENGL 102, approval of dean | Upon demand*

Students travel to international cities to visit iconic locations and leading regulatory and professional institutions. The theme for each course abroad is chosen in advance from academic disciplines such as history, art, business or technology with faculty members serving as course leaders and facilitators. Scheduled class meetings are held before and after the trip, as part of the course requirements.

### **CHEM 201 | GENERAL CHEMISTRY (3-0-3)**

**Prerequisite:** *MATH 100 | F, S, SI*

Fundamental laws and theories of chemical reactions. Topics include atomic structure, bonding theory, stoichiometry, properties of solids, liquids, and gases; chemical thermodynamics, electrochemistry, and kinetics; introduction to organic chemistry.

### **COMM 101 | INTRODUCTION TO GLOBAL MEDIA (3-0-3)**

**Corequisite:** ENGL 101 | F, S

The course provides an overview of the history of mass communication and the events responsible for the globalization of mass media. It offers an introduction to the theories and practices of globalized media, with particular emphasis on the rise of digital media.

### **COMM 103 | MEDIA, CULTURE AND SOCIETY (3-0-3)**

**Prerequisite:** COMM 101, **Corequisite:** ENGL 102 or MEST 302 | S, SI

This course offers more in-depth examination of topics addressed in COMM 101, Introduction to Global Media. It adopts a critical approach while examining the relationship between the media and the larger society, encompassing related cultural and political issues. It provides knowledge and understanding of the dominant theories and current research in media effects.

### **COMM 104 | INTRODUCTION TO NON FICTION TV FORMATS (1-2-2)**

**Corequisite:** ENGL 101 | S

The course will examine the major formats and non-fiction TV shows that have been successful internationally and on Arab TV channels in the last ten years. It will cover all the basic genres of non-scripted TV including reality, game and talent shows.

### **COMM 105 | DRAMA AND NON FICTION TV FORMATS ANALYSIS (1-2-2)**

**Corequisite:** ENGL 101 | F

The students will learn about the elements of TV drama including story development, character analysis, production values, and stylistic choices. They will analyze as well the major non-fiction TV shows including reality, game and talent shows.

### **COMM 106 | THE LANGUAGE OF FILM (2-2-3)**

**Corequisite:** ENGL 102 | S

The course will cover all the basic elements of film including cinematography, mise en scène, montage, sound, drama, and narrative structure. Through the lectures, assigned readings and film screenings, students will sharpen their observational skills and develop a better understanding of the art of the film.

### **COMM 201 | MEDIA ECONOMICS AND RESEARCH (3-0-3)**

**Prerequisites:** ENGL 102, MATH 101/ 200 | F

Students will gain a basic understanding of media economics, including for profit media owned by private companies/individuals and nonprofit government owned or subsidized media. They will learn the basic research methods and statistical tools used to measure readers/viewers. Students will also learn how to assess the influences of the economic model on decision-making for news, entertainment and other media industries.

### **COMM 202 | ETHICAL AND LEGAL RESPONSIBILITIES IN THE MASS MEDIA (3-0-3)**

**Prerequisite:** COMM 103 | S

Using a case study approach, this course provides students with an understanding of the traditions of media-related law that might be used as paradigms in countries with evolving media systems. It explores the ethical duties that accompany journalism, entertainment, advertising, and public relations.

### **COMM 221 | MEDIA WRITING SKILLS (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course introduces the basics of writing techniques for print, broadcast, and online media. The print section will focus on sharpening students' writing, reporting, news judgment and critical thinking. The broadcast and online sections will focus on writing in a clear, concise and conversational style for television, radio and film, and the evolving principles of writing, editing and presentation for the Web. The course also covers journalistic ethics and professional standards related to writing.

### **COMM 222 | MULTIPLATFORM STORYTELLING (2-2-3)**

**Prerequisite:** COMM 221, COMM 243 (for JOUR students), or COMM 241 (for DPST students), or VCDM 221 and VCDM 222 (for VC students) | S

Different media require different storytelling skills. Continuing the themes of COMM 221, this course provides training in writing for multiple media platforms, ranging from ink on paper to multimedia venues. The course also emphasizes new media technologies.

### **COMM 223 | SCREENWRITING FUNDAMENTALS ( 2-2-3)**

**Prerequisite:** ENGL 102 | F

This course allows students to explore the fundamental elements of screenwriting through writing exercises, writing short scripts, and discussing students' work and the work of fellow screenwriters. In the process, students begin to find their own voices as writers and discover what stories they want to tell.

### **COMM 230 | VIDEO EDITING AND SOUND DESIGN (2-2-3)**

**Prerequisites:** COMM 106, **Corequisite:** COMM 223 | F

The course gives a comprehensive introduction into the aesthetics of motion picture editing and sound design through hands-on application of recording and editing rules, techniques and practices. Students learn how timing, pacing, sound, and other dramatic aesthetics affect viewer's perceptions and the success of the sequence.

### **COMM 232 | CINEMATOGRAPHY (2-2-3)**

**Prerequisites:** COMM 230 | S

The course aims to develop a discerning eye for the qualities of the moving image and the skillset required to create moving images that express the intent of the storyteller. It reinforces a fundamental understanding of composition as a storytelling act, rather than simply an aesthetic choice. It then combines that with lighting to build character and create mood.

### **COMM 241 | INTRODUCTION TO PRODUCTION (2-2-3)**

**Prerequisites:** COMM 223, COMM 230 (for DPST students), or COMM 243 (for JOUR students), or VCDM 221 and VCDM 222 (for VC students) | S

This course introduces the most important aspect of narrative filmmaking – the roles of the actor and the director in forming the story through developing an understanding of character. Students will explore the use of blocking, subtext, story refinement and acting/performance. Students will also gain an understanding of the roles and responsibilities of each crew position on a large scale production by working as crew members on advanced projects.

### **COMM 243 | INTRODUCTION TO PRODUCTION FOR JOURNALISM (2-2-3)**

**Prerequisites:** COMM 104 | F

The course allows the students to have their initial experience with production and post-production equipment by teaching them the fundamentals of camera composition and lighting as a storytelling act and giving them a comprehensive introduction into the aesthetics of non-linear motion picture editing and sound design. Through hands-on application of cinematography, sound recording and video editing techniques, students will learn how timing, pacing, sound, and other dramatic aesthetics affect viewers' perceptions and the success of the sequence.

### **COMP 101 | INTRODUCTION TO COMPUTERS (3-0-3)**

**F, S, SI, SII**

This course develops students' abilities to understand computers, information technology, and related topics. It introduces fundamental technology concepts such as the Internet, software, and hardware. In addition, the course includes practical elements on some essential computer skills such as word processing, spreadsheets and presentations.

### **COMP 103 | THE INTERNET (3-0-3)**

**Prerequisite:** COMP 101 | S

This course introduces web development techniques and tools, including WEB 2.0, blogs, WIKIS, social networking, HTML5, JQUERY, Javascript, hosting techniques, web development software packages and ethical considerations. Cloud computing and other trends and paradigms are also discussed.

### **DDFT 268 | COMPUTER-AIDED DESIGN (CAD) I (1-4-3)**

**Prerequisites:** ARCH 101 or IDES 102, ENGL 101 | F, SI, and Upon demand

In this course, the student is introduced to the fundamentals of CADD which stands for computer aided design and drafting and the tools used in this form of practice. Students learn 2D and 3D CADD vocabulary and the technical skills necessary to produce floor plans, furniture plans, exterior and interior elevations, building sections, and reflected ceiling plan. Students are also required to set up custom CADD standards and make use of CADD automation tools. A basic CADD 3D modeling component is also introduced at the end of the semester.

### **DDFT 270 | DIGITAL DESIGN ILLUSTRATION (I-4-3)**

**Prerequisites:** DDFT 268 | S, and Upon demand

The subject focus for this course is the language of architectural exterior and interior design illustrations. Emphasis is on the tools necessary to create skillful enhancement of CAD drawings and turn them into digitally manipulated images which include entourage. Students are required to draft 2D floor plans, elevations, sections and 3D mass model an existing building for the sole purpose of generating accurate shadows. These are then used as backgrounds for applying specific drawing type rendering techniques. The importance of appropriate color, texture, scale, tone, light and typography is stressed in the various stages of production. The end product is a combination of rendered images and text thoughtfully laid out to represent and communicate an idea.

### **DDFT 341 | DIGITAL DESIGN AND FABRICATION (I-4-3)**

**Prerequisite:** ARCH 202 | Upon demand

This course provides both the conceptual framework and the practical skills for understanding digital design media and for making effective use of the emerging digital design and fabrication repertoire. Topics include basics of computation, uses of spatial and image data, fundamentals of geometric modeling and fabrication, and cultural aspects of design computing.

### **DDFT 463 | COMPUTER-AIDED DESIGN (CAD) II (3-0-3)**

**Prerequisite:** DDFT 268 | F, SI, and Upon demand

Students will develop competencies in the production of drawings that require advanced levels of drawing commands and techniques in the manipulation of CAD drawings. Emphasis is given to dimensioning systems, printing techniques, the preparation of construction documents, and developing production speed and efficiency. Students are also required to generate a three-dimensional model of a building.

### **DDFT 466 | COMPUTER-AIDED DESIGN (CAD) III (I-4-3)**

**Prerequisite:** DDFT 268 | F, S, and Upon demand

This is an advanced computer aided drafting course focused on three-dimensional modeling. Students learn how to translate two-dimensional plans and elevations into three-dimensional drawings in order to utilize these drawings for design presentations. Students are required to generate fully rendered perspectives, including photorealistic perspectives. Students are also introduced to animations.

### **DDFT 467 | COMPUTER-AIDED DESIGN MANAGEMENT (3-0-3)**

**Prerequisite:** DDFT 463 | S, Upon demand

In this advanced course, the student is introduced to the principles of streamlining CAD communication between design and construction in an effort to reduce cost and schedule. Students learn how to set up and drive usage of international industry CAD standards. The course covers fundamentals such as licensing, templates and standards centralization, support, and troubleshooting, use of XREF, field attributes, and the tools used to customize tool palettes. Automation is looked at more in depth and detail. Although the course is intended for those who will be managing projects in a networked environment, single users who wish to advance their CAD skills and knowledge are welcomed. Each student produces a written CAD manual which includes respective electronic CAD standard files.

### **DDFT 473 | VIRTUAL ENVIRONMENTS (I-4-3)**

**Prerequisite:** DDFT 466 | Upon demand

This is an advanced course which introduces students to the principles of web authoring and Virtual Reality Modeling Language (and its evolving successor, X3D). Students are required to set up on-line portfolios of their architecture and interior design projects as well as include 3D CAD models as web based interactive virtual environments. This is done with the objective of sharing online design projects and in some 3D cases, quickly and easily allowing for customization by any visiting web site user.

### **DDFT 474 | BUILDING INFORMATION MODELING I (I-4-3 )**

**Prerequisite:** DDFT 268 | F, SI, and Upon demand

In this advanced course, the student is introduced to the principles of BIM which stands for Building Information Modeling. AKA "Virtual Building" or "Intelligent Building Simulation" BIM is 3D, 4D, 5D, 6D and 7D. It is an integrated multi-dimensional database. Drawings, building views, calculations, quantity take offs, collision detection, energy efficiency analysis, structural analysis, construction scheduling, etc. are by-products of and automatically derived from BIM. It is a revolutionary technology that CAD is already quickly evolving into. It promises huge savings in cost and time as it integrates architecture, interior design, structure, MEP, construction, and operations for the



entire lifecycle of a building. This BIM introductory course explores the implications of this evolving technology and covers BIM essential tools in application.

### **DDFT 475 | BUILDING INFORMATION MODELING II (1-4-3)**

**Prerequisite:** DDFT 474 | S, SII

In this BIM II sequence course, students build on the principles and application essentials learned in BIM I. Students are required to focus on advanced custom architectural and furniture modeling as well as integrate the architecture and the interior design with the structural and the MEP systems. Advanced BIM application tools are introduced for students to exercise project collaboration and interference checking on all integrated building components.

### **DPST 209 | SELECTED TOPICS IN DIGITAL PRODUCTION AND STORYTELLING (2-2-3)**

**Prerequisite:** approval of the Dean | Upon demand

The course aims at presenting various topics in Digital Production and Storytelling that are of interest to the students and the instructor. The course intends to widen and deepen the students' understanding of various issues related to the broadcast industry.

### **DPST 302 | MEDIA AND PUBLIC SERVICE (3-0-3)**

**Prerequisites:** COMM 241 or COMM 222 | S

This course explores the role of media in promoting health, education, public safety, and issues of public concern. A case study approach will involve students in research and planning media campaigns in these fields.

### **DPST 323 | SCREENWRITING AND PRODUCING FOR TV AND THE WEB (2-2-3)**

**Prerequisite:** DPST 340 | S

Students study the formats of series for television and the web. They create and develop a "show bible" for an original web series. In groups, students participate in the pre-production, production, and post-production of the pilot episode.

### **DPST 340 | PRODUCING AND DIRECTING THE SCENE (2-2-3)**

**Prerequisite:** COMM 241, COMM 232 (for DPST students), or COMM 243 (for JOUR students), or VCDM 221 and VCDM 222 (for VC students) | F

This course expands the student's practical experience in production, enhances their understanding of the set protocol, and helps them develop their storytelling skills. In groups, students produce a short fiction film, a free form video production and an EFP (Electronic Field Production) multi-camera short program. By rotating different crew positions, students get to participate in producing, directing actors, cinematography, sound recording and editing and studio management.

### **DPST 361 | ONLINE COMMUNITIES (2-2-3)**

**Prerequisite:** ENGL 103, COMM 103 | F

This course examines the establishment, workings, and effects of online communities. It explores the development of Web 1.0 to Web 2.0 along with virtual communities. The students will scrutinize such online tools as blogs, social networks, business networking, virtual worlds, and other online communities.

### **DPST 422 | CAPSTONE STORYTELLING (2-2-3)**

**Prerequisite:** DPST 340 | F

The purpose of this course is to expand students' development in the narrative conventions of advanced screenwriting including theme, plot, structure and characters. The course, will expose the students to the language of cinematic screenwriting and three-act screenplay structure for the short film made for television, which they can employ in other audiovisual media platforms.

### **DPST 441/JOUR 441 | THE DOCUMENTARY (2-2-3)**

**Prerequisite:** DPST 340 (for DPST students), JOUR 322 (for JOUR students) | F

This course provides an overview of the history, theory, and genres of documentary films. Students learn to analyze and critique a variety of historical and contemporary documentaries, while developing and producing short documentaries through team work.

### **DPST 444 | CAPSTONE PRODUCTION (2-2-3)**

**Prerequisite:** DPST 422 | S

The short fiction scripts that had been written in DPST 422 are produced in this course. In groups, students will put their cumulative experience in preproduction, production, and post-production to produce a well-crafted short film at an advanced level.

### **DPST 461 | INTERNSHIP (0-15-3)**

**Prerequisite:** Senior Status

A carefully supervised internship with a media organization approved by the faculty supervisor. Students are required to submit a detailed ongoing journal and a final report as defined by the faculty supervisor.

### **ECON 201 | PRINCIPLES OF MICROECONOMICS (3-0-3)**

**Prerequisite:** MATH 200 | F, S, SI, SII

Economic theory of the firm; resource allocation and price determination; the free market supply/demand mechanism; and pure and imperfect competition models are analyzed. Students must receive at least a **C grade** in this course in order to register for additional Economics Major courses.

### **ECON 202 | PRINCIPLES OF MACROECONOMICS (3-0-3)**

**Prerequisite:** ECON 201 | F, S, SI, SII

Factors determining aggregate economic performance; employment, output, income, price level, economic growth and fluctuations, monetary and fiscal governmental policy; and evolution of economic doctrines are studied. Students must receive at least a C grade in this course in order to register for additional Economics Major courses.

### **ECON 302 | MONEY AND BANKING (3-0-3)**

**Prerequisites:** completion of ECON 201 with a grade of C or higher, ECON 202 | F, S

This course covers the nature of monetary and banking theory; banking history; measurement factors used in determining economic activity; interrelationship of commercial banking system and foreign exchange transactions; balance of international payments; and financial intermediaries. In this course, we will learn about the determinants and impact of interest rates, the stock market, central and commercial banks operation and international financial architecture.

### **ECON 310 | HISTORY OF ECONOMIC THOUGHT (3-0-3)**

**Prerequisites:** completion of ECON 201 with a grade of C or higher, ECON 202 | F, SI

Students completing this course will have obtained in depth knowledge of the history of economic thought, and its relationship to the rise of capitalism as a social, and increasingly global system. It is of important that students majoring in economics understand the historical context in which it has developed. Such knowledge allows students to better grasp complex economic phenomena such as the organization of capital markets, as well as the production and distribution of wealth, from both a historical and contemporary perspective.

### **ECON 311 | MANAGERIAL ECONOMICS (3-0-3)**

**Prerequisites:** completion of ECON 201 with a grade of C or higher, ECON 202 | S, SI

This course is an advanced analysis of rational economic decision-making in a managerial context. Topics include demand estimation, project analysis, business and economic forecasting, market structure and competition.

### **ECON 312 | INTERMEDIATE MICROECONOMICS (3-0-3)**

**Prerequisites:** completion of ECON 201 with a grade of C or higher, ECON 202 | F, S

This course provides students with a more advanced treatment of the topics covered in principles of microeconomics. Particular emphasis is placed on resource allocation and price determination, as determined by consumers' and firms' behaviors. The course explores in detail the concepts of equilibrium and non-competitive markets. It also includes an introduction to game theory, and an advanced treatment of welfare economics, beyond that covered in principles courses.

### **ECON 313 | INTERMEDIATE MACROECONOMICS (3-0-3)**

**Prerequisites:** completion of ECON 201 with a grade of C or higher, ECON 202 | F, S

Macroeconomics is the study of aggregate economic variables such as total production, the general price level, overall employment, total investment and savings, etc. in a specific country. The task of macroeconomists is to understand the fundamental relationships between these variables in order to make better predictions about the economy and advice on public policy. In this course, we will learn about macroeconomic variables and institutions, and use standard macroeconomic models in an attempt to understand why economies experience recessions and



booms and what policy options governments might use to avoid decrease (or promote increases) in the standards of living.

### **ECON 401 | INDUSTRIAL ORGANIZATION (3-0-3)**

**Prerequisite:** grade of C or higher in ECON 201 | S

The course begins with an examination of basic theoretical models of the behavior of firms under different market structures such as perfect competition, oligopoly and monopoly. The focus then shifts to the applications of economics in antitrust cases. Industry cases and applications of antitrust policies are studied with an emphasis on the structure-conduct-performance approach to industrial organization.

### **ECON 402 | INTERNATIONAL ECONOMICS (3-0-3)**

**Prerequisites:** a grade of C or higher in ECON 202; completion of FINA 201 | S

This advanced elective course considers the current theories and the practical consequences of international trade. A variety of forms of commercial policy as a means of regulating trade are examined. Internal financial flows and exchange rate mechanisms are also considered. The domestic consequences for organizations of exchange rate policy are examined.

### **ECON 441 | PUBLIC FINANCE (3-0-3)**

**Prerequisites:** grade of C or higher in ECON 201, ECON 202 | F

The focus of this course is on the economics of the public sector. Topics covered include the government budget and its impact on resource allocation, income distribution and economic stabilization; the government budgeting process and the principles and problems of budget determination, including both tax and expenditure aspects; tax shifting and incidence; and fiscal and debt management policies.

### **ECON 442 | OIL AND ENERGY ECONOMICS (3-0-3)**

**Prerequisites:** ECON 312, ECON 313 | S

The course provides students with an overview of the economics of energy markets, as well as the determinants of recent and historical price trends in the industry. Students are provided with an introduction into energy trading, and how such trading is influenced by economic and political events.

### **ECON 460 | APPLIED ECONOMETRICS (3-0-3)**

**Prerequisites:** ECON 312, QUAN 301 | F, S

Econometrics is the application of statistical methods for the purpose of testing economic and business theories. Economic analysis and forecasting require a solid understanding of the principles of econometrics. This course will introduce students to the skills used in empirical research including, but not limited to, data collection, hypothesis testing, model specification, regression analysis, violations of regression assumptions and corrections, dummy variables and limited dependent variable models. Extensive focus will be on the intuition and application of econometric methods. This course is a more practical approach to econometrics. We will focus on using theory and software to application of econometrics to every-day problems. More importantly we'll cover the practical issues of choosing a research topic, obtaining data and conducting analysis.

### **ECON 491 | SPECIAL TOPICS IN ECONOMICS (3-0-3)**

**Prerequisite:** Senior Status or approval of the Chair, grade of C or higher in ECON 201 |

**Upon demand**

This course represents a critical study into the theory, research and practical applications of an advanced topic in economic, one that is not covered in other economics courses. The specific topics will be determined by the interest of students and the instructor.

### **ECVL 210 | ENGINEERED MATERIALS W/LAB (3-3-4)**

**Prerequisites:** CHEM 201, ENGG 270 | F, S

Physico-chemical properties of construction materials. Atomic structure and phase diagrams. Corrosion and chemical degradation. Material hardness, durability, fracture, ductility, and strengthening mechanisms. Engineering shop experience.

### **ECVL 268 | MECHANICS OF MATERIALS (3-0-3)**

**Prerequisite:** ENGG 270 | F, S

Analysis of stresses and strains in two and three dimensions. Stress transformation and Mohr's circle. Torsion of circular sections, bending of beams, shear flow, and buckling of axially loaded members.

**ECVL 305 | GEOMATICS W/LAB (3-2-3)**

**Prerequisites:** *ENGG 200, ENGG 210, ENGG 222 | F, S*

Geospatial data collection equipment and methods including surveying, leveling, traversing, and GPS measurements. Geometric design of roadway alignments and cross sections. Cut and fill sections. Lab and field work.

**ECVL 330 | FLUID MECHANICS W/LAB (3-2-3)**

**Prerequisites:** *ENGG 275 | F, S*

Mechanics of fluids with emphasis on control volume analysis of flowing fluids using kinematics, continuity, energy, and momentum principles. Introduction to open channel flow and applications to real fluids.

**ECVL 340 | ENVIRONMENTAL ENGINEERING W/LAB (3-2-3)**

**Prerequisites:** *BIOL 201, CHEM 201, ENGG 200 | S, SI*

Environmental engineering issues associated with water, air, and land pollution. Risk assessment, groundwater contamination, environmental chemistry, global climate change, and sustainable technologies.

**ECVL 350 | TRANSPORTATION ENGINEERING W/LAB (3-2-3)**

**Prerequisite:** *ECVL 305 | S, SI*

Introduction to the planning, operation, and evaluation of transportation systems. Human, vehicular, and roadway characteristics. Traffic flow fundamentals, bottleneck, and queuing theories. Structural characteristics and loading conditions of pavements. Design and performance of transportation facilities.

**ECVL 360 | STRUCTURAL ANALYSIS I W/LAB (3-3-4)**

**Prerequisites:** *ECVL 268, MATH 230 | F, S*

Loads and structural systems. Internal forces in statically determinate structures. Deflection of statically determinate structures using various methods. Analysis of statically indeterminate structures by the compatibility method. Moment distribution for beams and frames. Analysis using commercial software.

**ECVL 368 | REINFORCED CONCRETE DESIGN I (3-0-3)**

**Prerequisites:** *ECVL 210, ECVL 360, ENGG 255 | F, S*

Methodologies and codes for design of reinforced concrete elements. Design of members for flexure, shear, and bond development. Detailing of continuous beams, one-way slabs, short columns, and footings. Design project.

