



## *Communication and Global Competence*

### **SECTION I: Course Overview**

**UNH Course Code:** COM 340

**Subject Areas:** Communication, Cultural Studies

**Prerequisites:** None

**Language of Instruction:** English

**Contact Hours:** 45

**Recommended Credits:** 3

#### **COURSE DESCRIPTION**

With the rise of global mobility and communication, encountering people from a variety of cultures, and the need for effective communication, is commonplace. This course explores the interaction between culture and communication and introduces you to the knowledge and skills necessary to attain global competence. In addition, this course introduces the construct of global competence; creates the opportunity to analyze and evaluate how our own cultural identity influences communication with others; engages interaction with the host culture; and prepares the students with knowledge and skills to be effective and ethical intercultural communicators. This class will include lectures, class discussions, simulations, interactive examples, case studies, media presentations cultural encounters, and field experiences.

#### **LEARNING OBJECTIVES**

##### Cognitive / Knowledge Skills

- To understand the mechanics of competent communication
- To evaluate the different aspects of our communication data base
- To clearly understand the agents and processes in the transmission and reception of data

##### Analytical / Critical thinking Skills

- To study and understand different cultural barriers to communication
- To evaluate different communication techniques in different social and professional situations
- To be aware of the importance of language, non-verbal communication, and attitudes in social interactive situations

##### Affective & Behavioral / Attitudinal Skills

- To understand who you are
- To be able to identify the data base of the person to whom your communication is directed
- To develop understanding, tolerance, and inventiveness in order to communicate and receive communication at a higher level
- Identify contexts where intercultural communication skills are important to success
- Apply knowledge to several personal and professional communication settings

## SECTION II: Instructor & Course Details

### INSTRUCTOR DETAILS

NAME: MARY ALICE SORIERO WITH GUEST LECTURE BY JOHN BOYLE  
CONTACT INFORMATION: MASORIERO@CEASTUDYABROAD.COM  
TERM: SUMMER 2017 -- WSU

### INSTRUCTIONAL FORMAT

This course will meet four days per week, and will have some outside evening/Friday/weekend required sessions. Regularly scheduled sessions will meet for approximately 120 minutes each class for a total of 15 class sessions. This course incorporates lectures, PowerPoint presentations, in-class discussions and exercises, extensive outside readings, documentary films, a research project, and instructor-led onsite learning excursions to foster a fuller understanding of and appreciation for communicating across cultures.

### SPECIAL ACCOMMODATIONS

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

### FORMS OF ASSESSMENT

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

FORM OF ASSESSMENT	VALUE
FORUM	5%
IN-CLASS EXERCISES	5%
COUNTRY ORAL PRESENTATION	10%
CLASS PARTICIPATION	(5% & 5%) 10%
SELF-LEARNING ACTIVITIES	20%
CULMINATING EXAM	25%
PICTURE DIARY	25%

### ASSESSMENT OVERVIEW:

**Forum (5%) Ethnicity and Family Therapy:** Upon the start of the class a forum is assigned that will ask students to read, explore and then reflect upon their ethnic background.

**In-Class Exercises (5%):** Throughout the semester, via in-class exercises, students will be assessed continually by the instructor on the basis of your ability to apply the theoretical material to the specific experience and knowledge you acquire here in the city. Included in these exercises may be contributions from CEA AICAP events, quizzes, forums, free writing exercises and group activities. The exercise and what is expected of you will vary. You may also be required to make a number of oral presentations related both to course readings and to your individual research projects.

Participation and these ongoing short in-class exercises will be integral to the course throughout the semester. The purpose is to stimulate critical thinking about the theoretical material taught in class thus ensuring that students arrived prepared, as well as reinforce the internalization of key elements to enhance intercultural competence.

**Oral Presentation (10%):** Students will be asked to give a short Oral Presentation to the class on a subject they will be assigned and are required to present. This is designed to assess qualities such as initiative, confidence, audience engagement, communicative ability and presentation technique, areas on which they will work throughout the course.