**ECVL 370 | GEOTECHNICAL ENGINEERING I W/LAB (3-3-4)**

**Prerequisites:** *ECVL 210, ECVL 330, MATH 240 | F, S*

Introduction to engineering classification, mechanical behavior, and compaction of soils. Effective stresses and seepage. Spatial stress distribution and consolidation. Introduction to shear strength, foundation design, and site exploration.

**ECVL 380-389 | LABORATORY TOPICS IN CIVIL ENGINEERING (0-3-1)**

**Prerequisite:** *approval of the Dean | Upon demand*

Laboratory topics of interest to students and faculty which are not available in the existing Civil Engineering curriculum can be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

**ECVL 399 | FIELD EXPERIENCE IN CIVIL ENGINEERING (1-8-2)**

**Prerequisites:** *ECVL 350, ECVL 360, ECVL 370, PSPK 101 | SI*

Practical field experience, involving work on real civil engineering projects. Technical work under the supervision of a civil engineer, with emphasis on design and construction. Development and implementation of teamwork and project management skills. Professional and ethical issues in the engineering workplace.

**ECVL 420 | CONSTRUCTION ENGINEERING AND MANAGEMENT (3-0-3)**

**Prerequisite:** *ECVL 368 or ECVL 370 | F, S*

Fundamental concepts in planning, design, and construction of civil engineering projects. Introduction to project delivery systems, contracts, cost estimating, project scheduling, cash flow analysis and project controls.

### **ECVL 422 | CONSTRUCTION OPERATIONS AND PROCESSES (3-0-3)**

**Prerequisite:** ECVL 420 | S

Site layout and integrated operations design for common civil infrastructure and construction works such as excavation, reinforced concrete, structural steel, and finishing works. Selection of equipment, fleet design, resource allocation, productivity analysis, and construction safety considerations. Design project.

### **ECVL 433 | HYDRAULIC ENGINEERING (3-0-3)**

**Prerequisite:** ECVL 330 | S

Applications of fluid mechanics to engineered and natural hydraulic systems. Open channel flow, fluid drag, pipe networks, design of hydraulic structures, and environmental hydraulics. Computational methods in hydraulics. Design project.

### **ECVL 440 | SUSTAINABLE ENGINEERING DESIGN (3-0-3)**

**Prerequisite:** ECVL 340 | F

Implications of sustainability for engineering design and practice. LEED, life cycle analysis, and environmental impact assessment. Models, software tools, and applications in water management, construction material selection, and energy use.

### **ECVL 444 | WATER AND WASTEWATER ENGINEERING (3-0-3)**

**Prerequisites:** ECVL 330, ECVL 340 | F

Unit operations in water, wastewater, and groundwater treatment. Design of water and wastewater treatment operations and processes using bench-scale experiments and software. Preliminary cost estimates. Design project.

### **ECVL 451 | PAVEMENT ENGINEERING (3-0-3)**

**Prerequisites:** ECVL 350, ECVL 370 | S (even years)

Analysis and design of flexible and rigid pavements for highways and airfields. Advanced technologies and materials for pavements. Performance evaluation and rehabilitation of distressed pavement.

### **ECVL 455 | TRAFFIC ENGINEERING (3-0-3)**

**Prerequisite:** ECVL 350 | F

Introduction to traffic operations, safety, and evaluation of traffic systems. Traffic data collection and analysis methods. Interrupted traffic flow fundamentals and shockwave theory. Intersection control warrants and intersection design. Parking studies and parking design. Introduction to intelligent transportation systems.

### **ECVL 458 | TRANSPORTATION PLANNING (3-0-3)**

**Prerequisite:** ECVL 350 | S (even years)

Transportation planning procedures and processes. Traffic forecast using the traditional four-step models of trip generation, trip distribution, modal split, and route assignment. Traffic impact studies of new urban developments.

### **ECVL 460 | STRUCTURAL ANALYSIS II (3-0-3)**

**Prerequisite:** ECVL 360 | S (even years)

Influence lines, moving loads, and approximate methods of analysis. Flexibility vs. stiffness techniques. Slope deflection method. Direct stiffness method for trusses and framed structures.

### **ECVL 462 | STRUCTURAL DYNAMICS (3-0-3)**

**Prerequisites:** ECVL 360, ENGG 275 | S (odd years)

Response of single and multiple DOF systems to dynamic excitation under free and forced vibration. Frequency response analysis and response spectra of linear systems. Introduction to earthquake engineering.

### **ECVL 464 | BRIDGE ENGINEERING (3-0-3)**

**Prerequisite:** ECVL 368 | S (even years)

Design, inspection, and repair methodologies for bridges in emerging and mature infrastructures. Structural systems for short-, moderate- and long-span crossings. Design procedures for steel, concrete, and composite elements. Design project.

### **ECVL 466 | STRUCTURAL STEEL DESIGN (3-0-3)**

**Prerequisites:** ECVL 210, ECVL 360 | F

Behavior of structural steel in tension and compression. Design methods for tension and compression members and beams. Design and analysis of welded and bolted connections. Design project.

### **ECVL 468 | REINFORCED CONCRETE DESIGN II (3-0-3)**

**Prerequisite:** ECVL 368 | S (odd years)

Short columns under biaxial bending, slender columns, and torsion in beams. Direct design and equivalent frame method for two-way slabs, and flat slabs. Design of prestressed concrete for flexure and shear, and loss of prestress.

### **ECVL 470 | GEOTECHNICAL ENGINEERING II (3-0-3)**

**Prerequisite:** ECVL 370 | F, S

Design and analysis of geotechnical structures, including shallow and deep foundations, and earth retaining structures. Analysis and remediation of slope instability. Ground improvement techniques. Design Project.

### **ECVL 480-489 | SPECIAL TOPICS IN CIVIL ENGINEERING (3-0-3)**

**Prerequisite:** approval of the Dean | Upon demand

Topics of interest to students and faculty which are not available in the existing Civil Engineering curriculum can be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

### **ECVL 499 | CIVIL ENGINEERING DESIGN PROJECT (3-3-4)**

**Prerequisite:** ECVL 399, **Corequisites:** ECVL 420, ECVL 470 | F, S

Interdisciplinary course covering a broad range of civil engineering topics. Integrated team design project involving structural and geotechnical design, transportation planning, environmental assessment, construction management, cost estimates, plans and specifications.

### **EECE 200 | LINEAR CIRCUIT ANALYSIS I W/LAB (3-3-4)**

**Prerequisite:** PHYS 202, **Corequisite:** MATH 231 (students will not receive credit for both EECE 200 and EECE 201) | F, S

Physical principles underlying circuit model elements. Basic circuit elements, resistance, inductance, and capacitance. Independent and controlled sources and OpAmps. Analysis of steady-state and transient responses. First and second-order circuits.

### **EECE 201 | ELECTRIC CIRCUIT THEORY (3-0-3)**

**Prerequisites:** MATH 231, PHYS 202 (students will not receive credit for both EECE 200 and EECE 201) | F, S

Fundamentals of electric circuit theory for first- and second-order linear circuits. Conceptual and working understanding of basic circuit elements, resistance, inductance, and capacitance. Independent and controlled power sources and operational amplifiers. Introduction to analysis of steady-state and transient responses of first-order circuits.

### **EECE 205 | LINEAR CIRCUIT ANALYSIS II W/LAB (3-3-4)**

**Prerequisites:** EECE 200, MATH 231 | S, SI

Analysis of sinusoidal steady-state systems. Frequency response and Bode plots. Circuit analysis using mathematical transforms, convolution integrals, state variable methods, and transfer functions. Simulation software applications.

### **EECE 240 | DIGITAL SYSTEM DESIGN W/LAB (3-3-4)**

**Prerequisites:** EECE 200 | S, SI

Introduction to digital logic design. Boolean algebra and switching theory, logic minimization and K-maps, combinational design, programmable logic, state elements, synchronous sequential design, and basic memory structure.

### **EECE 250 | INTERMEDIATE PROGRAMMING (3-0-3)**

**Prerequisite:** ENGG 140 | F, S

Object-oriented programming for advanced problem solving. Abstract classes, inheritance, and polymorphism. Advanced flow control instructions, abstract data types, I/O streams, and memory management. Elementary data structures.

### **EECE 300 | MICROELECTRONIC DEVICES AND CIRCUITS I, W/LAB (3-2-3)**

**Prerequisites:** CHEM 201, EECE 205 | F

Conceptual and functional description of the characteristics of microelectronic devices, semiconductors, PN junctions, diode circuits, BJT and FET's. Load-line analysis, biasing and small analysis, digital logic circuits. Design Project.

### **EECE 305 | MICROELECTRONIC DEVICES AND CIRCUITS II (3-0-3)**

**Prerequisite:** EECE 300 | S

Analysis and design of electronic circuits and systems. Single-stage and multistage amplifiers, frequency response, feedback amplifiers, power amplifiers, oscillators, memory and data converter circuits. Advanced digital technologies.

### **EECE 310 | APPLIED ELECTROMAGNETICS I (3-0-3)**

**Prerequisites:** EECE 205, MATH 240 | F

Vector analysis. Coulomb's law and the static electric field. Electric flux and Gauss' law. Electrostatic work, energy, and potential. Capacitance and dielectric materials. Current and conductors. Laplace's equation. Ampere's law and the static magnetic field. Magnetic materials and properties. Faraday's law and induction.

### **EECE 315 | APPLIED ELECTROMAGNETICS II W/LAB (3-2-3)**

**Prerequisites:** EECE 310, ENGG 255 | S

Time-varying fields and Maxwell's equations. Electromagnetic waves and propagation. Reflection and transmission of plane waves. Theory and applications of transmission lines. The Smith chart. Impedance matching and transmission line circuits. Introduction to waveguides.

### **EECE 320 | SIGNALS AND SYSTEMS W/LAB (3-2-3)**

**Prerequisites:** EECE 205, ENGG 222 | F, S

Introduction to signals and systems, including time and frequency-domain representations of signals and linear time-invariant systems. Laplace transform and z-transform. Applications in analog and digital filters, communication systems and linear feedback systems.

### **EECE 323 | FUNDAMENTALS OF DIGITAL SIGNAL PROCESSING (3-0-3)**

**Prerequisite:** EECE 320 | S

Fundamental concepts and techniques for digital signal processing. Fourier transform, DFS, DFT and FFT. Analysis of linear time-invariant systems. Structures for discrete-time systems. Digital filter design.

### **EECE 326 | COMMUNICATION SYSTEMS I W/LAB (3-2-3)**

**Prerequisites:** EECE 320, ENGG 300 | S

Random processes. Analysis of amplitude and frequency modulations. Sampling, quantization and pulse amplitude modulation, Frequency and time division multiplexing, Baseband pulse transmission and the effects of noise and inter-symbol interference.

### **EECE 330 | ELECTRIC POWER SYSTEMS W/LAB (3-2-3)**

**Prerequisites:** EECE 205, ENGG 222 | S

Balanced three phase real and reactive power. Power factor and power factor correction. System model and per unit analysis. Transmission line parameters and performance. Power flow and usage for system planning and design.

### **EECE 340 | INTRODUCTION TO MICROPROCESSORS W/LAB (3-2-3)**

**Prerequisites:** EECE 240, EECE 250 | F, S

Introduction to architecture, operation, and application of microprocessors. Assembly programming language, address decoding, and system timing. Parallel, serial, and analog I/O, interrupts and direct memory access. Interfacing to static and dynamic RAM.

### **EECE 345 | COMPUTER ARCHITECTURE W/LAB (3-2-3)**

**Prerequisite:** EECE 340 | S

Instruction set architecture (ISA) design and analysis. High-level languages, compilers, and ISA interaction. Simple and pipelined datapath/control path processor design. Memory hierarchy and caches. Performance evaluation and analysis.

### **EECE 350 | DATA STRUCTURES AND ALGORITHMS (3-0-3)**

**Prerequisites:** EECE 250, MATH 250 | F

Abstract data types and data representation in static and dynamic collections: queues, sets, lists, trees and graphs. Storage allocation and collection techniques. Basic algorithms for manipulation and characterization of stored data. Performance characterization and evaluation.

### **EECE 355 | SOFTWARE ENGINEERING (3-0-3)**

**Prerequisite:** EECE 250, ENGG 255 | S

Modern software engineering methods and principles that enable development of quality software. Use of UML to model computer software components, pathways, and processes. Overview and analysis of the software life cycle from planning to production.

### **EECE 360 | COMPUTER NETWORKS (3-0-3)**

**Prerequisite:** ENGG 200 or ENGG 300 | S

OSI model and its instantiation in TCP/IP, with emphasis on the value of standards. Overview of the seven layers, focusing on Transport, Network, and Physical layers. Routing and switching, IP addressing, and wired and wireless Ethernet.

### **EECE 380-389 | LABORATORY TOPICS IN ELECTRICAL AND COMPUTER ENGINEERING (0-3-1)**

**Prerequisite:** approval of the Dean | Upon demand

Laboratory topics of interest to students and faculty which are not available in the existing Computer or Electrical Engineering curricula will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

### **EECE 398 | FIELD EXPERIENCE IN ELECTRICAL ENGINEERING (1-8-2)**

**Prerequisites:** EECE 300, EECE 326, EECE 330, PSPK 101 | SI

Practical field experience, involving work on real electrical engineering projects. Technical work under the supervision of an electrical engineer. Development and implementation of teamwork and project management skills. Professional and ethical issues in the engineering workplace.

### **EECE 399 | FIELD EXPERIENCE IN COMPUTER ENGINEERING (1-8-2)**

**Prerequisites:** EECE 340, EECE 350, EECE 360, PSPK 101 | SI

Practical field experience, involving work on real computer engineering projects. Technical work under the supervision of a computer engineer. Development and implementation of teamwork and project management skills. Professional and ethical issues in the engineering workplace.

### **EECE 410 | ANTENNA THEORY (3-0-3)**

**Prerequisite:** EECE 315 | F (odd years)

Antenna parameters such as radiation pattern, directivity and gain, polarization, input impedance, radiation efficiency. Wire, array, aperture, and microstrip antenna. Software based antenna design. Antenna measurements.

### **EECE 414 | OPTICAL FIBER COMMUNICATIONS (3-0-3)**

**Prerequisite:** EECE 315 | S (even years)

Introduction to optical fibers, optical propagation, step index fibers, graded index fibers, absorption and dispersion in optical fibers, optical fiber cables and connectors, optical sources, optical detectors, optical fiber systems.

### **EECE 416 | MICROWAVE ELECTRONICS (3-0-3)**

**Prerequisites:** EECE 305, EECE 315 | S (odd years)

Scattering parameters, the ZY Smith chart, design of matching networks. Basic considerations in active networks, stability, gain and noise. Design of different types of amplifiers such as LNA, HGA, MGA. Software lab for designing amplifiers design.

### **EECE 426 | COMMUNICATION SYSTEMS II (3-0-3)**

**Prerequisite:** EECE 326 | F

Geometric representation of signals and signal-space analysis. Digital modulation by phase shift keying, quadrature amplitude modulation, frequency shift keying and their individual variants. Spread spectrum modulation. Error correction coding.



### **EECE 428 | WIRELESS COMMUNICATION (3-0-3)**

**Prerequisite:** EECE 326 | S

Radio wave propagation, paths loss models, Multipath fading in wireless channels. The cellular concept. Modulation techniques for wireless communication. Equalization, diversity and coding, and multiple access techniques in wireless networks.

### **EECE 430 | ENERGY ENGINEERING (3-0-3)**

**Prerequisite:** EECE 330 | F

Introduction to electromechanical power conversion and transformers. Synchronous machines, asynchronous (induction) machines, and operating principles of AC and DC machinery. Introduction to alternative and renewable energy with emphasis on solar and wind energy.

### **EECE 433 | ELECTRIC DRIVES (3-0-3)**

**Prerequisite:** EECE 330 | S

Basic AC and DC variable speed motor drives. Variable voltage and variable frequency drives for induction motors, including flux vector control. Fundamentals of power electronics for motor drives. Design of system interface, control, and commissioning.

### **EECE 435 | POWER SYSTEM PROTECTION AND RELAYING (3-0-3)**

**Prerequisite:** EECE 330 | F

Electric system fault analysis, current calculation, fault protection, and device selection. Protection of transmission lines and buses, transformers, generators, synchronous machines, and induction motors. Computational methods for design of power systems protection.

### **EECE 440 | EMBEDDED SYSTEM DESIGN W/LAB (3-2-3)**

**Prerequisite:** EECE 340 | F

Microcontroller structure, instruction set, and peripherals. Digital and analog I/O, interrupts, timers and event counters, and serial communication. Efficient microcontroller programming with assembly and C. Real-time kernels and scheduling techniques.

### **EECE 442 | SYNTHESIS WITH HDL (3-0-3)**

**Prerequisite:** EECE 340 | Upon demand

Fundamental concepts, techniques, and tools for computer-aided design of digital systems. Modeling, simulation, and verification of digital systems using hardware descriptive languages at the register transfer level (RTL).

### **EECE 445 | ADVANCED COMPUTER ARCHITECTURE (3-0-3)**

**Prerequisite:** EECE 345 | Upon demand

Comprehensive coverage of the architecture and system issues that confront the design of high performance workstation/PC computer architectures. Quantitative evaluation of computer architectures.

### **EECE 448 | DIGITAL INTEGRATED CIRCUIT DESIGN (3-0-3)**

**Prerequisite:** EECE 340 | Upon demand

VLSI design process in CMOS technology. Advanced CMOS transistor modeling. CMOS gates timing and power modeling. Interconnect modeling and analysis techniques. SPICE circuit simulation. Digital chip design and fabrication. Digital memory design.

### **EECE 450 | OPERATING SYSTEMS (3-2-3)**

**Prerequisites:** EECE 345, EECE 350 | F

Fundamental concepts related to the design of operating systems: process and thread scheduling and synchronization; deadlock prevention; memory management; I/O management; file systems and storage management; and security.

### **EECE 452 | RELATIONAL DATABASES (3-0-3)**

**Prerequisites:** EECE 350 | Upon demand

Database modeling and implementation. Relational data modeling and modeling tools: entity relationship, table normalization, and schema implementation. Structured Query Language. Storage allocation and management. Embedded database systems.



### **EECE 453 | ARTIFICIAL INTELLIGENCE (3-0-3)**

**Prerequisites:** EECE 350 | *Upon demand*

Concepts and methods of Artificial Intelligence including intelligent agents, planning, learning, reasoning, perception, and game theory. First and second order logic, heuristic search, and symbolic search algorithms. Programming techniques for AI and machine learning. Applications in robotics and search algorithms.

### **EECE 455 | DIGITAL IMAGE PROCESSING (3-0-3)**

**Prerequisite:** EECE 323 | *Upon demand*

Digital Imaging Fundamentals. Human visual perception and color. 2-D Fourier space, sampling, and reconstruction. Image enhancement in the spatial domain. Image enhancement in the frequency domain. Image restoration. Color image processing.

### **EECE 456 | ENTERPRISE AND DISTRIBUTED COMPUTING (3-0-3)**

**Prerequisite:** EECE 355 | *Upon demand*

Analysis and design of multi-tier enterprise systems. Development of web enabled user interfaces for communication with distributed components, execution of a particular functionality, and handling of multi-tier services. Open source technologies and their position and role in the industry.

### **EECE 457 | MOBILE APPLICATIONS (3-0-3)**

**Prerequisites:** EECE 355, EECE 360 | *F (odd years)*

Introduction to mobile computing including the theory and paradigms of wireless networks and mobile device technology, architecture, and applications. Topics include mobile security, location-based services, synchronization, and development of thin-client applications.

### **EECE 458 | PROGRAMMING LANGUAGES CONCEPTS (3-0-3)**

**Prerequisite:** EECE 350 | *Upon demand*

Programming language paradigms including logical, functional, and object oriented. Programming language design tradeoffs. Syntax and semantic structures, types, data and control abstractions, scope, type checking, parameter passing and concurrency. Computer laboratory sessions.

### **EECE 460 | ROUTING AND SWITCHING (3-0-3)**

**Prerequisite:** EECE 360 | *Upon demand*

Advanced routing algorithms and switching techniques including classless routing, OSPF, EIGRP, switching configuration, spanning-tree protocol, and virtual LANs. Study of WAN connectivity topics including scaling IP addresses, point-to-point protocol, ISDN, and frame relay. Software simulation of networks.

### **EECE 462 | DATA AND NETWORK SECURITY (3-0-3)**

**Prerequisites:** EECE 360, EECE 450 | *Upon demand*

Fundamentals of data security and security threats related to computer systems/networks and how to defend against them. Threats including denial of service, man-in-the-middle, SQL injection, and replay attacks. Security constructs, including access control, vulnerability assessments, security audits, and policies.

### **EECE 470 | SYSTEMS AND CONTROLS (3-0-3)**

**Prerequisites:** EECE 300, EECE 320 | *F*

Mathematical models of systems. State-variable model. Performance and stability of feedback control systems. Root locus method. Frequency response methods. Design of feedback control systems.

### **EECE 480-489 | SPECIAL TOPICS IN ELECTRICAL AND COMPUTER ENGINEERING (3-0-3)**

**Prerequisite:** *approval of the Dean* | *Upon demand*

Topics of interest to students and faculty which are not available in the existing Electrical and Computer Engineering curricula will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

### **EECE 498 | ELECTRICAL ENGINEERING DESIGN PROJECT (3-3-4)**

**Prerequisite:** EECE 398, **Corequisite:** EECE 470 | *F, S*

Interdisciplinary course covering a broad range of electrical engineering topics. Integrated team design project involving design of a multi-component electrical system within realistic constraints, cost estimates, plans and specifications.

### **EECE 499 | COMPUTER ENGINEERING DESIGN PROJECT (3-3-4)**

**Prerequisite:** EECE 399, **Corequisites:** EECE 440, EECE 450 | F, S

Interdisciplinary course covering a broad range of computer engineering topics. Integrated team design project involving software and hardware design within realistic constraints, cost estimates, plans and specifications.

### **EMEC 210 | STRUCTURE AND PROPERTIES OF MATERIALS W/LAB (3-3-4)**

**Prerequisites:** CHEM 201, PHYS 202 | F, S

Physical properties of solid materials at the macroscopic and microscopic levels. Atomic bonding, crystal structure, chemical bonding, phase transformation, dislocation, and fracture. Engineering properties of metals, alloys, ceramics, polymers, and composite materials. Introduction to nanomaterials. Laboratory experiments.

### **EMEC 320 | SOLID MECHANICS I (3-0-3)**

**Prerequisites:** EMEC 210, ENGG 275 | F, S

Analysis of stresses and strains in two and three dimensions. Principal stresses, maximum shear stress, Mohr circle, and stress transformation. Shear force and bending moment diagrams. Extension, torsional rotation, bending, and buckling of machine elements. Stresses and strains in membranes, pressure vessels, and pipes.

### **EMEC 330 | FLUID DYNAMICS W/LAB (3-3-4)**

**Prerequisites:** ENGG 275, MATH 240 | F, S

Review of fluid statics, barometry, and buoyancy. Dynamics of fluids with emphasis on control volume analysis of flowing fluids using kinematics, continuity, energy, and momentum principles. Local analysis using continuity and Navier-Stokes Equations. Viscous flow analysis, boundary layers, pipe flow, and drag. Dimensional analysis and similitude. Laboratory experiments.

### **EMEC 340 | THERMODYNAMICS (3-0-3)**

**Prerequisites:** ENGG 275 | F, S

First law of thermodynamics. Thermodynamic properties of pure substances, energy and mass conservation, and entropy. Second Law of thermodynamics, gas and vapor cycles, energy system analysis and power cycles. Principles of heating and refrigeration. Thermodynamics of reacting mixtures.

### **EMEC 345 | HEAT AND MASS TRANSFER W/LAB (3-2-3)**

**Prerequisites:** EMEC 330, EMEC 340 | F, S

Transport and conservation of mass, momentum, and energy. Heat transfer by conduction, convection, and radiation. Mass transfer by convection and diffusion. Transport coefficients and principles of heat and mass exchange. Steady state and transient conditions in mass and heat transfer. Laboratory experiments.

### **EMEC 350 | DESIGN OF MECHANICAL SYSTEMS W/LAB (3-2-3)**

**Prerequisites:** EMEC 320, ENGG 255 | F, S

Design of machine elements, including springs, fasteners, shafts, gears, cams, and bearings. Mechanical power transmission. Static and cyclic failure mechanisms of machine components. Lubrication, friction, wear, and dimensional tolerances. Integration and assembly of machine elements. Laboratory design experience.

### **EMEC 360 | ELECTRONICS AND INSTRUMENTATION W/LAB (3-3-4)**

**Prerequisites:** EECE 201, ENGG 200 | F, S

Analog and digital measurement, instrumentation, and data acquisition systems. Noise reduction and frequency domain techniques. Linear and nonlinear calibration of instruments, and error analysis. Applications including strain, displacement, velocity, acceleration, flow rate, pressure, and temperature. Lab experiments and documentation.

### **EMEC 365 | CONTROL SYSTEMS W/LAB (3-2-3)**

**Prerequisites:** EMEC 360, ENGG 222 | F, S

Principles of system dynamics and feedback in open- and closed-loop systems. Sequencing control, linear feedback systems, non-linear systems, and discrete systems. System stability and closed-loop system analysis and design using proportional, integral, and derivative elements. Software-based simulation of system dynamics and control.

### **EMEC 380-389 | LABORATORY TOPICS IN MECHANICAL ENGINEERING (0-3-1)**

**Prerequisite:** approval of the Dean | Upon Demand

Laboratory topics of interest to students and faculty which are not available in the existing Mechanical Engineering curriculum will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

### **EMEC 399 | FIELD EXPERIENCE IN MECHANICAL ENGINEERING (1-8-2)**

**Prerequisites:** EMEC 345, EMEC 350, EMEC 360, PSPK 101 | SI

Practical field experience, involving work on real mechanical engineering projects. Technical work under the supervision of a mechanical engineer. Development and implementation of teamwork and project management skills. Professional and ethical issues in the engineering workplace.

### **EMEC 400 | COMPUTER-AIDED MECHANICAL DESIGN (3-0-3)**

**Prerequisite:** EMEC 350 | F

Project-based implementation of CAD, CAE, and CAM systems for mechanical production. Geometric modeling, prototyping, and product development using software applications. Limitations on CAD and CAE systems, including economic constraints, safety, sustainability, and manufacturability.

### **EMEC 420 | SOLID MECHANICS II (3-0-3)**

**Prerequisite:** EMEC 320 | S (odd years)

Mechanics of solid continua in two- and three-dimensions. Stress and strain invariants, theory of elasticity, non-linear elastic behavior, and constitutive equations. Inelastic response, including plasticity, creep, fatigue, and fracture. Introduction to the mechanics of discontinuous media and composite materials.

### **EMEC 433 | TURBOMACHINERY (3-0-3)**

**Prerequisites:** EMEC 330, EMEC 340 | S

Principles of fluid dynamics and thermodynamics governing the performance and efficiency of combustion, steam, wind, and hydraulic turbomachinery. Rotor-fluid energy exchange, vortex flow, losses in nozzles and diffuser, and blade element performance. Design of centrifugal pumps, axial compressors multistage turbomachinery, and wind turbines.

### **EMEC 435 | ENGINEERING AERODYNAMICS (3-0-3)**

**Prerequisite:** EMEC 330 | S (even years)

Principles of subsonic aerodynamics, including airfoils, force and moment coefficients, lift, and drag. Kelvin circulation theorem, thin airfoil theory, vortex panel method, and pressure integration. Design of wings, power and thrust, and lifting line theory. Aircraft design, control, stability, and flight takeoff and landing. Safety and reliability implications.

### **EMEC 438 | COMPUTATIONAL FLUID DYNAMICS (3-0-3)**

**Prerequisites:** ENGG 222, EMEC 330 | S (odd years)

Flow of compressible fluids and advanced dynamics of fluids. Numerical and computational modeling of fluid flow and fluid transport. Introduction to finite difference and finite element method solutions. Software implementation including mesh generation, selection of model parameters, solution techniques, and interpretation of results.

### **EMEC 440 | ENERGY SYSTEMS W/LAB (3-2-3)**

**Prerequisite:** EMEC 345 | F

Principles of energy conversion. Performance of heat exchangers and efficiency of refrigerators, fans, motors, turbines, and compressors. Thermodynamics of combustion processes. Environmental, economic, and societal aspects of energy generation from fossil fuel, solar, wind, nuclear, and geothermal systems. Laboratory experiments.

### **EMEC 444 | DESIGN OF HVAC SYSTEMS (3-0-3)**

**Prerequisite:** EMEC 345 | F

Design and analysis of vapor-compression and absorption refrigeration systems. Principles of thermal comfort, air conditioning, and dehumidification. Load estimates, delivery losses, air distribution and ventilation control. Environmental regulations and implications of thermal insulation in terms of energy conservation.

### **EMEC 447 | INTERNAL COMBUSTION ENGINES (3-0-3)**

**Prerequisite:** EMEC 345 | F

Operating principles and cycle analysis of ICE systems. Thermo-chemical reactions, air and fuel induction, ignition, and combustion. Emissions, exhaust, and pollution control. Heat transfer, engine dynamics, and energy efficiency. Friction, lubrication, and wear of engine components.

### **EMEC 452 | MECHANICAL VIBRATIONS (3-0-3)**

**Prerequisite:** EMEC 365 | S (even years)

Response of undamped and damped SDOF to harmonic forced vibration. Fourier transform, convolution methods, frequency-domain analysis, and applications in random and transient vibration. System resonance, frequency response analysis, and response spectra. Eigenvalues and modes of vibration of multiple DOF systems.

### **EMEC 455 | MECHATRONIC SYSTEMS (3-0-3)**

**Prerequisites:** EMEC 350, EMEC 365 | F

Design and modeling of electrohydraulic and electro-mechanical motion systems. Characteristics of hydraulic actuators, variable speed drives, and variable power systems. Motion and position sensors, including encoders, LVDTs, and accelerometers. Industrial PLC, servo systems, Nyquist stability, and digital control algorithms.

### **EMEC 460 | MANUFACTURING ENGINEERING AND TECHNOLOGY (3-0-3)**

**Prerequisite:** EMEC 320 | F

Manufacturing processes for metals, polymers, powders, ceramics, and composites. Metal cutting, welding, casting, and forming. Rolling, drawing, and extrusion of metals and polymers. Mechanical and non-mechanical material removal technologies. Economic evaluations, process selection, quality assurance, and quality control of products.

### **EMEC 466 | DESIGN OF ROBOTIC SYSTEMS (3-0-3)**

**Prerequisites:** EMEC 350, EMEC 365 | S

Design, modeling, and simulation of robotic and mechatronics systems. Kinematics and differential motion, precision, and payload. Mechanical design, actuators, sensors, control, and autonomous navigation. Implications of robotic system deployment in terms of safety, security, ethics, and economy.

### **EMEC 480-489 | SPECIAL TOPICS IN MECHANICAL ENGINEERING (3-0-3)**

**Prerequisite:** approval of the Dean | Upon demand

Topics of interest to students and faculty which are not available in the existing Mechanical Engineering curriculum will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

### **EMEC 499 | MECHANICAL ENGINEERING DESIGN PROJECT (3-3-4)**

**Prerequisite:** EMEC 399, **Corequisites:** EMEC 440, EMEC 460 | F, S

Interdisciplinary course covering a broad range of mechanical engineering topics. Integrated team project involving design and prototyping of a mechanical system or product within realistic constraints, including documentation of cost estimates, plans and specifications.

### **ENGG 140 | INTRODUCTION TO PROGRAMMING (3-2-3)**

**Prerequisite:** MATH 100 (Placement by Computer Proficiency Examination or COMP 101) | F, S, SI

Language-independent problem solving and computational thinking. Fundamentals of programming in common micro-computing languages. Program structure, procedural statements, input/output and file handling, and basic algorithms including sorting and searching.

### **ENGG 200 | ENGINEERING STATISTICS (3-0-3)**

**Prerequisite:** MATH 220 | S, SI

Introduction to statistics and probability in engineering. Discrete and continuous distributions, sampling, and inference of mean and variance. Hypothesis testing, design of experiments and statistical quality control of engineering components and systems.

### **ENGG 210 | ENGINEERING GRAPHICS AND VISUALIZATION (3-0-3)**

**Prerequisite:** ENGG 140 | F, S, SI

Principles of engineering drawing, geometric modeling, multi-view projections, and computer-aided graphics. Three-dimensional representation, geometric perspectives, and solid modeling. Applications in engineering design, including drafting standards, dimensioning, specifications, and tolerances.

### **ENGG 222 | NUMERICAL METHODS IN ENGINEERING W/LAB (3-2-3)**

**Prerequisites:** ENGG 140, MATH 230, MATH 231 | F, S, SI

Formulation and software implementation of numerical solutions to engineering problems. Numerical differentiation and integration, curve fitting, and interpolation. Solutions and engineering applications of nonlinear equations, systems of equations, and initial and boundary-value problems.

### **ENGG 255 | ENGINEERING DESIGN AND ECONOMICS (3-0-3)**

**Prerequisites:** BIOL 201, PHYS 202 | F, S, SI

Principles of engineering design, including specifications, product synthesis, iterative analysis, prototyping, testing, and evaluation. Time value of money, equivalence, rate of return, and benefit-cost analysis. Engineering project management elements, approaches and processes including scheduling, WBS, estimating, and budgeting.

### **ENGG 270 | STATICS W/LAB (3-2-3)**

**Prerequisites:** MATH 220, PHYS 201 | F, S

Vector mechanics, forces, moments, and equivalent system of forces. Static equilibrium of particles and rigid bodies in two and three dimensions. Center of gravity, distributed forces, and internal forces. Analysis of simple systems including trusses, pulleys, and bars. Friction and moment of inertia.

### **ENGG 275 | DYNAMICS (3-0-3)**

**Prerequisites:** ENGG 270, MATH 231 | S, SI

Review of particle dynamics, including energy and momentum. Kinematics of rigid bodies in two- and three-dimensional motion. Kinetics of rigid bodies, impulse and momentum in translational and rotational motion. Introduction to viscous and frictional damping. Free and forced vibration of SDOF systems.

### **ENGG 300 | PROBABILITY AND RANDOM VARIABLES (3-0-3)**

**Prerequisite:** MATH 220 | F

Introduction to probability and statistics in engineering. Axioms of probability, conditional probability and Bayes theorem. Random variables and probability distributions. Central limit theorem. Multiple random variables and joint distributions.

### **ENGL 101 | COMPOSITION AND RHETORIC (3-0-3)**

**Prerequisite:** ENGL 100 with a P or P+, or placement by International TOEFL® and TWE or another internationally-recognized exam | F, S, SI, SII

This course develops students' ability to write unified, cohesive and coherent essays. The rhetorical modes focused on in depth are Exemplification, Comparison-and-Contrast, and Cause-and-Effect. Because English 101 focuses on the revision stage of the writing process, students will engage in thoughtful analysis of their own as well as others' writing. Students will explore the Reading/Writing connection and develop those reading skills which will be required throughout their academic and professional careers. Three process essays are required in the course.

### **ENGL 102 | ADVANCED COMPOSITION AND RESEARCH (3-0-3)**

**Prerequisite:** ENGL 101 | F, S, SI, SII

This course, the 2nd in the English sequence of the AUD Arts and Sciences Core, builds upon the basic expository skills developed in ENGL 101. ENGL 102 introduces students to the process of producing discussions in the various rhetorical styles of Argument as well as the proper inclusion of outside source material using proper MLA guidelines in order to avoid plagiarism.

### **ENGL 103 | INTRODUCTION TO LITERATURE (3-0-3)**

**Prerequisite:** ENGL 102 | F, S, SI, SII

ENGL 103 is the 3rd course in the English sequence of the Arts and Sciences Core at AUD. The course gives students the opportunity to interact with texts in the genres of fiction, drama, poetry and essay. Texts represent a wide range of authors, cultures and perspectives. The course reinforces skills students acquired in ENGL 101 and ENGL 102, specifically critical reading, forming and supporting an argument, and research.

### **ENGL 210 | CREATIVE WRITING (3-0-3)**

**Prerequisite:** ENGL 103 | F, S

The class introduces students to the various genres of creative writing—short story, creative non-fiction, and poetry. In this course students are exposed to examples of each genre; they participate in workshops evaluating both published and their own work. Over the course of the semester, students produce a portfolio of work in the genre(s) focused on that term. Specific course focus will be determined by the instructor.

### **ENGL 211 | BRITISH LITERATURE I (3-0-3)**

**Prerequisite:** ENGL 103 | Upon demand

This course involves the study of major works and literary movements in British literature from the Old English period to, and including, the Restoration and the 18th century. Readings include those by Chaucer, Shakespeare, Swift, and Pope. The contributions of female authors are highlighted in various time periods.

### **ENGL 212 | BRITISH LITERATURE II (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This second course in the British Literature series involves the study of the major works and literary movements in British literature from the Romantic period to the present. The course begins with an extensive study of the Romantic poets, then moves on to the fiction of the Victorian Age and the early Twentieth Century, before focusing on the modern poets.

### **ENGL 221 | AMERICAN LITERATURE I (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course involves the study of major works and literary movements in American literature from the time of Discovery until the post-Civil War Reconstruction. The course begins with literature from explorers and Native Americans and proceeds to literary works produced by colonists and immigrants, and then short fiction and philosophical treatises. The course culminates with a study of literature from the American Civil War period.

### **ENGL 222 | AMERICAN LITERATURE II (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This second course in the American Literature sequence involves the study of major works and literary movements in American literature from the American Civil War to the present. The works are produced by Native American, African American, Female and Expatriate authors as well as social commentators. Special attention is paid to determining what makes all of these works "American."

### **ENGL 231 | WORLD LITERATURE I (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course offers a survey of world literature from ancient times through the middle of the 17th century. The readings include epics such as *Gilgamesh* and the *Odyssey*; stories within-stories, such as the *Decameron* and *The Thousand and One Nights*; novels and dramas; and *Paradise Lost*.

### **ENGL 232 | WORLD LITERATURE II (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course provides students with an exploration of literature(s) from various parts of the globe from the middle of the 17th century to the present. Readings include those from authors from Europe, Asia, Africa, South America, and the Middle East. Common themes between authors and texts are discussed.

### **ENGL 275 | SPECIAL TOPICS IN LITERATURE (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course provides a critical study of topics related to literature not specifically covered in other English courses. The specific topics will be determined by interests of the students and the instructor. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **ENGL 305 | THE EPIC (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course exposes students to the study of representative works of epic literature from pre-literate societies to today. The course examines the literary, cultural, and human significance of the epic literature of the Western and non-Western literary traditions.

### **ENGL 311 | WORLD MYTHOLOGY (3-0-3)**

**Prerequisite:** ENGL 103 | *S (even years)*

This course covers three central categories contained in bodies of mythology throughout the world: Creation Myths, Fertility Myths and Hero Myths. A cross-cultural analysis of similarities and differences of the mythology in each category is central to the course presentation.

### **ENGL 312 | BIOGRAPHY/AUTOBIOGRAPHY (3-0-3)**

**Prerequisite:** ENGL 103 | *Upon demand*

This course examines biography/autobiography as a literary genre. The course focuses on the characteristics of the genre and the personal, cultural and global impact of the genre.



### **ENGL 313 | CHILDREN'S LITERATURE (3-0-3)**

**Prerequisite:** ENGL 103 | Upon Demand

This course explores the historical and cultural development of children's literature from the 17th century through the latter 20th century.

### **ENGL 314 | COMING-OF-AGE NOVELS (3-0-3)**

**Prerequisite:** ENGL 103 | Upon demand

This course examines numerous coming-of-age novels from various cultures to explore the potential "sameness" of the experience for the protagonists.

### **ENGL 315 | CONTEMPORARY FEMALE AUTHORS (3-0-3)**

**Prerequisite:** ENGL 103 | Upon demand

This course examines the literary works produced by women authors from the midpoint of the 20th century to the present. Genres to be discussed include prose, poetry and essay.

### **ENGL 316 | PRIZE-WINNING AUTHORS (3-0-3)**

**Prerequisite:** ENGL 103 | Upon demand

This course exposes students to works (both in total and in part) produced by those authors recognized by either the Nobel or Booker Prize Committee as outstanding. Authors and works discussed may change according to the instructor.

### **ENGL 475 | SPECIAL TOPICS IN LITERATURE (3-0-3)**

**Prerequisite:** ENGL 103 | Upon demand

This course provides a critical study of topics related to literature not specifically covered in other English courses. The specific topics will be determined by interests of the students and the instructor. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **FINA 201 | PRINCIPLES OF FINANCE (3-0-3)**

**Prerequisites:** ACCG 201, ECON 201, QUAN 201 | F, S, SI

The Principles of Finance course begins with cash-flow projections and evaluation of financial strength and weaknesses. Capital structure is dealt with followed by cost of capital and evaluation of capital investment opportunities. Students must receive at least a C grade in this course in order to register for additional Finance Major courses.

### **FINA 311 | CORPORATE FINANCE (3-0-3)**

**Prerequisite:** a grade of C or higher in FINA 201 | F, S, SI

This course studies the principles and practices of managerial finance and considers financial instruments, sources and applications of funds, financial ratios, capital market analysis, capital budgeting, investments, and dividend decisions.

### **FINA 321 | FINANCIAL MARKETS AND INSTITUTIONS (3-0-3)**

**Prerequisite:** a grade of C or higher in FINA 201 | F, S

This course looks at managing the business of managing money. Students study the market structure of global financial services including sources of funds, packaging, management, marketing and distribution of products and services. This course is an overview of the theory and practice of risk management, investment management, investment banking and market making.

### **FINA 331 | RISK AND INSURANCE (3-0-3)**

**Prerequisite:** a grade of C or higher in FINA 201 | S

This course introduces basic risk theory and elementary risk management principles and techniques. Topics covered include individual life insurance and annuity products; property/liability insurance, life/health insurance, and selected social insurance programs; insurers and their operations; guidelines for efficient purchase and use of insurance products.

### **FINA 411 | INVESTMENT AND PORTFOLIO MANAGEMENT (3-0-3)**

**Prerequisite:** FINA 311, QUAN 301 | F, S, SI

This course is an analysis of the nature and underlying theory of investments and its utilization by the individual investor and portfolio manager. Topics include capital market theory, portfolio theory and management, options

contracts, interest rate futures, factors influencing security prices, and the workings of the New York and London Stock Exchanges.

### **FINA 421 | COMMERCIAL BANKING (3-0-3)**

**Prerequisite:** FINA 411 | S, SI

This course will expose students to the commercial banking industry and the role and responsibilities of commercial bank officers. Topics covered will include the supervisory role of regulatory agencies, financial statement analysis, performance measurement, asset-liability management, tools and techniques for managing interest rate, credit, and liquidity risk.

### **FINA 431 | REAL ESTATE FINANCE AND INVESTMENT (3-0-3)**

**Prerequisite:** a grade of C or higher in FINA 201 | S

This course is an introduction to the fundamental concepts, principles, analytical methods and tools used for making investment and finance decisions regarding real estate assets. A key objective of this course is to recognize the unique features that distinguish real estate investments from securities investments and from the corporate finance framework of investment decision making.

### **FINA 441 | MULTINATIONAL FINANCIAL MANAGEMENT (3-0-3)**

**Prerequisite:** FINA 411 | F, S, SI

This course covers topics related to the financial operations of multinational corporations and international financial markets. The Foreign exchange rate determination, the parity conditions, and financing and investments by the multinational corporation will also be covered.

### **FINA 451 | FINANCIAL MODELING AND EMPIRICAL ANALYSIS (3-0-3)**

**Prerequisite:** FINA 411 | F, S, SI

The objectives of the course are to provide students with an understanding of the theories and methodologies of financial modeling and empirical analysis; to enable students to perform financial analysis using computer models; and to apply financial principles in making corporate decisions. The MS Excel is used as a vehicle for numerically solving and graphically interpreting problems that arise in areas such as financial statement analysis, portfolio management, option valuation, bond and stock valuation and analysis, and foreign exchange.

### **FINA 461 | DERIVATIVE SECURITIES (3-0-3)**

**Prerequisite:** FINA 411 | F, S

Topics to be covered in this course include the principles and pricing of options, futures and forward contracts, and swaps; arbitrage, hedging and advanced futures and options strategies. In this course, the concepts of portfolio risk and insurance and financial innovations are examined along with the use of derivative securities in corporate financial management.

### **FINA 491 | SPECIAL TOPICS IN FINANCE (3-0-3)**

**Prerequisite:** Senior Status or approval of the Chair | Upon demand

This course is a critical study of theory and research related to selected topics in finance. The specific topics of the course will be determined by the interests of the students and the instructor.

### **FREN 101 | ELEMENTARY FRENCH I (4-1-4)**

**F, S, SI**

This course provides the student with an oral and written approach to beginning French grammar and conversation, with special emphasis on communication skills. Individual daily work with language tapes is an essential part of the program.

### **FREN 102 | ELEMENTARY FRENCH II (4-1-4)**

**Prerequisite:** FREN 101 or equivalent | S, SI

This course is a continuation of French 101, with expansion of vocabulary and possibilities of expression.

### **FREN 201 | INTERMEDIATE FRENCH I (4-1-4)**

**Prerequisite:** FREN 102 or equivalent | F, SI

This course continues the development of French language and culture from FREN 102, using an oral and written approach to advance French grammar and conversation, with emphasis on communication skills.

## **FREN 202 | INTERMEDIATE FRENCH II (4-1-4)**

**Prerequisite:** FREN 201 or equivalent | S, SI

This course is a continuation of FREN 201, with greater depth and using more complex language and maturity of expression and comprehension. Students encounter a wide range of current affairs, special topics like art, architecture and science, and issues of cultural and moral values.

## **GEOG 101 | WORLD GEOGRAPHY (3-0-3)**

**S**

This course presents the important principles basic to the proper understanding of the world in which we live. Emphasis is placed on the study of the changing world map and the importance of this to human, economic, and political relationships.

## **GEOG 310 | HUMAN GEOGRAPHY (3-0-3)**

**Prerequisites:** ENGL 102, BIOL 201 or SCIE 201 or SCIE 211 | Upon demand

This course examines the relationships between people and place, whether purposeful or unintended. It examines what factors play the greatest role in determining where large groups of people situate themselves. Some aspects to be included in class discussion are migration, displacement, culture, transportation, natural resources and environment.

## **HIST 201 | AMERICAN HISTORY FROM THE BEGINNINGS TO RECONSTRUCTION (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course examines the history of what ultimately became the United States of America. HIST 201 traces the development of the New World from discovery, through colonization, the war for independence, up through and including the Civil War and Reconstruction. The course focuses on how the various political, cultural, and social issues of the various time periods combined to influence the landmark events in the development of the nation.

## **HIST 202 | AMERICAN HISTORY FROM THE CIVIL WAR TO THE PRESENT (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course is a continuation of HIST 201. The course focuses on those elements after the Civil War which contributed to the formation of the American democracy and how the nation established itself as a world leader. Special attention is paid to the World Wars and other conflicts in which America has played a central role. In addition, the continued development of cultural diversity within its borders is explored. The course culminates in a discussion of where the nation seems to be heading at the beginning of the 21st century.

## **HIST 212 | EUROPEAN HISTORY FROM THE RENAISSANCE TO THE PRESENT (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course covers the time period during which appeared the most significant intellectual, political, and social concepts which formed the foundation of the modern world. Special attention is paid to the individuals, the movements, and the -isms (i.e., Communism, Socialism) which were involved in the landmark events during the time period studied.

## **HIST 251 | WORLD HISTORY FROM BEGINNINGS TO 1500 (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course covers the most significant events in World History from the beginnings of recorded time to 1500. The course takes a cause-and-effect approach to the study of historical occurrences. In addition, special emphasis is placed on the isolated nature of many early civilizations and then the beginnings of connections of peoples through trade, empire, and exploration.

## **HIST 252 | WORLD HISTORY FROM 1500 TO THE PRESENT (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course covers the most significant events in World History from 1500 to the Present. Emphasis is placed on the continued pattern of connection and interdependence among peoples, nations, and regions of the world.

## **HIST 310 | THE U.S. IN WORLD AFFAIRS (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course provides an understanding of the major issues and trends facing the U.S. in the contemporary international system.

### **HIST 350 | REVOLUTION (3-0-3)**

**Prerequisites:** ENGL 102, HIST 252 | S

This course examines the conditions which are necessary for revolutionary movements to emerge and revolutions to occur. Touching upon some historically well-known conflicts referred to as “revolutions,” the course focuses primarily on the revolutionary movements and revolutions which have taken place in the 20th century. Additional aspects to be discussed include the immediate aftermath and lasting impacts of the revolutions. Special attention is paid to Asia, Latin America, and the Middle East.

### **HIST 401 | CONTEMPORARY HISTORICAL ISSUES (3-0-3)**

**Prerequisites:** HIST 252, POLS 200 or POLS 210 | Upon demand

This seminar-style course asks students to explore current issues in history. The primary focus of the course is history. In addition, all students are expected to look at the cultural, political, and business factors involved. The course is designed to allow students to explore a primary area of interest while maintaining the interrelationships of all major areas of the BAIS degree. This course is also open to non-BAIS students.

### **HUMN 275 | SELECTED TOPICS IN HUMANITIES (3-0-3)**

**Upon demand**

Topics in the Humanities which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **HUMN 475 | SPECIAL TOPICS IN HUMANITIES (3-0-3)**

**Upon demand**

Advanced topics in the Humanities which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **IDES 121 | HISTORY OF INTERIOR DESIGN I (3-0-3)**

**Prerequisite:** ENGL 101, co-requisite: ARTS 200 | S, Upon demand

This is the first of two sequential courses that cover the history of architectural interiors from the third millennium BC to the Classical Revival period in the 21st century, including local heritage and design styles. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance.

### **IDES 191 | INTERIOR DESIGN STUDIO I: VISUAL EXPRESSION AND COMPOSITION (1-6-4)**

**F, S**

This studio introduces the fundamentals of form and composition, drawing from life, and perspective drawing. Students learn sketching and formal one and two-point perspectives. These are the building blocks for all design; the ability to understand form and composition is essential, as is the ability to sketch ideas.

### **IDES 192 | INTERIOR DESIGN STUDIO II: DRAWING FOR INTERIOR DESIGN (1-6-4)**

**Prerequisite:** IDES 191 | S, and Upon demand

This studio introduces technical drafting in both two and three dimensions. Students learn basic interior drafting vocabulary as well as isometric and axonometric views. Students learn the theory and practice of dimensioning techniques and scale. The studio integrates the above as part of the design process.

### **IDES 214 | TEXTILES FOR INTERIORS (3-0-3)**

**Prerequisite:** IDES 191 | F

This course involves the study of textiles applied to interior design. Students learn textile composition, properties and performance characteristics alongside sustainability in relation to textiles. The knowledge gained is applied to interior spaces.

### **IDES 266 | RESOURCES AND MATERIALS (3-0-3)**

**Prerequisite:** IDES 192 | S

This course introduces students to the recognition and specification of appropriate resources and materials used in interior design also the inherent characteristics of those materials. The student learns the application techniques and code regulations that influence a designer's selection. The student will be familiar with the local market materials,

prices, and strongly initiated towards the use of new building technologies. Preliminary cost estimating is also introduced.

### **IDES 280 | THREE-DIMENSIONAL DESIGN (3-0-3)**

**Prerequisites:** ARCH 102 or IDES 102 | S, and Upon demand

This course introduces students to the recognition and specification of appropriate resources and materials used in interior design also the inherent characteristics of those materials. The student learns the application techniques and code regulations that influence a designer's selection. The student will be familiar with the local market materials, prices, and strongly initiated towards the use of new building technologies. Preliminary cost estimating is also introduced.

### **IDES 291 | INTERIOR DESIGN STUDIO III: 3D SPATIAL DESIGN (1-6-4)**

**Prerequisite:** IDES 192 | F, and upon demand

This studio covers the fundamentals of two and three-dimensional design, color theory, and model making techniques as they relate to interior design and space analysis. Design Principles and Elements of Design are introduced and applied. Color theory work includes hue, value, intensity, aesthetic and psychological implications. The studio integrates the above as part of the design process.

### **IDES 292 | INTERIOR DESIGN STUDIO IV: SPACE PLANNING AND UNIVERSAL DESIGN (1-6-4)**

**Prerequisite:** IDES 291 | S, and upon demand

This course introduces the human element into the built environment. The following topics are studied and applied: anthropometrics, ergonomics, space planning standards, and Universal Design principles. The relationship between natural and built environments is discussed. Evidence Based Design and structural details are introduced and integrated into the design process. The course exposes students to working drawings and detailing and develops their understanding of the relationship between drawings and specifications.

### **IDES 322 | HISTORY OF INTERIOR DESIGN II (3-0-3)**

**Prerequisite:** IDES 121 | F, SI

This is the second of two sequential courses that cover the history of architectural interiors from the industrial revolution to the early Modernism period of Europe and North America and onto a world setting for the variations in late Modernism before considering various new movements of the twenty-first century. Local and regional history are also covered. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interiors, along with their environmental, technological and social relevance.

### **IDES 331 | PROFESSIONAL BUSINESS DEVELOPMENT (3-0-3)**

**Prerequisite:** IDES 391 | S, SI

Specific to the practice of Interior Design, this course, through lectures and presentations, is constructed to introduce business practices and procedures to final year students. The course will relate to private practice and the various members of the design and construction teams. Students will demonstrate their knowledge and understanding of contemporary professional practice through examinations and assignments. Lectures and studio exercises will assist students in marketing themselves by developing the communication skills necessary for professional practice. Field trips to design offices and building sites supplement instruction and specialists may contribute to class discussions. Students are required to produce portfolios, including electronic, to a professional standard. Interviews by a jury, comprising interior design professionals both practitioners and academics, will constitute the final examination.

### **IDES 363 | INTERIOR LIGHTING (3-0-3)**

**Prerequisites:** IDES 192, MATH 101 | F, SI

This course introduces the student to fundamentals of interior lighting design, recognition of light sources and systems, and light measurement and calculation. Students learn to analyze the spatial requirements for light, select proper systems, calculate the level of lighting, draw reflected ceiling plans, lighting legends and lighting schedules. Emphasis is placed on communicating a design solution by accomplishing projects that are application oriented.

### **IDES 365 | PROCESS MODELING (3-0-3)**

**Prerequisite:** DDFT 268 | F, SI

This course introduces students to the 3D design Process Modeling from conception to execution. Three main areas of instruction are addressed: drafting, modeling, and drawing organization. Students will be able to construct detailed 3D models of interior spaces, architectural features, and furniture.

### **IDES 369 | BUILDING SYSTEMS AND CODES (3-0-3)**

**Prerequisites:** *IDES 292, IDES 266, DDFT 268 | F, SI*

This course introduces students to the basic elements of building construction, building systems and building codes. Emphasis is placed on the interaction between the design idea and the realities of construction, coordination and regulations in the design process.

### **IDES 374 | HOSPITALITY DESIGN (3-0-3)**

**Prerequisite:** *ARCH 202 or IDES 391 | F, and Upon demand*

This course introduces hospitality design. Students are introduced to the hospitality industry through comparative and client analysis. A hospitality interior design project is produced, applying anthropometric theory, sustainability and hospitality codes/standards.

### **IDES 375 | FOOD AND BEVERAGE OUTLET DESIGN (3-0-3)**

**Prerequisite:** *Arch 202 or IDES 292 | F, and upon demand*

This course introduces students to the principles of food and beverage outlet design and identifies several typologies that are researched and analyzed from the perspectives of design and space planning, materials technology, FF&E selection, functions and environmental comfort levels.

### **IDES 376 | WELLNESS AND SPA (3-0-3)**

**Prerequisite:** *Arch 202 or IDES 292 | S, and upon demand*

This course introduces students to the principles of wellness and spa design and identifies several typologies that are researched and analyzed from the perspectives of historical evolution, design and space planning, materials technology, functions and environmental comfort levels.

### **IDES 391 | INTERIOR DESIGN STUDIO V: FURNITURE DESIGN AND DETAILING (1-6-4)**

**Prerequisite:** *IDES 292 | F, and upon demand*

This studio focuses on issues related to custom furniture and millwork, as well as the building structures that they connect to. Through the study of the human form and by researching appropriate materials and construction techniques, students develop a full set of working drawings and specifications.

### **IDES 392 | INTERIOR DESIGN STUDIO VI: SMART DESIGN (1-6-4)**

**Prerequisite:** *IDES 391 | S, and upon demand*

This studio involves research and application of design theory to a competition project. In-depth work on concept development through documentation to presentation documents is included. Special emphasis is given to new or experimental technologies and materials and how their application can enhance habitable spaces or positively impacts the environment.

### **IDES 441 | SENIOR THESIS: RESEARCH AND PORTFOLIO (0-4-3)**

**Prerequisites:** *IDES 392, IDES 322, IDES 363 | F, and upon demand*

In this course, students prepare a thesis proposal with the assistance and approval of their instructor(s). The student shall produce a research paper and preliminary design scheme that demonstrates social awareness through an understanding of interior design. The student shall be guided as to carry out pertinent research in an independent manner. Requirements also include analytical studies, site selection and documentation, and a final preliminary design presentation to an advisory panel. Students are required to produce portfolios, including electronic, to a professional standard. Interviews by a jury, comprising interior design professionals both practitioners and academics, will constitute the final examination.

### **IDES 461 | INNOVATIVE DESIGN (3-0-3)**

**Prerequisites:** *Four studio courses | Upon demand*

This is an advanced course, which involves the research and application of design theory to a competition project. Students will prepare competition entries from conceptual diagrams, preliminary design and code analysis to final presentation. Student projects may emphasize “green” design and/or experimental technology and materials.

### **IDES 462 | HISTORIC RESTORATION (3-0-3)**

**Prerequisites:** *ARCH 253, ARCH 301 or IDES 121, IDES 391 | F, and upon demand*

This is an advanced design studio course that requires in-depth research of an historic property in need of restoration. Students identify and analyze the predominant style as evidenced by the interior and exterior detailing, and conduct on-site investigation, prepare as built drawings, design development drawings and presentation boards. Part of the course includes the preparation of a written research document and the application of the research to the design.



### **IDES 464 | ACOUSTICS (3-0-3)**

**Prerequisite:** *IDES 266 or ARCH 211 | S, SI*

This course introduces students to the basic concepts of sound and hearing. Sound absorption, sound isolation and noise reduction principals are also introduced. Students learn practical computation and design methods, and acquire acoustical design competency for interior design environments such as concert halls, convention centers, and open space office layouts.

### **IDES 469 | LIGHTING DESIGN II (3-0-3)**

**Prerequisites:** *DDFT 268, IDES 391, IDES 363 | S, and Upon demand*

In this advanced computational lighting design and analysis course, the student is introduced to a range of rapid and exacting digital lighting simulation techniques. The course provides the student with an understanding of the theoretical aspects of lighting design and analysis as well as the knowledge of tools to enhance the integration of lighting analysis into the architectural or interior design process. This is a project oriented course and each student will be required to apply these learned simulation techniques successively onto a previous design project.

### **IDES 470 | SPECIAL TOPICS IN INTERIOR DESIGN (3-0-3)**

**Prerequisite:** *Approval of the Chair | F, S, and upon demand*

This is an advanced course in which students participate in topics to be selected by the instructor, with the approval of the Chair, and which develops an aspect of design and/or presentation. Research, critical analysis, application of the research and analysis to the design and presentation will be required in this course.

### **IDES 471 | INTERNSHIP (0-10-2)**

**Prerequisites:** *DDFT 268, IDES 391, and Senior status | F, S, SI, SII*

With the aid of the supervising instructor from the Department in which a student is enrolled, the student participates in a practical “on-site” internship in which theoretical principles are applied to work situations under professional supervision.

### **IDES 472 | KITCHEN AND BATH DESIGN (3-0-3)**

**Prerequisite:** *IDES 391 | S, and upon demand*

This course introduces the students to kitchen and bathroom design, systems, products and finishes, standards and codes alongside Universal Design considerations. Emphasis is given to problem solving skills through integrated design techniques.

### **IDES 479 | INTERNSHIP A (0-15-3)**

**Prerequisites:** *IDES 471 | Upon demand*

This course emphasizes focused professional development for the senior student prior to entering the profession as a graduate designer and follows on from the generalized experience gained from completing IDES 478. As a consequence senior students are required to demonstrate knowledge and experience of interior design project management systems primarily through completing a case study of a recently completed or ongoing project at the host office. Essential documentation produced will also include a course file and a professional diary, the latter which will detail the student’s daily office and site experience. The role of a faculty practical training supervisor is central to the success of this course in terms of placing, advising and periodically supervising students while liaising with the professional designer counterpart in the host company, before evaluating final course materials submitted.

### **IDES 491 | INTERIOR DESIGN STUDIO VII: COMPREHENSIVE DESIGN (1-6-4)**

**Prerequisite:** *IDES 392 | F, and upon demand*

This studio involves completing a full set of contract documents and specifications for a term-long project. Emphasis is placed on building services, multi-story spaces, and building envelope as well as people with different needs.

### **IDES 492 | INTERIOR DESIGN STUDIO VIII: CAPSTONE DESIGN (0-8- 4)**

**Prerequisites:** *IDES 491, IDES 441 | S, and upon demand*

This capstone studio builds upon research done in IDES 441 and culminates in the design of a project. Having researched and analyzed a building type, students apply their findings an interior project that demonstrates professional skills.

### **INST 201 | INTRODUCTION TO INTERNATIONAL DEVELOPMENT | (3-0-3)**

**Prerequisite:** *ENGL 102 | S*

This course introduces students to the history of international development as well as current debates and issues in the field. The course explores competing theories and practices of development while critically evaluating their

underlying assumptions, processes, and outcomes. The course will consist of four main sections: history of development thought, development paradigms, development actors and institutions, and contemporary development issues.

### **INST 325 | HISTORY OF PHILANTHROPY AND NON-PROFIT ORGANIZATIONS (3-0-3)**

**Prerequisite:** ENGL 102 & POLS 200 | Upon demand

This course introduces the history and institutions of philanthropy and nonprofit organizations. From the early pioneers to the philanthrocapitalists of the 21st century, the course analyzes the long history of philanthropy and its ability to seed and accelerate shifts in public policy. The course provides a philosophical and organizational overview of the roots and practice of philanthropy in the United States, Europe, and in the Arab/Islamic world.

### **INST 360 | POVERTY AND INEQUALITY | (3-0-3)**

**Prerequisite:** INST 201 | Upon demand

Drawing on the most recent academic debates in sociology and economics, this course introduces students to the study of poverty and inequality. This course examines the contemporary forms of poverty in the world, and patterns of inequality within and between nations. This course surveys a variety of topics associated with poverty and inequality, including displacement, economic insecurity, labor exploitation, social marginalization and ecological degradation. Finally, this course explores the historical root causes as well as the most current political and economic conditions of poverty and inequality.

### **INST 361 | Forced Migration and Refugees | (3-0-3)**

**Prerequisite:** INST 201 | Upon demand

Drawing on the most recent academic debates in social and political sciences, this course offers students the opportunity to delve deeper into the issues of forced migration and refugees. This course examines the contemporary patterns of population displacement within and across international borders. With a global focus, this course surveys a variety of topics associated with forced migration, including internal displacement, refugee movements, humanitarianism, international aid, border controls, dispossession, social and political exclusion, and media representation of war and displacement.

### **INST 388 | Research Methodology | (3-0-3)**

**Prerequisite:** ENGL103 & MATH201 | Upon demand

This course in research methods prepares International Studies students to understand materials and issues associated with but not limited to the logic of the scientific method, research design, and qualitative and quantitative analysis of data. The course provides a foundation from which students may use the knowledge and practices gained in this course throughout the rest of their undergraduate program and the Capstone courses.

### **INST 498 | INTERNATIONAL STUDIES CAPSTONE I (3-0-3)**

**Prerequisite:** Senior Status | F

This course provides students with the fundamentals of conducting research. In addition, it is during this course that students receive approval for their project which involves all of the core areas of the Bachelor of Arts degree in International Studies. This project must be approved prior to students' enrollment in INST 499.

### **INST 499 | INTERNATIONAL STUDIES CAPSTONE II (3-0-3)**

**Prerequisite:** INST 498 | S

This course involves the production of the approved project from INST 498. Students meet on a weekly basis with their instructor to discuss progress and/or challenges to completing the project. Students are ultimately required to give an oral presentation to a panel prior to final completion of the course. INST 499 is a requirement for graduation for all students in the Bachelor of Arts in International Studies program.

### **ITAL 101 | ELEMENTARY ITALIAN I (4-1-4)**

**F, S, SI**

This course is an introduction to the Italian language and culture. The emphasis is on developing the basics of vocabulary, pronunciation, sentence structure and grammar. Students learn the fundamentals of oral and written communication by engaging in basic conversational Italian, and are introduced to the Italian culture.

### **ITAL 102 | ELEMENTARY ITALIAN II (4-1-4)**

**Prerequisite:** ITAL 101 or equivalent | S, SI

This course continues an introduction to the Italian language and culture. The emphasis is on ensuring the competence of basic Italian vocabulary, pronunciation, sentence structure and grammar. Students learn the

fundamentals of oral and written communication by engaging in basic conversational Italian, and are introduced to the Italian culture.

### **ITAL 201 | INTERMEDIATE ITALIAN I (4-1-4)**

**Prerequisite:** *ITAL 102 or equivalent | F*

This course advances the development of students' Italian language competence beyond the basic level in the four skill areas of listening, reading, speaking and writing. It also continues to advance cultural awareness through interaction with media and print, and builds competence in reading comprehension.

### **ITAL 202 | INTERMEDIATE ITALIAN II (4-1-4)**

**Prerequisite:** *ITAL 201 or equivalent | S*

This course develops students' Italian language competence into the intermediate level in the four skill areas of listening, reading, speaking and writing. It also continues to advance cultural awareness through interaction with emphasis on composition, literature and communication skills.

### **JOUR 209 | SELECTED TOPICS IN JOURNALISM (2-2-3)**

**Prerequisite:** *Approval of the department head | Upon demand*

This course aims at presenting various topics in Journalism that are of interest to the students and the instructor. The course intends to widen and deepen the students' understanding of various issues related to nontraditional means of reporting.

### **JOUR 301 | VISUALIZING NEWS (2-2-3)**

**Prerequisite:** *COMM 222 | F*

This course introduces students to basic design elements used to make a news story visually effective. Imagery such as still photography, television video, and video designed specifically for the web will also be explored. The course will follow a typical production workflow, including layout and design, the use of typography and color, preparing images and graphic elements for print, the web, and other media platforms.

### **JOUR 302 | NEWSROOM MANAGEMENT AND DECISION MAKING (3-0-3)**

**Prerequisite:** *COMM 222 | S*

This course requires students to examine decision-making in the newsroom, explore illustrative case studies and develop their own assessments of what constitutes a good decision and how to make one. More often than not, there are no absolutely right answers, but the goal is making a better decision through thoughtful discussions of the type that take place daily in professional newsrooms.

### **JOUR 321 | REPORTING (2-2-3)**

**Prerequisite:** *COMM 222 | F*

This course is an introduction to the practice and craft of gathering and writing information for news media. Students will develop sound news judgment and writing skills that will enable them to produce and edit content across multiple platforms. As much as possible, the course will be responsive to actual news, both local and international.

### **JOUR 322 | ADVANCED REPORTING (3-0-3)**

**Prerequisite:** *JOUR 321 | S*

This course covers advanced concepts of news gathering, interviewing and writing. Each student will choose a topic to cover, and develop a news story and long-form writing project on that topic. In addition, students will produce a video or print story on a separate, local topic.

### **JOUR 323 | EDITORIAL AND CRITICAL WRITING (3-0-3)**

**Prerequisites:** *COMM 222, ENGL 103 | Upon demand*

This course provides students with an intensive evaluation of their opinion writing, including editorials, op-ed columns, arts and entertainment criticism, and opinion pieces related to sports, business, politics, and other realms of journalistic writing.

### **JOUR 324 | BROADCAST JOURNALISM (2-2-3)**

**Corequisite:** *JOUR 321 | F*

This class prepares students to become broadcast journalists. The course teaches students to produce reports and packages specifically destined for broadcast on TV, radio or online.

### **JOUR 401 | CURRENT ISSUES IN JOURNALISM (3-0-3)**

**Prerequisite:** Senior Status | Upon demand

Examines a range of topics not covered or covered only briefly in other courses. These may include coverage of business, environmental issues, sports, conflict, and other matters with which graduating students should have some familiarity.

### **JOUR 402 | CONTEMPORARY PERSPECTIVES IN JOURNALISM (3-0-3)**

**Prerequisite:** Senior Status | Upon demand

A seminar course in which students analyze and discuss in a sophisticated way critical issues in the news business, ranging from media economics to the impact of news coverage on societal institutions. This course provides students the opportunity to design and carry out an independent venture, such as an extensive research paper, or another extended journalism project under faculty supervision.

### **JOUR 441/DPST 441 | THE DOCUMENTARY (2-2-3)**

**Prerequisite:** DPST 340 (for DPST students) or JOUR 322 (for JOUR students) | F

This course provides an overview of the history, theory, and genres of documentary films. Students learn to analyze and critique a variety of historical and contemporary documentaries, while developing and producing short documentaries through team work.

### **JOUR 461 | MEDIA AND POLITICS IN THE MIDDLEEAST (2-2-3)**

**Prerequisite:** ENGL 103, COMM 103, and Junior Status | F

This course examines the role of the international media in the politics of the Middle East. The course surveys how the international media chooses to cover local conflicts. It addresses questions concerning the interplay between national interests and objectivity in news coverage, and the role of media in shaping the course of events and judging their outcomes in the region.

### **JOUR 462 | CAPSTONE PROJECT (2-2-3)**

**Prerequisite:** JOUR 322 | S

This course provides individual or small groups of students working with a faculty advisor the opportunity to design and carry out an independent venture, such as an extensive research paper, an online magazine article, or other complex journalism project.

### **JOUR 463 | INTERNSHIP (0-15-3)**

**Prerequisite:** Senior Status | S

A carefully supervised internship with a media organization approved by the faculty supervisor. Students are required to submit a detailed ongoing journal and a final report as defined by the faculty supervisor.

### **MATH 101 | MATHEMATICS FOR THE ARTS (3-0-3)**

**Prerequisite:** placement by ACCUPLACER™ or a Grade of P or P+ in MATH 100 | F, S, SI

This course surveys traditional and contemporary topics in mathematics, such as counting techniques, probability and statistics, and the mathematics of personal finance. It includes basic geometry of interest to students applicable in the arts program.

### **MATH 105 | PRECALCULUS FOR ARCHITECTURE (3-3-4)**

**Prerequisite:** placement by SAT or ACCUPLACER™, or MATH 100 | F, S, SI

Geometry; properties and applications of polynomials, exponentials, logarithmic and trigonometric functions; applied trigonometry; vectors; and theory of equations.

### **MATH 110 | PRECALCULUS (3-3-4)**

**Prerequisite:** placement by SAT or ACCUPLACER™, or MATH 100 | F, S, SI

Analytic geometry. Quadratic, logarithmic, exponential and trigonometric functions. Systems of linear and nonlinear equations. Vectors.

### **MATH 200 | MATHEMATICS WITH BUSINESS APPLICATIONS (3-0-3)**

**Prerequisite:** placement by ACCUPLACER™ or a Grade of P or P+ in MATH 100 | F, S, SI, SII

This course introduces the main mathematical tools used in the business environment. The focus of attention is on developing the basic concepts of calculus, such as functions, derivatives, and integrals. Some financial mathematics topics and their applications to business are also explored.

### **MATH 205 | CALCULUS FOR ARCHITECTURE (3-0-3)**

**Prerequisite:** placement by ACCUPLACER™ or MATH 105 | F, S, SI

This course reviews the basic concepts of differentiation and integration for functions of one variable. Topics include limits and continuity, derivatives and integrals and their applications, the Fundamental Theorem of Calculus, and the calculus applied to parametric curves and polar graphs.

### **MATH 210 | CALCULUS I (3-0-3)**

**Prerequisite:** placement by ACCUPLACER™, or MATH 110 with a grade of C or higher | F, S, SI

Differential and integral calculus applied to functions of a single variable. Derivatives, applications of derivatives, indefinite and definite integrals and applications of integrals. Polynomial, rational, radical, trigonometric, inverse trigonometric, exponential, logarithmic and hyperbolic functions.

### **MATH 220 | CALCULUS II (3-0-3)**

**Prerequisite:** MATH 210 with a grade of C or higher | F, S, SI

Techniques of integration, including integration by parts, partial fractions and trigonometric substitution. Improper integrals. Sequences and series, including power, Taylor and Fourier series. Linear approximations and Taylor's theorem. Polar functions and parametric equations.

### **MATH 230 | LINEAR ALGEBRA AND COMPLEX VARIABLES (3-0-3)**

**Prerequisite:** MATH 220 with a grade of C or higher | F, S

Linear systems, matrices, vector spaces and linear independence. Linear transformations, determinants, eigenvalues, and applications. Complex numbers in Cartesian and polar planes. Complex functions including trigonometric and hyperbolic functions. Cauchy's integral theorem.

### **MATH 231 | DIFFERENTIAL EQUATIONS (3-0-3)**

**Prerequisite:** MATH 220 with a grade of C or higher | F, S

Methods for obtaining numerical and analytical solutions of linear differential equations. Systems of linear and nonlinear differential equations. Laplace Transform with applications. Introduction to Fourier Transform.

### **MATH 240 | MULTIVARIABLE CALCULUS (3-0-3)**

**Prerequisite:** MATH 230 | F, S

Functions of several variables. Surfaces. Vector functions and parametrizations. Gradient function and optimization. Double and triple integrals. Cylindrical and spherical coordinates. Line integrals and surface integrals. Theorems of Green, Gauss and Stokes.

### **MATH 250 | DISCRETE MATHEMATICS (3-0-3)**

**Prerequisite:** placement by ACCUPLACER™ or MATH 110 with a grade of C or higher | S

Introduction to the mathematical foundation of computing, including logical reasoning, sets, relations, and functions. Mathematical induction and counting. Complexity and analysis of algorithms. Recurrence, graph theory, and trees.

### **MATH 310 | HISTORY OF MATHEMATICS (3-0-3)**

**Prerequisite:** MATH 101 or higher | F

This course examines the content of historical documents that trace the roots of arithmetic, algebra and geometry from ancient times until the 13th century. The sources come from a variety of civilizations and cultures, and reveal common threads in the development of mathematics due to the needs of society, along with differences caused by cultural influences.

### **MATH 320 | CONTEMPORARY PROBLEM SOLVING (3-0-3)**

**Prerequisite:** MATH 101 or higher | S

A variety of thinking processes and specific techniques are introduced for defining and solving problems and for building mathematical models. Those tools are then used by students in games of strategy, mathematical problems and real-world situations, with the prime directive being: "Solve that problem!"

### **MATH 330 | MAKING DECISIONS FROM INTERPRETING DATA (3-0-3)**

**Prerequisite:** MATH 101 or higher | Upon demand

This is an introductory course in statistics, which deals with the study of variability, uncertainty and decision-making. Statistics is increasingly applicable to most disciplines and to everyday life. This course introduces the basic principles from contemporary usage, with consideration for appropriateness, contextual relevance and interpretation.

### **MEST 101 | ELEMENTARY ARABIC I (4-1-4)**

**F, SI**

In this course students learn to read and write at the Novice Mid-level in Modern Standard Arabic (MSA), as per the American Council on the Teaching of Foreign Languages' Standards. Students learn speaking and listening skills in MSA and one Arabic dialect. This course is not open to native Arabic speakers.

### **MEST 102 | ELEMENTARY ARABIC II (4-1-4)**

**Prerequisite: MEST 101 | S, SI**

In this course students learn to read and write at the Novice High-level in Modern Standard Arabic (MSA), as per the American Council on the Teaching of Foreign Languages' Standards. Students learn speaking and listening skills in MSA and one Arabic dialect. This course is not open to native Arabic speakers.

### **MEST 200 | THE U.A.E. EXPERIENCE (3-0-3)**

**Prerequisite: ENGL 102 | Upon demand**

This course examines the U.A.E. as a post-oil society in the Middle East. The relevant aspects of the federation, including the U.A.E.'s economic bases (oil, a diversified economy) and its internal challenges (Emiratization, water and electricity consumption, etc.) will be analyzed. Emphasis will be put on Dubai as an example of a global city in a traditional environment.

### **MEST 201 | INTERMEDIATE ARABIC I (4-1-4)**

**Prerequisite: MEST 102 | F**

In this course students learn to read and write at the Intermediate Low-level in Modern Standard Arabic (MSA), as per the American Council on the Teaching of Foreign Languages' Standards. Students learn speaking and listening skills in MSA and one Arabic dialect. This course is not open to native Arabic speakers.

### **MEST 202 | INTERMEDIATE ARABIC II (4-1-4)**

**Prerequisite: MEST 201 | S**

In this course students learn to read and write at the Intermediate Mid-level in Modern Standard Arabic (MSA), as per the American Council on the Teaching of Foreign Languages' Standards. Students learn speaking and listening skills in MSA and one Arabic dialect. This course is not open to native Arabic speakers.

### **MEST 210 | AN INTRODUCTION TO MIDDLE EAST HISTORY (3-0-3)**

**Prerequisite: ENGL 102 | F, S, SI**

This course will examine the rise of Islam in the lands of the Near East as a distinctive period in the history of the region, beginning with the eclipsing of the Byzantine and Sassanid empires in the early 7th century and ending with the collapsing of the Ottoman Empire in the aftermath of WWI.

### **MEST 275 | SELECTED TOPICS IN MIDDLE EASTERN STUDIES (3-0-3)**

**Upon demand**

A critical study of theory and research related to topics in Middle Eastern studies not covered by other courses. The specific topics will be determined by interests of the students and the instructor. Students should check with the Registrar or Chair of the Department of International and Middle Eastern Studies to determine course content for a specific semester.

### **MEST 301 | ARABIC PROFICIENCY I (3-0-3)**

**F**

This course is designed to provide advanced Arabic speakers with the linguistic skills required to understand and analyze Arabic language media and literature in Modern Standard Arabic (MSA). Emphasis will be placed on vocabulary acquisition, textual analysis, and strengthening students' skills in MSA.

### **MEST 302 | ARABIC PROFICIENCY II (3-0-3)**

**Prerequisite: MEST 301 | S**

This course is designed to provide advanced Arabic speakers with higher level linguistic skills required to analyze and evaluate Arabic language media and literature in Modern Standard Arabic (MSA). Emphasis will be placed on vocabulary acquisition, textual analysis, and students' ability to create content in Arabic.



### **MEST 310 | ISLAMIC CIVILIZATION (3-0-3)**

**Prerequisite:** ENGL 102 | F, S

This course explores various aspects of Islam as a civilization and the key achievements made by those who participated in the pursuit of knowledge under the cultural aegis of Islam. Developments in the fields of philosophy, mathematics, astronomy and medicine are some of the major themes highlighted as the course charts the role of Islamic civilization in the transmission of knowledge and ideas to the Mediterranean, Europe and beyond.

### **MEST 315 | HISTORY OF THE MODERN MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | F, SI

This course concentrates on the emergence of the modern Middle East by examining its transformation into nation states following the collapse of the Ottoman Empire after WWI, the mandate period and the end of colonial rule. The course will focus on key events and developments across the region from Egypt to Iran, and from Turkey to the Gulf States during the last century.

### **MEST 317 | MIDDLE EASTERN LITERATURE IN TRANSLATION (3-0-3)**

**Prerequisite:** ENGL 103 | S

This course considers a representative sample of Arabic prose, short stories, novels and plays with a brief account of critical background of the various genres.

### **MEST 318 | CULTURES OF THE MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | F, SI

This course provides an overview of the various cultures in the Middle East within an anthropological framework. Concepts such as 'family', 'gender' and 'society' are used as the basis for comparison of various cultural groups in the region.

### **MEST 319 | POLITICS IN THE MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | S, SI

This course looks at the political structures and systems of governance across the contemporary Middle East as well as the historical factors that led to their formation. The course also examines the complex but significant relationship between local politics and politics at the level of state and government within individual Middle East countries in order to explain how this relationship has shaped policies both at the regional and at the international levels.

### **MEST 320 | THE QUR'AN: TEXT, HISTORY, AND MEANING (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course examines the historical aspects of the Qur'an, such as the period of its 'revelation', its subsequent codification and the tradition of its interpretation. The course also focuses on the contents of the Qur'an as well as its place in various Muslim intellectual traditions, both medieval and modern.

### **MEST 323 | ISLAM: HISTORICAL AND SOCIETAL ASPECTS (3-0-3)**

**Prerequisite:** ENGL 102 | F, S, SI

This course is a study of the Islamic religious tradition and its development during various historical periods. The course focuses on the beliefs and practices of Muslims across diverse cultural landscapes as well as on the major schools of thought within Islam. The scope of the course extends to the contemporary period to include an analysis of modern intellectual movements.

### **MEST 327 | ISLAMIC POLITICS (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course will focus on Islam as the language of politics at both the societal level and at the level of state and government. It will examine the influence of the teachings of Islam and Islamic political thought on the organization of society in the Muslim world, and account for the emergence of Islamic states, Islamist movements and the contemporary phenomenon of 'political Islam'.

### **MEST 329 | ISLAMIC ART AND ARCHITECTURE (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course is a general survey of Islamic art in its various forms from its beginnings in the 7<sup>th</sup> century to the early modern period. The development will be traced through the examination of architecture, manuscript illustration, textiles, pottery and other art forms.

### **MEST 330 | THE ANCIENT NEAR EAST (c. 3500 B.C.E.-100 C.E.) (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course surveys the history of this region from the period beginning with the rise of Sumerian city-states to the Jewish revolts of the 1st century C.E., taking in along the way some of the most significant inventions and innovations by ancient Egyptian and Mesopotamian civilizations. Parallel developments in the early history of monotheistic belief are also examined. This course contains an ancient language 'familiarization' component (Akkadian or Aramaic).

### **MEST 333 | THE MIDDLE EAST IN LATE ANTIQUITY (c. 250 – 800 C.E.) (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course examines a spectrum of intellectual (philosophical), gnostic and religious traditions (Judaean-Christian, Manichaean, Mandaean) that cut across an ethnic mosaic of Middle Eastern communities living under the shadow of one of the two immense imperial systems of the period, the Byzantine Roman empire and the Persian Sassanian empire. The course contains an element of language 'familiarization' (Greek and Aramaic/Syriac).

### **MEST 343 | BUSINESS IN THE MODERN MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course offers descriptive and prescriptive approaches to the economies of the Middle East. The course examines the current status of the economies in the region and how they developed. In addition, discussion will focus on economic challenges in the region. Suggestions for addressing these challenges as well as the consequences of ignoring them will also be discussed.

### **MEST 350 | RELIGIONS OF THE MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course examines the beliefs, practices and institutions of the three Abrahamic faiths in the Middle East: Islam, Christianity, and Judaism. This course also considers the shared origins and histories of these three religions, in particular the history of their interaction and interdependence in the Middle East.

### **MEST 352 | CONFLICTS IN THE MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course examines the conflicts which have taken place in the Middle East since the end of the World War II. These conflicts include those between nations, cultures, and ideologies.

### **MEST 353 | WOMEN AND GENDER IN THE MIDDLE EAST (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course explores traditional gender roles in Middle East society, historically and in modern times. It focuses on the lives of key female figures in Middle East history with a view to delineating societal attitudes towards women in the region up to the modern day. The course also examines the role played by religion and religious authorities in the formation and confirmation of such attitudes. In addition, the imperatives of contemporary Middle Eastern women's voices are surveyed as these manifest themselves in film, literature and other intellectual output.

### **MEST 380 | THE GULF: CULTURE AND ECONOMICS SINCE 1970 (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course looks at the modernization of the Gulf region since the withdrawal of Great Britain in 1971. It analyzes the advancements and the dynamics taking place in the Gulf in the political and economic sectors.

### **MEST 381 | NORTH AFRICA: NATION, SOCIETY, AND CULTURE (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course examines the art, literature, and other aspects of culture in the nations of North Africa and how these important aspects have contributed to the shaping of those societies during various important recent historical periods.

### **MEST 382 | THE LEVANT: ARAB LANDS OF THE EASTERN MEDITERRANEAN (3-0-3)**

**Prerequisite:** ENGL 102 | S

This course focuses on the area extending from the Turko-Syrian border to Syro-Palestine, encompassing also present-day Lebanon and Jordan. The region is analyzed in terms of cultural continuity and religious diversity against the background of major political events.

### **MEST 383 | IRAQ: REINVENTING THE NATION (3-0-3)**

**Prerequisite:** ENGL 102 | F

This course surveys the history of the modern nation-state of Iraq in its religious, social and political dimensions. The background and long aftermath of both the Iraq-Iran War and the First Gulf War constitute some of the major focus of the course along with developments within the country since the fall of the Baath regime in 2003.

### **MEST 384 | EGYPT: LITERATURE SINCE 1952 (3-0-3)**

**Prerequisite:** ENGL 102 | Upon demand

This course examines the intricate relationship which has existed in Egypt between creative writers and the state since the coup d'état of 1952. It explores the ways in which creative writers have navigated between the narrow straits of governmental restrictions and societal mores and how these writers have ultimately shaped current Egyptian culture.

### **MEST 475 | SPECIAL TOPICS IN MIDDLE EASTERN STUDIES (3-0-3)**

**Upon demand**

A critical study of theory and research at a relatively advanced level related to topics in Middle Eastern studies not covered by other courses. The specific topics will be determined by interests of the students and the instructor. Students should check with the Registrar or Chair of the Department of International and Middle Eastern Studies to determine course content for a specific semester.

### **MGMT 201 | PRINCIPLES OF MANAGEMENT (3-0-3)**

**Prerequisite:** BUSI 101, ENGL 102 | F, S, SI, SII

This course combines the elements of management (planning, organizing, implementing, controlling and evaluating) and applies leadership principles and characteristics to the exercise of these functions. Management and leadership as topics of study are analyzed and compared. Interpersonal skills required for effective leadership are explored. Students must receive at least a C grade in this course in order to register for additional Management Major courses.

### **MGMT 313 | OPERATIONS MANAGEMENT (3-0-3)**

**Prerequisites:** a grade of C or higher in MGMT 201, QUAN 201 | F, S, SI

This course provides a study of the drivers of quality, customer satisfaction, efficiency and productivity in service and manufacturing enterprises. Topics include product and service design, quality management, facility location and layout, materials management, scheduling, project management, and supply chain management.

### **MGMT 314 | BUSINESS PROCESS SIMULATION (3-0-3)**

**Prerequisites:** MGMT 313, QUAN 301 | S

This course builds on the queuing theory introduced in QUAN 301 by providing in-depth analysis in solving waiting time problems. The theoretical aspects are followed through the use of Visual Interactive Discrete Event Simulation software. This software is used for solving real cases.

### **MGMT 321 | ORGANIZATIONAL BEHAVIOR (3-0-3)**

**Prerequisite:** a grade of C or higher in MGMT 201 | F, S, SI

Organizational behavior is the interdisciplinary field of study that investigates the impact of individuals, groups, and structure on the behavior of organizations, and how organizations manage their environments. The course covers the major theories, concepts, and tools that are employed in the field. Through the application of theoretical knowledge to exercises and case studies, students arrive at a better understanding of human behavior in the work environment.

### **MGMT 331 | HUMAN RESOURCE MANAGEMENT (3-0-3)**

**Prerequisite:** a grade of C or higher in MGMT 201 | F, S, SI

This is an introduction to the principles and practice of human resource management. The role of human resources in the modern business organization will be the main focus. Students will develop proficiency in solving human resource problems through lectures and case studies. The course provides instruction that will help current and aspiring managers to better understand the human resource functions in international, as well as, in the local economies.

### **MGMT 341 | PROJECT MANAGEMENT (3-0-3)**

**Prerequisites:** a grade of C or higher in MGMT 201, QUAN 201 | F, S, SI

This course draws upon the applied fields of organization behavior, management theory/science, and finance to develop a theoretical and very practical understanding of project management for students. The practical learning from this course is accomplished primarily through team-based project simulations.

### **MGMT 401 | INTERNATIONAL MANAGEMENT (3-0-3)**

**Prerequisites:** a grade of C or higher in MGMT 201, MGMT 321 | F, S

Upon completion of this course, students are familiar with the globalization of markets and the economic interdependence of nations. In addition, the course develops skills that will assist students in designing, implementing and evaluating global strategies. Moreover, the socioeconomic, institutional, and structural variables underlying management practices, with a focus on human resources management in North America, Western Europe, Japan, East Asia, and the Arabian Gulf are considered.

### **MGMT 431 | LEADERSHIP (3-0-3)**

**Prerequisite:** MGMT 321 | F, SI

This course aims to provide students with a basic understanding of the role of leadership in the modern organization. Topics covered include different theories and definitions of leadership, organizational goals and the leader's role, leadership vs. management, leadership traits and characteristics, leadership styles and cultural differences, transformational leadership, charismatic leadership, transactional leadership, and gender and leadership. Case studies will be used to illustrate various leadership concepts, traits and styles in action.

### **MGMT 441 | ENTREPRENEURSHIP AND INNOVATION (3-0-3)**

**Prerequisite:** a grade of C or higher in MGMT 201 | F, S, SI

This course is an overview of small business management and includes methods and procedures for establishing a small business; problem solving techniques required for successful operations; entrepreneurial traits and risks; location selection; and franchising.

### **MGMT 451 | SUPPLY CHAIN MANAGEMENT (3-0-3)**

**Prerequisite:** a grade of C or higher in MGMT 201 | F

This course examines the planning and management of the production and distribution of goods and services as an integrated process which connects suppliers, producers, retailers and the transportation system. Different components of this process are analyzed sequentially, including location choice, distribution system design, selection of suppliers and distributors, contracting issues, partnership formation, inventory policies, production plans and electronic data interchange.

### **MGMT 461 | MANAGING CHANGE AND INNOVATION (3-0-3)**

**Prerequisite:** MGMT 331, MGMT 341 | F, S, SI

The world is a constantly changing place. Once accepted ways of doing business often fail to provide organization much needed growth. Organizations that do not successfully innovate and adapt to their new environments, grow old and weary and die. The history of business is replete with examples of once successful companies that fail and a few that managed to innovate and change. Contrary to what many think it is not the creative new idea but it is the execution of the idea that poses the biggest hurdle. It is vital and interesting to know what specific challenges successful established organizations face to execute innovative and change ideas. In this class we will focus on these challenges through our readings and analyses of several case studies.

### **MGMT 491 | SPECIAL TOPICS IN MANAGEMENT (3-0-3)**

**Prerequisite:** Senior Status or approval of the Chair | Upon demand

This course is a critical study of theory and research related to selected topics in management. The specific topics of this course will be determined by the interests of the students and the instructor.

### **MGMT 499 | STRATEGIC MANAGEMENT (3-0-3)**

**Prerequisites:** Senior Status and completion of all Business Foundation and Core courses, and at least three required Major Electives | F, S, SI

This course introduces students to the elements of the strategic management theory and process including environmental analysis; internal analysis and diagnosis; generic strategy alternatives; strategic choice; and implementation.

### **MKTG 201 | PRINCIPLES OF MARKETING (3-0-3)**

**Prerequisite:** BUSI 101, ENGL 102 | F, S, SI, SII

This course will expose you to the fundamentals of marketing concepts and provide insights into how these concepts are applied by practitioners in the real world. It is designed to give you an overview of basic marketing theory and to introduce you to the elements of marketing practice through topics such as buyer behavior, marketing research, developing marketing goods and services, pricing, distribution, and promotion. Students must receive at least a C grade in this course in order to register for additional Marketing Major courses.

### **MKTG 311 | SALES MANAGEMENT (3-0-3)**

**Prerequisite:** a grade of C or higher in MKTG 201 | F, S

The course is designed to equip students with a theoretical and practical understanding of effective sales management. Students will be furnished with the skills necessary to manage a sales department efficiently. Students will learn how to set selling objectives, to design marketing policies and selling strategies, to organize sales departments for firms of varying size, to coordinate a sales force, to recruit and train sales people, and to analyze markets from a sales perspective.

### **MKTG 321 | RETAIL MANAGEMENT (3-0-3)**

**Prerequisite:** grade of C or higher in MKTG 201 | F, SI

The course offers challenging opportunities for those who choose a management level career in the retail business area. It introduces students to the many diverse forces that exert their influence over the retail trade industry. The course covers basic concepts and methods of retail management. It also exposes students to current retail practices and various retailing career opportunities.

### **MKTG 361 | MARKETING RESEARCH (3-0-3)**

**Prerequisites:** grade of C or higher in MKTG 201, QUAN 201 | F, S

The course will enable students to systematically study, conduct, and evaluate marketing research activities within a firm. Students will be exposed to survey planning, questionnaire construction, interviewing, data collection, data analysis, demand analysis and forecasting, and population sampling procedures.

### **MKTG 371 | E-MARKETING (3-0-3)**

**Prerequisite:** grade of C or higher in MKTG 201 | F, S

The purpose of this course is to extend marketing theory and management to the e-business environment. The course will cover recent developments in e-marketing technologies, e-marketing strategies, the segmentation of e-markets, e-marketing communication and promotion, new product development and pricing policy in e-markets, and performance evaluation for the marketing function of the e-business firm.

### **MKTG 401 | CONSUMER BEHAVIOR (3-0-3)**

**Prerequisite:** completion of MKTG 201 with a grade of C or higher | F, S

The emphasis of this course is on the descriptive and conceptual analysis of consumer buying behavior with a focus on the theory and research essential to the understanding of individual choice behavior.

### **MKTG 411 | SERVICES MARKETING (3-0-3)**

**Prerequisite:** grade of C or higher in MKTG 201 | S

The course will enable students to focus on the unique challenges of managing services and delivering quality service to customers. It will discuss how services are different from physical products, why they are different, and what strategies result from these differences. Students will appreciate the attraction, retention, and building of strong customer relationships through quality service and will recognize this as the foundation for a strong customer relationship management.

### **MKTG 421 | INTERNATIONAL MARKETING (3-0-3)**

**Prerequisite:** grade of C or higher in MKTG 201 | S, SI

The course incorporates marketing concepts into the framework of the world market place and international business. Students will be exposed to key global topics such as market segmentation; international physical distribution, pricing, and product life cycle; and regulations and embargoes and their effects on international marketing strategy.

### **MKTG 471 | STRATEGIC MARKETING MANAGEMENT (3-0-3)**

**Prerequisite:** *grade of C or higher in MKTG 201, Senior Status or approval of the Chair | F, S*

The course enables students to view the marketing function of an organization from a strategic point of view. Planning, decision-making, implementation of product/price, promotion, advertising, and distribution and other management issues are discussed as they relate to market segmentation, consumer behavior and marketing communications. The course is based on case studies and product analyses.

### **MKTG 491 | SPECIAL TOPICS IN MARKETING (3-0-3)**

**Prerequisite:** *grade of C or higher in MKTG 201, Senior Status or approval of the Chair | Upon demand*

This course is a critical study of theory and research related to selected topics in marketing. The interests of the students and the instructor will determine the specific topics of this course.

### **PHIL 105 | INTRODUCTION TO CRITICAL THINKING (3-0-3)**

**Prerequisite:** *ENGL 101 | F, S*

This course presents formal thinking processes and the utility of critical thinking skills in different situations. Students learn to connect effective thinking, attention to detail, weighing positive and negative factors, and personal responsibility for decisions. Reading, writing, speaking and listening are emphasized throughout the course.

### **PHIL 201 | INTRODUCTION TO PHILOSOPHY/LOGIC (3-0-3)**

**Corequisite:** *ENGL 102 | F, S, SI*

This course is a survey of fundamental problems in several major divisions of philosophy, such as axiology, logic, philosophy of religion, epistemology and metaphysics. This course offers an overview of the basic aims, approaches and types of issues in philosophy, while enabling students to explore the place of philosophy in the development and justification of personal values.

### **PHIL 222 | PROFESSIONAL ETHICS (3-0-3)**

**Prerequisite:** *ENGL 102 | F, S, SI*

This course discusses professional workplace responsibility within the context of meta-ethics and applied ethics. Specific topics include professional interests of clients and employers, safety and liability, public welfare, whistleblowing, and legal obligations. It also reviews professional codes of ethics and examines case studies involving professional ethics.

### **PHIL 250 | POLITICAL PHILOSOPHY (3-0-3)**

**Prerequisite:** *ENGL 102 & WLDC 201 OR PHIL 201 | S*

This course is a historical survey of major political thinkers from Socrates to Foucault, that is, from Classical Antiquity to the present day. The focus will be directed to key concepts and values necessary for the appraisal of political life. We will analyze, for example, the nature and scope of the State, individual rights, equality, liberty, 214 community, property, and justice, as well as the ethical issues that are bound up with these ideas.

### **PHIL 310 | ETHICS AND MORAL PHILOSOPHY (3-0-3)**

**Prerequisite:** *PHIL 201 | S*

This course offers an introduction to the history of moral philosophy and an exploration of contemporary ethical debates. Through the reading of various foundational texts, both ancient and modern, this course provides an overview of the basic aims, approaches, and types of moral reasoning. Emphasis is on placing debates within a global context and encouraging students to develop their own philosophical perspectives.

### **PHIL 320 | METAPHYSICS AND THE STUDY OF HUMAN EXISTENCE (3-0-3)**

**Prerequisite:** *PHIL 201 | F*

This course provides the study of human existence through metaphysics – the branch of philosophy concerned with questioning “What is real?” Through the reading of foundational texts, both ancient and modern, this course offers a detailed assessment of the history and development of metaphysical inquiry and its relevance to significant, contemporary philosophical questions. Emphasis is on placing significant philosophical questions in a broad human context and encouraging students to develop their own philosophical perspectives.

### **PHYS 201 | INTRODUCTORY PHYSICS I W/LAB (3-3-4)**

**Corequisite:** *MATH 205 or MATH 210 | F, S, SI*

Motion in two and three dimensions, Newton’s laws, concepts of energy and potential, rotation, Gravitational fields, statics, fluid dynamics and thermodynamics.



### **PHYS 202 | INTRODUCTORY PHYSICS II W/LAB (3-3-4)**

**Prerequisites:** *PHYS 201, MATH 210 | F, S, SI*

Mechanical waves, electrostatics and electrodynamics, fundamentals of electromagnetics, DC and AC circuits, properties of light including interference and diffraction.

### **POLS 200 | INTRODUCTION TO POLITICAL SCIENCE (3-0-3)**

**Prerequisite:** *ENGL 102 | F, SI*

This course provides students with an overview of contemporary political issues and strategies for examining them. The course discusses various ways groups of people have tried to govern themselves justly and effectively. Focus is on practical as well as theoretical explanations of different political systems and ideologies.

### **POLS 201 | COMPARATIVE POLITICAL SYSTEMS (3-0-3)**

**Prerequisite:** *POLS 200 | F (even years)*

This course is a broad overview of various current political structures, some at different points of development, in representative nations in the world outside of the United States. Special emphasis is placed on political theory. Political systems may include democracies (established and developing), authoritarian regimes, and religious-based political systems.

### **POLS 210 | INTRODUCTION TO INTERNATIONAL RELATIONS (3-0-3)**

**Prerequisite:** *ENGL 102 | S,*

This course examines those elements which most significantly affect how nations and nation-states establish relationships with each other and how they conduct themselves once those relationships are established. In essence, the course addresses the question "How do political entities get along, if at all?"

### **POLS 310 | POLITICAL GEOGRAPHY (3-0-3)**

**Prerequisite:** *ENGL 102, POLS 200 | Upon demand*

This course examines the interrelationship between political phenomena (institutions, processes, behaviors) and the physical geography in which these occur. Some of the concepts discussed include territory and the control of natural resources.

### **POLS 320 | THE UNITED NATIONS (3-0-3)**

**Prerequisite:** *POLS 200 | S, Upon demand*

This course provides information to students about the historical development and current status of the United Nations. Discussion centers around the various branches of the UN and their effectiveness in addressing serious on-going global concerns. The course ultimately focuses on the future relevance of the UN and its contributions to global governance and cooperation.

### **POLS 325 | INTERNATIONAL ORGANIZATIONS (3-0-3)**

**Prerequisite:** *POLS 200 | S*

This course introduces students to the roles various international organizations play in the overall attempts to address various global issues. The first half of the course is dedicated to intergovernmental organizations (IGOs); the second half focuses on non-governmental organizations (NGOs). Discussions revolve around organizations which target similar global issues.

### **POLS 330 | FOREIGN POLICY (3-0-3)**

**Prerequisites:** *POLS 210 | F*

This course provides theoretical approaches and explanations for how countries formulate and implement foreign policy. It examines implementation of foreign policies in the international arena and analyzes case studies on how foreign policies seem to create or resolve international conflicts.

### **POLS 340 | INTERNATIONAL DIPLOMACY (3-0-3)**

**Prerequisites:** *POLS 210 | S*

In this course, students learn the various aspects of being a diplomat. Much of the course focuses on negotiations that take place in the current global environment and involve the official and unofficial parties that play a role in those negotiations.

### **POLS 341 | HISTORY OF DIPLOMATIC RELATIONS (3-0-3)**

**Prerequisites:** *POLS 210 | Upon demand*

This course analyzes the evolution of the art of diplomacy through the centuries. It surveys the events, accomplishments, and thoughts which have shaped its historical development into the peaceful conduct of relations among political entities, their principals and accredited agents.

### **POLS 401 | CONTEMPORARY POLITICAL ISSUES (3-0-3)**

**Prerequisites:** *ANTH 201, ECON 201, HIST 252, POLS 200 | SI*

This seminar-style course asks students to explore current issues in politics. The primary focus of the course is politics, but all students are expected to look at the historical, business, and cultural factors involved as well. The course is designed to allow students to explore a primary area of interest while maintaining the interrelationships of all major areas of the BAIS degree. This course is also open to non-BAIS students.

### **POLS 415 | GEOPOLITICS (3-0-3)**

**Prerequisites:** *POLS 210 | S (even years)*

Geopolitics analyzes the relationship between geography (location, size, natural resources, demographics, activities, etc.), and the political tensions that crystallize on a given space. Cases will be presented to introduce the prevalent thinking processes and how they apply to contemporary conditions.

### **PSPK 101 | PUBLIC SPEAKING (3-0-3)**

**Prerequisite:** *ENGL 102 | F, S, SI, SII*

This course develops confidence and poise in the public speaker. Students learn to 1) apply current developments in communications and social psychology as they prepare narrative, persuasive, informative and descriptive speeches, and 2) demonstrate understanding of the interaction between speaker, speech and audience.

### **PSYC 201 | GENERAL PSYCHOLOGY (3-0-3)**

**Corequisite:** *ENGL 101 | F, S, SI, SII*

This course is designed to introduce students to the various theories and contributions in the field of psychology. It includes the topics of learning, memory, language development, perception, theories of emotion, personality theory, child development and social psychology.

### **PSYC 205 | RESEARCH METHODS IN PSYCHOLOGY (3-0-3)**

**Prerequisites:** *PSYC 201, MATH 101 | S, Upon demand*

This course introduces students to quantitative and qualitative research methods in psychology, with a focus on quantitative methods. At the end of this course, students should be able to design and implement psychological studies using a wide range of methodologies and analytic strategies.

### **PSYC 210 | ABNORMAL PSYCHOLOGY (3-0-3)**

**Prerequisite:** *PSYC 201 | S*

This course provides an overview of abnormal psychology from a number of perspectives (biological, behavioral, and social). At the end of this course, students should be able to identify the origins, symptoms, and treatments for a wide range of psychological disorders, including but not limited to anxiety disorders, mood disorders, psychotic disorders, personality disorders, neurodevelopmental disorders, and eating disorders. Students should also understand the importance of developing and maintaining empathy towards individuals who may suffer from psychological disorders.

### **PSYC 215 | DEVELOPMENTAL PSYCHOLOGY (3-0-3)**

**Prerequisite:** *PSYC 201 | S*

This course focuses on individual development from the prenatal period through late adulthood, from a number of perspectives (biological, cognitive, and psychosocial). At the end of this course, students should be able to understand theories of human development, including hereditary and environmental influences, during the prenatal, early childhood, middle childhood, adolescent, emerging adult, adult, and late adult stages of development.

### **PSYC 220 | PRINCIPLES OF LEARNING (3-0-3)**

**Prerequisite:** *PSYC 201 | S, Upon demand*

This course focuses on the basic principles of learning. At the end of this course, students should be able to understand associative (i.e., classical and operant conditioning) and observational learning. Students will have the opportunity to train a virtual rat using the processes of classical and operant conditioning.

### **PSYC 230 | COGNITIVE PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 201, SCIE 201 | S

This course focuses on the scientific study of how people think and process information. At the end of this course, students should be able to understand the mental processes that underlie human abilities including perception, attention, consciousness, memory, learning, problem solving, decision making and language.

### **PSYC 231 | SENSATION AND PERCEPTION (3-0-3)**

**Prerequisites:** PSYC 201, SCIE 201 | S

In this course, students will use the major theoretical perspectives to examine how humans sense and perceive the world around them. At the end of this course, students should be able to understand vision, sound, and perceiving objects and scenes.

### **PSYC 232 | PSYCHOLOGY OF ADDICTIVE BEHAVIOR (3-0-3)**

**Prerequisites:** PSYC 201, SCIE 201 | S

This course introduces students to the different theoretical frameworks that explain addictive behaviors, as well as different treatment options and prevention models. At the end of this course, students should be able to understand how addiction affects physical health, emotional well-being, occupational functioning, and interpersonal relationships.

### **PSYC 305 | STATISTICS FOR PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 205 | F

This course introduces the main descriptive and inferential statistics used in psychology research. At the end of this course, students should be able to select, run, and analyze the appropriate statistical procedure for their research question.

### **PSYC 313 | SOCIAL PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 201 | S

This course is intended to introduce the students to the basic concepts and topics in the field of social psychology. Topics in this course include the social self, attitudes and persuasion, attribution theory, groups, pro-social behavior and altruism, attraction, nonverbal communication, aggression, prejudice and discrimination, the impact of the environment on behavior, social psychology, and the legal system and social psychology of health.

### **PSYC 315 | PERSONALITY PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 201 | F

This course introduces students to personality psychology's major theoretical and empirical findings. Students will learn about different theories of personality (physiological, evolutionary, and psychoanalytical), the major personality traits, factors that influence personality (genetics, culture, and social relations), how personality develops, how to assess personality, and the nature and causes of personality disorders.

### **PSYC 360 | CONSUMER PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 305 | F, S

This course introduces the main concepts, theories, and findings in consumer psychology. At the end of this course, students should be able to understand the attitudes, motivations, and perceptual processes of consumers.

### **PSYC 365 | INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (3-0-3)**

**Prerequisite:** PSYC 305 | F, S

This course introduces the main concepts, theories, and findings in industrial/organizational psychology. At the end of this course, students should be able to understand the employee selection process, employees' attitudes and motivation, as well as leadership and conflict management.

### **PSYC 398 | PSYCHOLOGY INTERNSHIP (0-15-3)**

**Prerequisite:** Junior Status | S

With the aid of a supervising instructor and under the direct supervision of a member of the host organization, students participate in a practical onsite internship in which theoretical psychological principles are applied to "real world" situations.

### **PSYC 401 | SELECTED TOPICS IN PSYCHOLOGY (3-0-3)**

**Prerequisites:** ENGL 102, Junior Status | S

This seminar-style course asks students to explore current issues in psychology. In addition, students are expected to look at the biological, psychological, social, and cultural factors involved.

### **PSYC 411 | CLINICAL PSYCHOLOGY (3-0-3)**

**Prerequisites:** PSYC 305, Junior Status | F, S

This course introduces students to research and practice in clinical psychology. At the end of this course, students should be able to understand the process of diagnosing, classifying, and treating psychological problems.

### **PSYC 412 | PSYCHOLOGICAL TESTING AND ASSESSMENT (3-0-3)**

**Prerequisites:** PSYC 305, Junior Status | F, S

This course introduces students to psychological testing and assessment. At the end of this course, students should be able to evaluate, use, and create psychological tests.

### **PSYC 413 | FAMILY PSYCHOLOGY (3-0-3)**

**Prerequisites:** PSYC 305, Junior Status | F, S

This course introduces student to family patterns and processes. At the end of this course, students should be able to understand theories related to families and systems, parent-child relationships, and parenting practices across culture.

### **PSYC 415 | PSYCHOLOGY OF ADVERTISING AND MASS MEDIA (3-0-3)**

**Prerequisites:** ENGL 102, PSYC 201 | F, S

This course examines the role of mass media and the effects of advertising in issues of sex roles, sexual attitudes and violence. Emphasis is placed on behavioral, psychological, and physiological reactions to advertising and media exposure, and on the acquisition of imitative response.

### **PSYC 440 | ETHICS IN PSYCHOLOGY: RESEARCH AND PRACTICE (3-0-3)**

**Prerequisite:** Junior Status | F

This course introduces ethical decision-making in psychology research and practice. At the end of this course, students should be able to identify ethical dilemmas and suggest courses of action for addressing them.

### **PSYC 450 | HISTORY AND SYSTEMS OF PSYCHOLOGY (3-0-3)**

**Prerequisite:** Junior Status | F

This course provides an overview of the history of psychology and its major systems. At the end of this course, students should be able to understand how the development of psychology as a science was affected by various factors such as other disciplines and sociocultural changes.

### **PSYC 498 | THESIS I (3-0-3)**

**Prerequisite:** Senior Status | F

Students are expected to draw from the knowledge and skills that they have accumulated in the first three years of the program to plan, develop, and write a research proposal under individual faculty supervision.

### **PSYC 499 | THESIS II (3-0-3)**

**Prerequisite:** PSYC 498 | S

This course is the second part of the thesis project in psychology in which students are expected to produce and orally defend the project that was approved in PSYC 498.

### **QUAN 201 | INTRODUCTION TO BUSINESS STATISTICS (3-0-3)**

**Prerequisite:** MATH 200 | F, S, SI, SII

This foundation course in descriptive and inferential statistics is inclusive of probability, discrete and continuous distributions, correlation and linear regression, confidence intervals and hypothesis testing.

### **QUAN 301 | QUANTITATIVE METHODS FOR DECISION-MAKING (3-0-3)**

**Prerequisite:** QUAN 201 | F, S, SI

This is an advanced course in the quantitative techniques used in managerial decisions. Building upon foundation coursework in statistics, students participate in advanced applications of deterministic and probabilistic models of decision theory, linear programming, simulation, and dynamic programming.

### **SCIE 201 | LIFE SCIENCES FOR TODAY (3-0-3)**

**Corequisite:** ENGL 101 (students will not receive credit for both BIOL 201 and SCIE 201) | F, S, SI

This course introduces students to basics of life sciences including topics that address health and disease, the diversity of life on Earth, and the environment. The course covers core concepts and recent developments in life sciences, such as cellular, molecular and biochemical concepts in health and disease, the scientific method of discovery, scientific innovations, biodiversity and sustainability.

### **SCIE 211 | WATER SUSTAINABILITY (3-0-3)**

**Prerequisite:** ENGL 101, MATH 100 | Upon demand

This course presents an overview of water sustainability by highlighting the importance of water in sustaining life, biodiversity, human health and development. Students will evaluate scientific, technical and socio-economic solutions to sustainably manage global water supplies.

### **SCIE 241 | PRINCIPLES OF HUMAN NUTRITION (3-0-3)**

**Corequisite:** ENGL 101 | F, S, SI

The course provides an overview of complete nutritional requirements needed by humans for the maintenance of good health throughout life and in the prevention of disease. Topics discussed will include dietary sources, nutritional guidelines, food labeling, weight management, and the role of evidence-based science, culture, education and media in dietary choices, practices and policies.

### **SCIE 242 | WOMEN'S HEALTH (3-0-3)**

**Corequisite:** ENGL 101 | F, S, SI

This course examines global topics in women's health emphasizing the physiological, behavioral, social, economic, environmental, and political factors associated with women's health and survival. The course reviews the physiological uniqueness of women and examines mechanisms, practices, and solutions to improving women's health care.

### **SCIE 251 | ENVIRONMENTAL HEALTH AND SUSTAINABILITY (3-0-3)**

**Corequisite:** ENGL 101 | F, S, SI

This course focuses on environmental exposures, and their effects on the environment and human health. Students examine topics reflecting upon the importance of environmental protection from hazardous wastes, food sustainability, pests and pesticides, air quality, water quality, industrial contaminants, and radiation. Students develop an understanding of the connection between environmental protection, sustainability and human health.

### **SCIE 275 | SELECTED TOPICS IN NATURAL SCIENCES (3-0-3)**

**Upon demand**

Topics in the natural sciences which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **SCIE 311 | PRINCIPLES OF ENVIRONMENTAL SCIENCES (3-0-3)**

**Prerequisite:** BIOL 201, SCIE 201 or SCIE 211, ENGL 101, MATH 101 or higher | S

This course is designed to introduce students to the basic principles of environmental sciences. The course will cover important environmental themes such as biodiversity, environmental conservation, population issues, pollution, waste management strategies, and sustainable development. Students will have an opportunity to examine contemporary environmental issues and international environmental policies which directly impact their lives.

### **SCIE 341 | PUBLIC HEALTH (3-0-3)**

**Prerequisite:** ENGL 101, MATH 101 or higher | F, S

This course introduces public health as an interdisciplinary science concerned with topics central to the health of populations and their physical, mental, and social well-being. The course focuses on current pertinent public health problems, assessing causation and examining intervention and management strategies from personal, social, and organizational levels.

### **SCIE 351 | HEALTH TECHNOLOGY AND INNOVATION IN THE 21<sup>ST</sup> CENTURY (3-0-3)**

**Prerequisites:** ENGL 102 and any one of the following: BIOL201, SCIE201, SCIE241, SCIE242, SCIE341 | F, S

This course introduces students to the latest advances and applications in health technology used by patients and healthcare providers alike, to improve human health and survival. It examines health, societal and ethical impacts of such medical advances and technologies, and highlights the need for continued innovation in healthcare delivery.

### **SCIE 475 | SPECIAL TOPICS IN NATURAL SCIENCES (3-0-3)**

**Upon demand**

Advanced topics in the natural sciences which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **SOCI 201 | INTRODUCTION TO SOCIOLOGY (3-0-3)**

**Corequisite:** ENGL 101 | F, S, SI

This introductory course to sociology provides students with an understanding of how individuals within various societies interact both as individuals and as members of various groups within those societies. The course examines what motivates individuals to form and belong to groups, and how those groups affect change within a given society. The course also examines unequal power relationships between different groups in a given society.

### **SOCI 217 | CROSS-CULTURAL RELATIONS (3-0-3)**

**Prerequisite:** SOCI 201 | **Upon demand**

This course examines the dynamics of communication between cultures. It introduces basic theories related to intercultural relations, examines how culture is evident in languages, behaviors, rituals, and world views, and provides students with practical insight into how to enhance communication between members of different cultures.

### **SOCI 301 | GLOBALIZATION (3-0-3)**

**Prerequisite:** SOCI 201 and Junior Standing | S

This course provides students with a framework with which to understand and examine the complexities of globalization. The course looks at the impact of globalization on various cultural, political, and economic aspects of societies around the world. Scholarly articles from a wide range of authors and sources are central to this course.

### **SOCI 340 | TECHNOLOGY AND SOCIETY (3-0-3)**

**Prerequisite:** ENGL 102, SOCI 201 | **Upon demand**

This course examines the complex nature of the relationship between technological advancements and the societies in which those advancements take place. The primary focus of the course will be the technological advancements which have taken place between the middle of the 20th century and the present day. Discussion will focus on the societal effects of the most recent technological developments. Among other areas, the course focuses on significant technological advancements in the fields of energy, health, war, the environment, and communication.

### **SOCI 342 | LANGUAGE AND SOCIETY (3-0-3)**

**Prerequisite:** ENGL 102, SOCI 201 | **Upon demand**

This course explores the interrelationship between language and society. Changes in society necessitate changes in that society's language. Topics for discussion include the connections between language and identity, religion, gender, and culture.

### **SOCI 344 | GENDER AND SOCIETY (3-0-3)**

**Prerequisite:** ENGL 102, SOCI 201 | F (odd years)

This course examines the ways in which various societies and cultures within those societies influence the gender roles of their members. Course discussion involves how concepts of 'masculinity' and 'femininity' are determined. Gender stereotypes, differences and similarities, limitations, and their impact on areas of culture are also explored.

### **SOCI 346 | SPORTS AND SOCIETY (3-0-3)**

**Prerequisite:** ENGL 102, SOCI 201 | **Upon demand**

This course examines the role that sports play in various societies. While some sports are global in nature (e.g. soccer, rugby), the role they play in various cultures is quite different. Discussion in this course will also explore why some sports have flourished in some cultures and not in others. The impact of international sporting events (e.g., Olympics, World Cup) on various cultures will also be discussed.



### **SPAN 101 | ELEMENTARY SPANISH I (4-1-4)**

**F, S, SI**

Long recognized for its cultural significance, the Spanish language continues to grow in importance in the design and business communities. This course provides students with oral and written approaches to beginning Spanish grammar skills. Individual daily work with language tapes is an essential part of the program.

### **SPAN 102 | ELEMENTARY SPANISH II (4-1-4)**

**Prerequisite: SPAN 101 or equivalent | S, SI**

This course is a continuation of Spanish 101, with expansion of vocabulary and possibilities of expression.

### **SPAN 201 | INTERMEDIATE SPANISH I (4-1-4)**

**Prerequisite: SPAN 102 or equivalent | F, SI**

This course continues the development of Spanish language and culture from SPAN 102, using an oral and written approach to advance Spanish grammar and conversation, with emphasis on communication skills.

### **SPAN 202 | INTERMEDIATE SPANISH II (4-1-4)**

**Prerequisite: SPAN 201 or equivalent | S, SI**

This is a continuation of SPAN 201, featuring practice in speaking, reading and writing with emphasis on cultural and literary readings, composition and grammar review. This completes the sequence of four language courses where the aim continues toward a higher level of language acquisition to maximize each student's language skills.

### **SSCI 275 | SELECTED TOPICS IN SOCIAL SCIENCES (3-0-3)**

**Upon demand**

Topics in the social sciences which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **SSCI 475 | SPECIAL TOPICS IN SOCIAL SCIENCES (3-0-3)**

**Upon demand**

Advanced topics in the social sciences which are not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar or Dean of Arts and Sciences to determine course content for a specific semester.

### **UNIV 100 | THE UNIVERSITY EXPERIENCE (1-0-0)**

**F, S, SI**

This course is designed to give students an understanding of how a modern American university functions, their role as students at the university, and the most important skills involved in successfully fulfilling that role. These skills include critical thinking, problem solving, time management and communication. Students are introduced to many of the skills and philosophies needed in their academic journey at AUD.

### **VCAD 202 | HISTORY OF ADVERTISING (3-0-3)**

**Prerequisite: ARTS 201 | S**

This course studies the history of Advertising from an art direction perspective. Students evaluate historical campaigns and learn about the role of the creative team in the conception, development and final visual representation of the Advertising message.

### **VCAD 251 | VISUALIZATION IN ADVERTISING (1-4-3)**

**Prerequisite: VCCC 205 | S**

This course explores the significance of the image in the process of message delivery and communication. Students learn about visualization while generating creative communication designs.

### **VCAD 301 | TYPOGRAPHY IN ADVERTISING (1-4-3)**

**Prerequisite: VCAD 251, Corequisite: VCAD 302 | F**

This course explores typography and the significance of typefaces in the process of message delivery and communication. Students learn and apply the basic principles and practices in typography while generating creative communication designs.

### **VCAD 302 | LAYOUT IN ADVERTISING (1-4-3)**

**Prerequisite:** VCAD 251, **Corequisite:** VCAD 301 | F

This course provides a general overview on the basic principles and practices in layout design. Across a variety of media, students design and employ effective layout grids that best deliver the message and the brand's image.

### **VCAD 351 | COPYWRITING IN ADVERTISING (1-4-3)**

**Prerequisite:** AIMC 201 | S

This course provides the student with a solid background in developing and writing strategic and persuasive messages for multimedia Advertising and Integrated Marketing Communications (IMC).

### **VCAD 352 | EXECUTION, PRODUCTION AND PRESENTATION (1-4-3)**

**Prerequisite:** VCAD 302, **Corequisite:** VCAD 351 | S

Students execute, produce and present campaigns that answer a creative brief. Students operate as typical creative teams, liaising with stakeholders and producing creative communications across varied media, from conception through production stages.

### **VCAD 353 | IMC CREATIVE CONCEPTION (1-4-3)**

**Prerequisite:** AIMC 201 | S

This course joins the conception process with creative execution practices within Advertising and the IMC. Students must evaluate existing brand strategies and executions. They also generate concrete creative solutions across various disciplines.

### **VCAD 451 | ALTERNATIVE ADVERTISING (1-4-3)**

**Prerequisite:** VCAD 353 | *Upon Demand*

This course explores alternative solutions in Advertising and Integrated Marketing Communication. Students learn to seize attention, when least expected, until the message is delivered.

### **VCAD 452 | IMC AND INTERNATIONAL ADVERTISING (3-0-3)**

**Prerequisite:** VCAD 353 | *Upon Demand*

This advanced course examines the global marketplace and the factors influencing decisions in Integrated Marketing Communication, and more specifically, in Advertising. These decisions cover strategy, media selection and execution.

### **VCAD 453 | ARABIC COPYWRITING (1-4-3)**

**Prerequisite:** VCAD 351 | *Upon Demand*

This course explores the significance of Arabic copywriting for Advertising within the region. Students learn to target the Arab consumer at the concept development stage, delivering effective Arabic copy based on a genuine Arabic approach.

### **VCAD 454 | ADVANCED COPYWRITING (1-4-3)**

**Prerequisite:** VCAD 351 | *Upon Demand*

This course builds upon the Copywriting in Advertising course. Students continue to learn about the practices of copywriting and produce effective copy for multimedia Advertising and Integrated Marketing Communications (IMC).

### **VCCC 100 | INTRODUCTION TO VISUAL COMMUNICATION (3-0-3)**

**Corequisite:** ENGL 100 | F, S, SI

This course introduces basic concepts of visual communication in a general historical framework. Emphasis is placed on reading and writing about art to give incoming students sufficient preparation for the program.

### **VCCC 101 | BASIC PRINCIPLES OF 2D DESIGN (1-4-3)**

**Corequisite:** VCCC 100 | F, S, SI

This foundation course introduces the elements and principles of two-dimensional art and design. In addition to learning basic skills of craftsmanship and visual problem solving, students develop their vocabulary and conceptualization abilities through class projects, critiques, presentations, as well as reading and writing assignments.

### **VCCC 102 | BASIC PRINCIPLES OF 3D DESIGN (1-4-3)**

**Corequisite:** VCCC 100 | F, S, SI

This foundation level course introduces students to the fundamental principles and practices of three-dimensional design. Students learn to manipulate scale, mass, plane, line, and volume for communicative and expressive ends using a variety of media.

### **VCCC 104 | FREEHAND DRAWING I (1-4-3)**

**Corequisite:** VCCC 100 | F, S, SI

This foundation course introduces the techniques and perceptual skills of drawing. The student practices line, volume, tone, texture, perspective and composition through a series of exercises that will develop in complexity as the student's perceptual abilities grow and strengthen. Regular readings, discussions and critiques expand the student's art vocabulary.

### **VCCC 105 | COMPUTER GRAPHICS I (1-4-3)**

**F, S, SI**

Through lecture, demonstration and practical experience this course covers the basics of industry standard design, layout, and image editing programs, as well as typical input and output options. Special focus is placed on developing competency with the technical aspects of each software application, their uses and file formats.

### **VCCC 204 | FREEHAND DRAWING II (1-4-3)**

**Prerequisite:** VCCC 104 | F, S

This course is a continuation of Freehand Drawing I. Deeper exploration of composition, value, and conceptualization is emphasized as well as alternative drawing techniques and the use of color. Students study the human figure, gesture drawing, and the traditions of drawing throughout history. Through regular readings, discussions, and critiques, students consider drawing as an expressive medium on its own.

### **VCCC 205 | COMPUTER GRAPHICS II (1-4-3)**

**Prerequisite:** Grade of C or higher in VCCC 105 | F, S

This course is designed to further the student's technical ability with design, layout and image editing programs. Emphasis is placed on preparing the student for professional technical competency with industry standard graphics software applications. Additional input and output options, and typical graphics applications workflows are covered.

### **VCCC 350 | COMMUNITY SERVICE WORKSHOP (1-4-3)**

**Prerequisites:** Junior Status, approval of the Chair | Upon Demand

This class is an actual functioning design studio. The students will work on in-house and real life projects for community groups, charity groups and non-profit organizations. The class gives the student practical experience and published portfolio pieces.

### **VCCC 399 | SELECTED TOPICS IN VISUAL COMMUNICATION (1-4-3)**

**Prerequisites:** Junior Status, approval of the Chair | Upon Demand

Topics at an intermediate level in a Visual Communication discipline not covered by other course offerings. The specific topic is determined by instructor interest and student demand. Prior approval of the course material and syllabus by the Visual Communication Chair is required.

### **VCCC 480 | SENIOR PROJECT (1-4-3)**

**Prerequisites:** Senior Status | F, S

A senior capstone course consisting of one, semester-long comprehensive project, and designed to evaluate the student's ability to perform at a professional level. The individual project utilizes all of the skills students have learned throughout their education in the program. Students meet in both group and individual sessions with the instructor to develop and execute their projects.

### **VCCC 485 | BUSINESS PRACTICES AND FINAL PORTFOLIO (3-0-3)**

**Prerequisites:** Senior Status | F, S

A capstone course examining the professional environment of the visual communication industry and offering a framework for understanding the career structures, job responsibilities and employment opportunities within the field. The course consists of explanatory lectures, advice from industry guest speakers and visits to working studios and agencies. Completion of the professional portfolio and collateral materials determine if the student is ready to enter and compete in their chosen discipline.

### **VCCC 490 | FIELD EXPERIENCE IN VISUAL COMMUNICATION (0-15-3)**

**Prerequisites:** *Senior Status, approval of the Chair | F, S, SI*

Students gain experience by applying academic knowledge to responsible roles outside the university context. Training at a professional business relevant to their academic major, students learn the working environment of teamwork, ethics, professionalism, implementation and presentation. Students complete 250 hours of training with a business or studio, and attend a series of scheduled group and individual meetings with the academic instructor.

### **VCCC 499 | SPECIAL TOPICS IN VISUAL COMMUNICATION (1-4-3)**

**Prerequisites:** *Junior Status, approval of the Chair | Upon Demand*

Topics at an advanced level in a Visual Communication discipline not covered by other course offerings. The specific topic is determined by instructor interest and student demand. Prior approval of the course material and syllabus by the Visual Communication Chair is required.

### **VCDM 201 | FUNDAMENTALS OF WEB DESIGN (1-4-3)**

**Prerequisite:** *VCCC 205 | S*

This course introduces basic concepts, issues and techniques related to designing and developing web sites. Students learn about design specifically for the Web: image processing, navigation, and information architecture. Students will learn how to create web sites manually and with the use of popular web design software.

### **VCDM 202 | ONLINE MEDIA PRODUCTION (1-4-3)**

**F**

In this practicum digital course, students will form an interdisciplinary team to produce online media content distributed on the latest digital platforms. Students will have the opportunity to specialize in digital production fields of interest to them.

### **VCDM 210 | COMPUTER ANIMATION I (1-4-3)**

**Prerequisite:** *VCCC 205 | F*

This course introduces the basic processes and knowledge necessary to create computer 3D modeling and animation. Students learn the basics of modeling and animating in a digital 3D environment. Students are introduced to different workflows for the creation of low- and high polygon count projects. Students build confidence and competence working on smaller projects in this course.

### **VCDM 221 | INTRODUCTION TO VIDEO PRODUCTION (1-4-3)**

**Prerequisite:** *VCCC 105 | F*

This course functions as an introduction to digital video production. Students learn to use current software, techniques and equipment, while also considering sound and sequencing their moving images when developing video projects. Students gain a beginning understanding of the history of video.

### **VCDM 222 | INTRODUCTION TO SOUND (1-4-3)**

**Prerequisite:** *VCCC 205 | F*

This course functions as an introduction to sound design. Students learn the basic principles of acoustics, sound recording and production as well as an understanding of theories and history of sound design. Through projects, students explore aspects of sound design for a wide range of media.

### **VCDM 230 | INTRODUCTION TO INTERACTIVE MEDIA (1-4-3)**

**Prerequisite:** *VCCC 205 | S*

Introduction to Interactive Media introduces current interactive software and hardware while providing experience developing multimedia materials containing sound, graphics, animation, and interactive components. Students gain hands-on experience through a series of practical skills building tasks.

### **VCDM 250 | MOTION GRAPHICS I (1-4-3)**

**Prerequisite:** *VCCC 205 | Upon demand*

This class focusses on the art, the principles and the workflows of motion graphics. Students will learn to transform static graphic elements (vector and pixel graphics), typography and 3D CG elements into time-based media. They will develop a vocabulary relevant to the field through project work, class critiques and presentation. Students will develop skills in motion based graphic design and craftsmanship in handling the relevant technology aiming to solve visual problems.

### **VCDM 301 | DESIGN CONCEPTS FOR THE WEB (1-4-3)**

**Prerequisite:** VCDM 201 | S

Students apply the fundamental design concepts covered in VCDM 201 to build complete web sites. Focus is on the far-reaching potential of the Web as a space for both artistic and commercial practice. Additionally, students gain a strong understanding of the social and cultural contexts of the Web.

### **VCDM 305 | ART AND THE ELECTRONIC AGE (3-0-3)**

**Prerequisite:** ARTS 201 | S, SI

This course is an overview of each of the main advanced electronic art sectors, including the artists active in each of them. The sectors are: computer art, video art, and installation art. The course aims to give an account of the relationship between the artists and audiences, and to examine how art is received in virtual, public, interactive or traditional spaces. The course will address the current state of electronic art through a series of presentations, discussions and topic specific projects and/or research papers.

### **VCDM 310 | COMPUTER ANIMATION II (1-4-3)**

**Prerequisite:** VCDM 210 | S

This is a project-based course creating content for a digital, 3D environment. Students pursue their own vision to develop complete 3D worlds. More advanced processes and workflows are introduced for the creation of 3D models and animation. Different types of outputs are encouraged: for the web, film-oriented, or 2D and 3D printed output.

### **VCDM 321 | INTERMEDIATE PROJECTS IN VIDEO (1-4-3)**

**Prerequisite:** VCDM 221 or COMM 232 | S

This intermediate class provides students opportunity to experiment with the many possibilities of video production. Through projects, screenings and readings, students explore video as an expressive medium. Students also gain a strong understanding of the cultural context of video.

### **VCDM 322 | ADVANCED SOUND DESIGN STUDIO (1-4-3)**

**Prerequisite:** VCDM 222 or COMM 230 | Upon Demand

Students experiment with sound design techniques and technologies. Projects explore the ideas of sound aesthetics and emotive influence while allowing for experimentation in execution and installation. Students gain a strong understanding of the cultural context of sound design.

### **VCDM 325 | UNDERWATER MEDIA PRODUCTION (1-4-3)**

**SI**

This course functions as an introduction to underwater media production. Students will learn to use current software, techniques, and equipment and begin to think about video and sequence with their moving images while developing a video project. Students will gain a beginning understanding the unique qualities and challenges of underwater media production.

### **VCDM 330 | ADVANCED PROJECTS IN INTERACTIVE MEDIA (1-4-3)**

**Prerequisite:** VCDM 230 | F

An advanced course designed to explore sound interface, spatial design and interactivity. Students explore strategies of interactivity with an emphasis on innovative ways to conceptualize and design interactive projects. Students gain a strong understanding of the cultural context of interactive media.

### **VCDM 350 | MOTION GRAPHICS II (1-4-3)**

**Prerequisite:** VCCC 205 | Upon demand

This class focusses on the art, the principles and the workflows of motion graphics at an advanced level. Students will develop an understanding of how to transform complex ideas into graphic time-based media. They will also develop an enhanced vocabulary relevant to the field through project work, class critiques and presentation. Students will develop skills in motion-based graphic design and craftsmanship in handling the relevant technology aiming to solve visual problems.

### **VCDM 401 | ADVANCED WEB TECHNIQUES (1-4-3)**

**Prerequisites:** VCDM 221, VCDM 230, VCDM 301 | Upon Demand

This course integrates time-based media, such as video, animation, and sound files, into the design of rich-content web sites. Taking full advantage of these media without compromising the usability of the web site is a primary goal. Special focus will be placed on experimentation to achieve innovative results.

### **VCDM 402 | WEB DEVELOPMENT (1-4-3)**

**Prerequisite:** VCDM 301 | *Upon Demand*

This course provides an introduction to dynamic, database-driven web sites that are integral to all mid-to-large web development projects. Emphasis is placed on designing server-side content structures and the configuration of appropriate scripts to interact with the client-side web site.

### **VCDM 410 | COMPUTER ANIMATION III (1-4-3)**

**Prerequisite:** VCDM 310 | *Upon Demand*

Students work independently on larger-scale, semester-long animation projects of their own choosing. Students are encouraged to develop experimental, mixed-media outputs for their animations. Professional animators visit to critique student work in progress at key stages of the production.

### **VCDM 421 | ADVANCED VIDEO PRODUCTION (1-4-3)**

**Prerequisite:** VCDM 321 | *Upon Demand*

This is an advanced video class in which the student works independently on self-defined projects. Students will work with the technical and experimental foundation of previous courses in order to create advanced-level video projects. Off campus presentations of projects is expected.

### **VCGD 251 | TYPOGRAPHY I (1-4-3)**

**Corequisites:** ARTS 201, VCCC 204, VCCC 205 | *F*

Developing sensitivity for different kinds of lettering and typographic forms is an essential foundation for all graphic designers. This course explains the history and methodology of the Latin alphabet, its construction, historical classifications and styles in practical terms. An emphasis is put on the composition of single page layouts using various texts. Students must receive at least a C grade in this course in order to register for additional Graphic Design courses.

### **VCGD 256 | GRAPHIC DESIGN I (1-4-3)**

**Prerequisite:** VCGD 251, **Corequisites:** VCGD 300 | *S*

This course familiarizes students with basic visual language and the process of graphic design as applied to the various specializations and design applications. Students learn to enhance meaning and develop concepts through research, sketching, visual editing, creating compositions and various other design processes.

### **VCGD 300 | HISTORY OF GRAPHIC DESIGN (3-0-3)**

*S*

This course traces the events and achievements that have shaped graphic design from its beginnings to the present day. The course is taught through a series of lectures and assigned research projects. Students learn to analyze innovative concepts, methods and technologies used throughout the history of graphic design.

### **VCGD 351 | TYPOGRAPHY II (1-4-3)**

**Prerequisite:** VCGD 251, **Corequisites:** VCGD 256, VCGD 300 | *S*

This course introduces students to the various historical and technical developments of type design during the 20th century. By examining various design publications and completing a series of projects, students gain an understanding of style and design detail both in relation to cultural/art contexts and technical possibilities. Students explore typographic structure and composition.

### **VCGD 353 | PRODUCTION DESIGN (1-4-3)**

**Prerequisite:** VCGD 256 | *F*

In this course, students are guided through the various production processes used in graphic design. Understanding both manual and computer-aided procedures allows students to choose the best method of production. Through experimentation of traditional media and emerging technologies students are expected to understand, and apply various methods to execute, publish and present final designs.

### **VCGD 356 | GRAPHIC DESIGN II (1-4-3)**

**Prerequisite:** VCGD 256 | *F*

This course takes a broader approach to creative design thinking, and encourages exploration of wider visual sources, media and methods of expression. Skills of visual judgment and critical assessment are developed through projects and critiques, which set out more complex and expansive frames of reference, both in terms of research and visual vocabulary.



### **VCGD 360 | ARABIC TYPOGRAPHY (I-4-3)**

**Prerequisite:** *VCAD 301 or VCGD 351 | Upon Demand*

This course offers an overview of Arabic typography. Students learn about the historical development, the letterform and the alphabet. The course examines traditional, contemporary and experimental techniques and theories. Projects encompass designing for different media reflecting contemporary Arab culture.

### **VCGD 361 | BOOK DESIGN (I-4-3)**

**S**

This course introduces the process of designing books. Lectures and assignments cover different aspects of image and type sequencing for book layouts, and various production and binding techniques. Additionally, students learn to apply a unique and appropriate voice to their designs by adding a tone and rhythm that works with the content and form.

### **VCGD 362 | PACKAGE DESIGN (I-4-3)**

**F**

This course consists not only in the design of the individual package, but also in the design of carton and shipping carton. Students become involved in areas of market research, sales promotion and in identifying consumer trends as they relate to packaging. Also included in the course will be visits to firms dealing exclusively in packaging and production.

### **VCGD 363 | POSTER DESIGN (I-4-3)**

**S**

This course introduces students to the field of poster design, its history, functions and categories. Through a series of practical projects and exercises, students learn to use meaning and interpretation to create relationships using text and image targeted toward a specific audience.

### **VCGD 364 | TYPEFACE DESIGN (I-4-3)**

**Prerequisite:** *VCGD 351 | Upon Demand*

This is an advanced typography course focusing on the various aesthetic and technical aspects of creating a typeface. Students concentrate on refining their judgment, knowledge and technical skill to design a typeface for a specific purpose and/or platform.

### **VCGD 365 | INFORMATION GRAPHICS (I-4-3)**

**Prerequisite:** *VCGD 351 | Upon Demand*

This course teaches students to create and apply information graphics to two-dimensional and three-dimensional spaces. The purpose is to push the students' design skills, and to help them apply these skills by solving various user-oriented design problems found in applications such as maps, instruction manuals and signage.

### **VCGD 451 | TYPOGRAPHY III (I-4-3)**

**Prerequisite:** *VCGD 351 | S*

This advanced course is focused on multi-page layouts through an understanding of typographic structure, organization and sequence. In addition, students are encouraged to further explore the depths of typographic form and meaning, going beyond the established classical typographic rules, learning to refine their typographic skills to further enrich their visual vocabulary.

### **VCGD 456 | GRAPHIC DESIGN III (I-4-3)**

**Prerequisite:** *VCGD 351 | F*

This course continues the approach to creative development established in Graphic Design II and focuses on one of the most essential aspects of graphic design: branding and corporate identity. Students are expected to develop a branding strategy for an institution and develop the brand's image through logo/symbols, color palettes, typography and imagery.

### **VCPH 201 | PHOTOGRAPHY I (I-4-3)**

**F**

Photography is introduced as a tool for contemporary fine and applied visual arts. Emphasis is placed on a thorough grounding of the technologies and operations of modern digital SLR cameras and image output options, as well as an introduction to the aesthetics of photographic images. A final portfolio is required.

### **VCPH 250 | HISTORY OF PHOTOGRAPHY (3-0-3)**

**Prerequisite:** ARTS 201 | S

A survey of the history of photography, beginning with precursor technological and socio-cultural developments, to the first successful applications in the early 19th century, and continuing to the present. Equal emphasis is placed on technological developments, socio-cultural influences and commercial applications, and the significant practitioners and their images.

### **VCPH 261 | PHOTOGRAPHY II (1-4-3)**

**Prerequisite:** VCPH 201 | S

This course explores photography as an expressive medium. In this intermediate course, students will explore more advanced techniques and image manipulation. Students will also focus on the conceptual growth of their imagery in order to build a body of work. A final portfolio will be required for this course.

### **VCPH 311 | ALTERNATIVE PHOTOGRAPHIC PROCESSES (1-4-3)**

**Prerequisite:** VCPH 201 | S (odd years)

An intermediate course focusing on one or more historical or contemporary non-silver or other alternative photographic processes each time it is offered and at the instructor's choice. A final portfolio is required. The course may be repeated for credit one time with the permission of the Department Chair.

### **VCPH 411 | CREATIVE PHOTOGRAPHY (1-4-3)**

**Prerequisite:** VCPH 261, Junior Status | Upon demand

An advanced course for students to explore personal experiments in creative photography. Students are required to develop an artist's statement and project brief outlining their goals for the semester. A final portfolio is required. The course may be repeated for credit one time with the permission of the Department Chair.

### **VCPH 451 | PHOTOGRAPHY SEMINAR (1-4-3)**

**Prerequisite:** Senior Status, approval of the Chair | S

A course for photography majors presenting issues and approaches relevant to current photographic practice, including significant readings and discussion. The topics covered change each semester dependent on photographic trends and instructor choices. Each student will also research and produce a body of work on a previously unexplored contemporary process or technique.

### **VCST 201 | PRINTMAKING I (1-4-3)**

**Prerequisite:** VCCC 204 | F

This introductory course explores various forms of traditional and contemporary printmaking, with emphasis on practical and historical knowledge of the tools and materials used in the production of the serial or multiple in art.

### **VCST 211 | SCULPTURE I (1-4-3)**

**Prerequisite:** VCCC 102, VCCC 204 | F

This course introduces students to the sculptural processes of modeling, casting, carving, and construction. Students work in both figurative and abstract formats as they explore the potential of sculpture as an expressive medium.

### **VCST 221 | PAINTING I (1-4-3)**

**Prerequisite:** VCCC 204 | S

This course introduces contemporary and traditional painting techniques and studio practices. Assignments focus on painting from sight: including still life, landscape, and the figure. Beginning with a limited palette, students expand their color sensibility throughout the term.

### **VCST 231 | CERAMICS (1-4-3)**

**SI**

This class introduces the elements and principles of hand-built ceramics. Students will learn about the basic making methods and materials, and will study the techniques of hand building, slab building, pinching and coiling, paper-clay and slip casting with plaster molds. The course will include an introduction to firing methods and finishing/glaze procedures. Students will develop skills and vocabulary through project based work, historical and contextual presentations and critiques, and learn refinement and craftsmanship whilst developing transferable problem solving skills in arguably the oldest, yet still highly contemporary, artistic material.

### **VCST 251 | ILLUSTRATION BASICS (1-4-3)**

**Prerequisite:** VCCC 204 | F (even years)

This course explores concepts and methods employed in contemporary and traditional illustration. Emphasis is placed upon development of ideas and the exploration of varied media. The course encourages a creative and open approach to visual thinking and problem solving.

### **VCST 301 | PRINTMAKING II (1-4-3)**

**Prerequisite:** VCST 201 | S

This course explores traditional and contemporary intaglio and relief printmaking practices with an emphasis on technical problem solving and self-expression within the printmaking medium. Students complete the course with a series of prints based on a common theme.

### **VCST 302 | GALLERY MANAGEMENT (3-0-3)**

**Prerequisite:** Completion of Visual Communication Foundation | S

This course provides students with the introductory knowledge and training necessary to manage and operate exhibitions in public and private galleries, public spaces, and alternative sites. Topics covered include gallery design, art sales, art and gallery marketing, precious object care and handling.

### **VCST 310 | FIGURE DRAWING (1-4-3)**

**Prerequisite:** VCCC 204 | F (odd years)

Working from live models, students explore the human form as a means of visual expression. Proportion, anatomy, and scale in structuring the human figure are significant elements of the course as well as expressive and experimental drawing processes.

### **VCST 311 | SCULPTURE II (1-4-3)**

**Prerequisite:** VCST 211 | S

This intermediate course develops the student's understanding of the traditional and contemporary methods and materials. Through lectures, discussions and personal research, the student makes connections to contemporary trends in sculptural practice through the development of a body of studio work.

### **VCST 320 | PERFORMANCE AND INSTALLATION STUDIO (1-4-3)**

**S**

This course introduces students to a broad range of performance forms and installation art, investigating the content and concepts of the physical self and its relationship to space, audience, technology, and society. Students are encouraged to engage in collaborative and group work, and to experiment in developing individual aesthetic sensibilities.

### **VCST 321 | PAINTING II (1-4-3)**

**Prerequisite:** VCST 221 | F

Building upon their formal understanding of painting, students further their technical skills through the study of more complex subject matter including the figure. Approaches of 20th century painters will be examined.

### **VCST 351 | ILLUSTRATION WORKSHOP (1-4-3)**

**Prerequisite:** VCCC 204 | F (even years)

Community projects and visual journalism will be combined with personally-directed assignments to improve visualization and technical skills. Students will be pushed to expand the limits of their previous work and broaden their understanding of illustration.

### **VCST 401 | STUDIO ART SEMINAR (3-0-3)**

**Prerequisite:** approval of the Chair, **Corequisite:** VCST 402 | F

Through directed readings, exhibitions, studio visits, and invited speakers, students learn about traditional and contemporary issues in art theory and practice, with the objective of informing their own art making. Students respond through discussions, written work, and presentations.

### **VCST 402 | ADVANCED STUDIO I (1-4-3)**

**Prerequisite:** approval of the Chair, **Corequisite:** VCST 401 | F

This course focuses on the development of the student's studio practice with ongoing critiques and active discussion often relating to material from VCST 401. A personal direction regarding choices of media, technique, and content is essential.

### **VCST 45I | STUDIO ART THESIS (1-4-3)**

**Prerequisite:** *Grade of C or higher in VCST 40I, Corequisite: VCCC 480 | S*

Students create a thesis which consists of both a practical and written component. Students complete a body of work and will write extensively on this and previous artwork. Students place their work in a contemporary and historical context while furthering senior level artwork begun in the Advanced Studio I and Senior Project courses.

### **WLDC 20I | WORLD CULTURES I (3-0-3)**

**Prerequisite:** *ENGL 102 | F, S, SI*

A survey of the culture, ideas, and values of human civilization from their origins in Prehistory to the 17th Century. Emphasis is on the intellectual and artistic achievements of the ancient Middle East, Classical Greece and Rome, the Christian and Arab/Islamic Middle Ages, and Renaissance Italy showing how culture reflects and influences economic, social, and political development. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.

### **WLDC 202 | WORLD CULTURES II (3-0-3)**

**Prerequisite:** *WLDC 20I | F, S, SI*

A study of the development of the culture, ideas, and values of the early modern world to the present. Emphasis is on the Protestant Reformation, initial contacts between Europe and other cultures, the rise of modern science, the Enlightenment, the American and French Revolutions, the Industrial Revolution, Baroque, Classical, Romantic and Modern styles in art, music and literature. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.

### **WLDC 250 | MUSIC TRADITIONS OF THE WORLD (3-0-3)**

**Prerequisite:** *ENGL 102 | F*

This course provides students with an understanding of the fundamental tenets of music. Students then apply this understanding to various traditional musical styles from throughout the world. The majority of these musical styles are from non-Western cultures.

### **WLDC 30I | RELIGIONS OF THE WORLD (3-0-3)**

**Prerequisites:** *WLDC 20I | Upon demand*

This course surveys all of the most widely recognized (practiced) global religions (Buddhism, Christianity, Hinduism, Islam, and Judaism) as well as other, more regionally located religions (i.e., Jainism, Shinto, Zoroastrianism). Readings from various sacred texts are explored. The course also examines what is/is not traditionally regarded as a "religion." Also explored is the interconnection between religion and the culture(s) with which they are most closely associated.

### **WLDC 40I | CONTEMPORARY CULTURAL ISSUES (3-0-3)**

**Prerequisites:** *ANTH 20I, ECON 20I, HIST 252, POLS 200 | Upon demand*

This seminar-style course asks students to explore current issues in culture. The primary focus of the course is culture, but all students are expected to look at historical, political, and business factors involved as well. The course is designed to allow students to explore a primary area of interest while maintaining the interrelationships of all major areas of the B.A.I.S. degree. This course is also open to non-B.A.I.S. students.



## FACULTY LISTING

Inspired educators and practitioners in the business and professional communities comprise AUD's international faculty. Faculty members, in addition to having appropriate academic credentials and contributing to knowledge in their disciplines, often are or have been actively involved professionals. Students and faculty share a close and special bond which comes from dedication and commitment to a discipline and its associated professions.



**Ababneh, Khaldoun – Professor of Management**

Ph.D. (2008), McMaster University; M.B.A., Tennessee State University; M.P.A., Tennessee State University; B.A., Yarmulke University

**Abu-Ali, Mohammed – Dean of the School of Business Administration, and Professor of Economics**

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**Albani, Alex – Professor of Architecture**

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**B**

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**C**

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**Chenaf, Mohamed Naby – Dean of the School of Architecture, Art and Design, and Professor of Architecture**

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Ph.D. (2009), University of Otago; PGCertTertT, University of Otago; D.B.A., Southern Cross University; M.T.M., Griffith University; B.I.C.T., University of South Australia

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**D**

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**E**

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## F

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## G

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## H

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**I**

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**K**

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**Nader, Jihad S. – Vice President for Institutional Advancement and Development and Professor of Finance**

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## P

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## Q

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## R

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### **Robbins, Micah – English Division Head and Assistant Professor of English**

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## S

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**Striker, Spencer – Associate Professor of Digital Media**

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## W

**Wahl, Hendrik Norman – Associate Professor of Digital Media**

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## Y

**Yaiche, Ghada – Assistant Professor of Architecture**

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## Z

**Zalan, Tatiana – Associate Professor of Management**

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## FINANCIAL INFORMATION 2018-2019

- Tuition and Fees
- Medical Insurance
- Explanation of Fees and Expenses
- Payment Policies
- Refunds

## ***Tuition and Fees\****

University institutional policy requires all students to pay tuition and fees in advance. A student whose account is delinquent will not be allowed to register for the subsequent semester until the balance owed is paid in full.

The university evaluates institutional tuition and fee rates in the second semester of each academic year, and rates may be subject to change at the beginning of the following academic year. In the recent past, when implemented, tuition increases have been in the range of the 4-5% per annum. Any future hikes in tuition, if any, are expected to be within this range.

Study Abroad Program (SAP) students receiving financial aid may be allowed a tuition deferment based upon the anticipated receipt of funds. This is granted solely at the discretion of AUD, based on the official notice of approval from the granting or lending agency.

***(The standard academic year is comprised of the Fall [September-December] and Spring [January-April] semesters. There are two Summer sessions [May-June and July-August].)***

\* Inclusive of 5% VAT where applicable.

## ***Undergraduate Programs***

### ***Fall and Spring Semesters***

Tuition (less than 12 credit hours)	AED 3,885 per credit
Tuition (12 to 16 credit hours)	AED 44,887.50 per semester
Tuition overload (over 16 cr. hours)	AED 2,992.50 per credit
Services Fee	AED 315 per semester

### ***Summer Sessions***

Tuition	AED 3,885 per credit
Services Fee	AED 210 per session

## ***Graduate Programs***

M.A. in LICM Tuition	AED 4,095 per credit
M.B.A. Tuition	AED 4,095 per credit
M.Ed. Tuition	AED 3,885 per credit
M.S.C.M. Tuition	AED 4,095 per credit
Professional Teaching Certificate	AED 3,885 per credit
Additional Modules, if required	AED 2,625 per module

## ***Intensive English Language Program (IELP)***

### ***Fall and Spring Semesters***

Tuition	AED 29,400 per semester
Services Fee	AED 315 per semester

### ***Summer Sessions***

Tuition	AED 21,000 per session
Services Fee	AED 210 per session

## ***Study Abroad Program in Middle Eastern Studies***

*(Includes tuition and fees for 5 classes [15 hours], housing and some classroom-related activities)*

Tuition and Fees US\$ 14,987

*of which US\$274 is refundable at the end of the semester if no housing damage has occurred*

### Withdrawal Penalty (Scholarship Students)\*

- If an **undergraduate student** on scholarship exceeds the two-course limit for withdrawals, the following financial penalty will apply for each term the student withdraws from an additional course:
  - If a student is enrolled full-time (15 credits and above in Fall and Spring ), the overload tuition rate per credit for the academic year is applicable and will be charged at the time of withdrawal;
  - If a student is enrolled full-time (12 to 14 credits in Fall and Spring ), the rate per credit is calculated by dividing the tuition charged by the number of registered credits and will be charged at the time of withdrawal;
  - If a student is enrolled part-time (less than 12 credits in Fall and Spring), the part-time tuition rate per credit for the academic year will be charged at the time of withdrawal.

In the summer sessions, the student will be charged the full tuition for the course(s) from which he or she withdraws.

- If a **graduate student** on scholarship exceeds the two-course limit for withdrawals, he or she will be charged the full tuition for the course(s) from which he or she withdraws.

\* Scholarships appearing in the AUD Undergraduate and Graduate Catalogs.

### Family Tuition Waiver\*

For families who have more than one son/daughter **enrolled simultaneously** at AUD as full-time undergraduates, a tuition remission of 25% is given to each offspring (sibling) after the first in Fall and Spring semesters only. Students who qualify for this waiver must, upon registration, complete a form available at the Finance Office. Scholarship students are not eligible for a *Family Tuition Waiver*.

\* Applicable during Fall and Spring semesters only

### Health Insurance for AUD-sponsored students

Private health insurance covering care in the U.A.E. is mandatory for all AUD-sponsored students. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee as per the below schedule:

#### Health Insurance Fees\* (Inclusive of VAT 5%)

Student joining beginning of:

Fall Semester (covering September, 2018 – August, 2019): AED 2,000.25

Spring Semester (covering January, 2019 – August, 2019): AED 1,386.00

Summer I Term (covering May, 2019 – August, 2019): AED 735.00

Health insurance fees are payable at the time of visa application and renewed annually on September 1 for each consecutive year.

AUD non-sponsored students are required to have and maintain private health insurance covering all UAE care on a continual basis while enrolled and are responsible for all charges related to their medical care. They can join the AUD-sponsored health insurance plan at the beginning of each semester subject to approval from the insurance company.

#### Visiting Students Health Insurance Requirements

Visiting students are required to provide evidence of valid private health insurance applicable in the UAE, during the Admissions process.

Visiting students requiring AUD residence visa must enroll in the AUD-sponsored health insurance plan as part of the visa process.

Students are charged a non-refundable fee as per the below schedule:

Fall or Spring Semester: AED 1,000 - US\$274 per semester

Summer Session: AED 735 - US\$201 per session

\* Fees are subject to change



## Explanation of Fees and Expenses

### Application Processing Fee

A non-refundable application processing fee of AED 420 must accompany the Application for Admission.

### Reservation Deposit

A reservation deposit (non-refundable) of AED5,000 (for undergraduate applicants) and AED2,000 (for graduate applicants), which is fully applied toward tuition, is required upon acceptance for admission (provisional or other).

### Entrance Exam Fee

Math and English Exam Fee	AED 315 (non-refundable)
Computer Proficiency Exam Fee	AED 150 (non-refundable)

### Late Registration Fee

A late registration fee of AED 1,050 will be charged for those registering after the final advising and registration date set for the semester (see *AUD Academic Calendar*).

### Services Fee

Services Fee are designated for labs and activities, for undergraduate and IELP students.

### Books

Students are responsible for buying their own books. Book expense is not included in the tuition.

### Graduation Processing Fee

A non-refundable diploma fee of AED 600 will be billed to students earning degrees.

### Middle Eastern Studies Certificate Fee

A non-refundable fee of AED 300 will be billed to students to cover processing and production of the Middle Eastern Studies Certificate.

### Part-Time Undergraduate Students

An undergraduate student taking less than 12 credit hours per semester is considered part-time. The fee per 1 credit hour is AED 3,885.

### Housing (Optional)

Accommodation is provided by semester for those who wish student housing. The nonrefundable housing fees per semester are:

- AED 8,500 (shared)
- AED 12,500\* (single)

A one-time, refundable security deposit of AED 1,000 is required. This one-time security deposit is payable with the student's first housing payment. Housing charges are subject to change. In the summer sessions, housing fees are AED5,700 for a shared room and AED 8,500 for a single room\*.

*\* Single rooms are not available and will not be guaranteed at all. In the event that there are cancellations and there is availability of rooms, applications for single rooms will be considered.*

A housing reservation fee of AED 2,500 is required to reserve a place in the residence halls. This is payable according to the following schedule:

<b>Semester</b>	<b>Deadline</b>
Spring 2019	November 5, 2018
Summer I 2019	April 11, 2019
Summer II 2019	May 30, 2019
Fall 2019	March 19, 2019

The balance of the student housing fee must be paid in full one month before the beginning of the semester or summer session. Failure to pay the housing fee in full may result in the cancellation of the housing reservation. ***In such cases, the housing reservation fee will not be refunded.***

### **Student Residence Visa (Optional)\***

Only full-time students are eligible. Visa fee, AED 2,000. Passport deposit of AED 3,000 is refundable ***only upon cancellation of visa.***

*Students sponsored by AUD for a student resident visa, who fail to comply with the AUD visa regulations, or who exit the country without going through the proper channels and cancellation procedures will not be entitled to re-apply for an AUD-sponsored residence visa. Accordingly, the students will forfeit their Passport Security Deposit.*

*\*Additional fees may apply, check with the Visa Officer (Emirates ID, blood test, cancellation, etc.)*

### **Course Abroad (Optional)**

AUD Course Abroad Seminars are scheduled annually. The fee, which is determined annually, covers round-trip transportation and hotel accommodations. Students are responsible for their meals. Students may earn three hours of academic credit upon satisfactory completion of requirements set by the trip instructor. Previous Study Tour locations have included New York, Paris, Milan and Florence.

## **Payment Methods**

Tuition and fees are due upon registration, unless a student is registering online, in which case the deadline for payment established by the Finance Office must be respected.

Students can pay for tuition and other fees by **cash**, **check** drawn on a UAE banks, **bank transfer** or through **Credit Card**.

### **Cash**

Students can pay cash in UAE dirham at the CASH machine located in front of the finance office, Administration building or at any branch of Al Ansari Exchange in the UAE.

### **Bank Transfer**

Payable to the "American University in Dubai", Account number: 1000351229, IBAN number AE470230000001000351229 at the Commercial Bank of Dubai, Dubai Head Office, and swift code: CBDUAEADDXB.

Please Include student name and I.D. number on the payment details.

### **Checks**

Payments can be made through checks drawn on any bank operating in the UAE and payable to "American University in Dubai. Students who submit non-negotiable checks will be charged AED 300 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.

### **Credit Card**

#### **Existing students**

Payment is made online by logging in to the Student Portal with AUD user ID and password. Online card payment is accepted with **no service charge or additional cost.**

#### **New students and guardians**

Payment can be made online by using a secure payment link sent by the finance office. Kindly communicate with [finance@aud.edu](mailto:finance@aud.edu)

### **Outstanding Balances**

A student cannot register until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Transcripts, grades, diploma, graduation/completion letters and certifications will not be issued for students who have not met their financial obligations.

## Refunds

All refund requests will be processed within 30 days and are done in the form of checks or wire transfers. Refunds are governed by the following regulations:

### (1) Tuition (except IELP)

In the event that a student withdraws or is dismissed from all classes during the term, refunds of tuition and fees will be calculated according to the following schedule:

<b>Schedule</b>	<b>Refund</b>
During Drop/Add*	100%
Until the end of the second week**	50%
Until the end of the third week	25%
After the third week	0%

In the event that a student withdraws from partial classes during the term, refunds will be calculated according to the following schedule:

<b>Schedule</b>	<b>Refund</b>
Until end of Drop/Add***	100%
After Drop/Add	0%

### (2) Tuition (IELP)

<b>Schedule</b>	<b>Refund</b>
Until the end of Drop/Add	100%
After Drop/Add	0%

### (3) Housing Fees and Charges

The one-time, housing security deposit is refundable at the end of the semester if no housing damage has occurred.

The housing reservation fee is non-refundable and nontransferable unless the student's application for admission is rejected or the student cancels their admission (including conditional) one month prior to the start of the semester for which he or she has paid.

*\*For new students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED 5,000 (for undergraduate) and AED 2,000 (for graduate) which is nonrefundable.*

*\*\* Sunday-Thursday*

*\*\*\* The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.*

# ACADEMIC CALENDAR 2018-2019

## FALL SEMESTER 2018

<b>August 26+</b>	LD: Appeal for reversal of summer II suspension or dismissal
<b>August 26+</b>	LD: Request for return from suspension
<b>August 30</b>	Arrival of residence hall students
<b>September 1*</b>	LD: advising and registration
<b>September 2</b>	Classes begin
<b>September 2-6</b>	Drop/Add
<b>September 8</b>	Student/Parent Orientation
<b>September 11**</b>	Islamic New Year
<b>November 8</b>	Last day for withdrawal from classes
<b>November 20**</b>	Prophet's Birthday
<b>November 30</b>	UAE Commemoration Day (tentative)
<b>December 2</b>	UAE National Day
<b>December 13</b>	Last day of classes
<b>December 16</b>	Final exams begin
<b>December 20</b>	Semester ends

## SPRING SEMESTER 2019

<b>January 6+</b>	LD: appeal for reversal of fall suspension or dismissal
<b>January 6+</b>	LD: request for return from suspension
<b>January 10</b>	Arrival of residence hall students
<b>January 12*</b>	LD: advising and registration
<b>January 13</b>	Classes begin
<b>January 13-17</b>	Drop/Add
<b>January 19</b>	Student/Parent Orientation
<b>March 10-14</b>	Spring break
<b>March 21</b>	Last day for withdrawal from classes
<b>April 3**</b>	Al Israa Wal Miraj
<b>April 25</b>	Last day of classes
<b>April 28</b>	Final exams begin
<b>May 2</b>	Semester ends

## SUMMER I SESSION 2019

<b>May 5+</b>	LD: appeal for reversal of spring suspension or dismissal
<b>May 5+</b>	LD: request for return from suspension
<b>May 9</b>	Arrival of residence hall students
<b>May 9</b>	LD: advising and registration
<b>May 12</b>	Commencement
<b>May 13</b>	Classes begin
<b>May 13-15</b>	Drop/add
<b>June 5-6**</b>	Eid Al Fitr
<b>June 13</b>	Last day for withdrawal from classes
<b>June 25</b>	Last day of classes
<b>June 26</b>	Final exams begin
<b>June 27</b>	Session ends

## SUMMER II SESSION 2019

<b>June 23+</b>	LD: appeal for reversal of summer I suspension or dismissal
<b>June 23+</b>	LD: Request for return from suspension
<b>June 27</b>	LD: advising and registration
<b>June 30</b>	Arrival of residence hall students
<b>July 1</b>	Classes begin
<b>July 1-3</b>	Drop/add
<b>August 1</b>	Last day for withdrawal from classes
<b>August 11-12**</b>	Eid Al Adha
<b>August 13</b>	Last day of classes
<b>August 14</b>	Final exams begin
<b>August 15</b>	Session ends

LD: Last Day

+ For Undergraduates only

\* Normal working day for all faculty and staff

\*\*All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry

Placement exam dates and registration procedures are available each term from the Admissions Office.

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