**Self-learning exercises (20%):** This will be research conducted by oneself outside of the classroom by participants will be responsible for observations outside class. Class participants will be asked to use variety of venues -- for example your overnight AICAP *Medieval Spain*, *Crossing the Straits*, *Capital Pleasures* or the afternoon ones, *Slice It –n- Dice It*, *Local Gems* or *Vision of Flamenco*. Some students may choose to use *2Change your LENS* encounters, as posted on moodle. AICAP specific (and *other*) forums will be posted so students can compare and contrast their observations with their peers using the tools acquired in class.

**Picture Diary (25%):** During your stay, you will be asked to routinely take pictures. The aim of this exercise is to get a visual narrative to the shaping of your communicative prowess in your endeavor for global competency throughout the acculturation process. This is a glimpse into how you are personally developing as a competent global citizen as you connect to the city, its people and the culture. You can picture landmarks, key experiences or every day events, as they relate to you throughout this process, **but it is not a glorified opportunity in selfie-skill**. You are also encouraged to use *Pechakucha*(<http://www.pechakucha.org/>) and at the end of the session you will be expected to share this presentation with the rest of the class.

**Culminating Examinations (25%):** The culminating exam is designed to establish and communicate to you the progress you are making towards meeting the course learning objectives. It is comprised of both typical exam and essay questions which test your abilities identify, apply, and synthesize course content.

**Class Participation (10%):** This grade will be calculated to reflect your participation in class discussions, your capacity to introduce ideas and thoughts dealing with the texts, your ability use language effectively, and to present your analysis in intellectual, constructive argumentation.

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

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

Criteria for Assessing Class Participation	Grade
You make major and original contributions that spark discussion, offering both critical and analytical comments clearly based on readings and research and displaying a working knowledge of theoretical issues.	A+ (9.70–10.00)
You make significant contributions that demonstrate insight as well as knowledge of required readings and independent research.	A-/A (9.00–9.69)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B/B+ (8.40–8.99)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	C+/B- (7.70–8.39)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C-/C (7.00–7.69)

You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D	(6.00–6.99)
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F	(0–5.99)

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

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

**CEA ATTENDANCE POLICY:**

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

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

Courses that meet X days per week	Allowed absences	Automatic failing grade at X <sup>th</sup> absence
<b>SUMMER</b>		
Courses that meet <b>4-5 days</b> per week	1	4

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

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

Absence	1	2	3	4
Penalty	No Penalty	1/2 letter grade	One full letter grade	Automatic failure
Grade	A+	A	A-	F

Late arrivals or early departures from class can result in being marked absent. Consequently, CEA will dismiss from all CEA courses, programs, activities and housing any student who fails to maintain satisfactory academic progress or full-time student status.

#### **WORKLOAD EXPECTATIONS**

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

#### **REQUIRED READINGS**

Listed below are the required course textbooks and additional readings. These are required materials for the course and you are expected to complete readings as assigned each class period. You must have constant access to these resources for reading, highlighting and note-taking. It is required that you have unrestricted access to each. Access to additional sources required for certain class sessions may be provided in paper or electronic format consistent with applicable copyright legislation. In addition, the academic office compiles a bank of detailed information about the many libraries, documentation centers, research institutes and archival materials located in the host city and accessible to CEA students. You will be required to use these resources throughout your studies.

#### **Required texts:**

The required text for this class is:

Martin, Judith and Nakayama, Thomas. *Experiencing Intercultural Communication*, (5th Ed.) New York: McGraw Hill, 2008.

<https://ymerleksi.wikispaces.com/file/view/Intercultural+Communication+in+Contexts.pdf>

#### **Recommended readings:**

Deardorff, Darla K., & Hunter, William. (2006). Educating global-ready graduates. *International Educator*, May and June 2006, p. 72-83.

*Fantini, Alvino E. A Central Concern: Developing Intercultural Competence, World Learning, Brattleboro, VT. 2000.*

Farouky,, Jumana. The Many Faces of Europe, *Time.com* , 2/15/2007.

<http://www.time.com/time/magazine/article/0,9171,1590190,00.html>

Ford, Peter. *Why do they hate us ?*, *The Christian Science Monitor*, September 27, 2001.

<http://www.csmonitor.com/2001/0927/p1s1-wogi.html>

Gardenfors, Peter. *Understanding Cultural Patterns*. In Marcelo M. Suarez-Orozco, ed. *Learning in the Global Era*, Berkeley : University of California Press, 2007, 67-84.

Hulstrand, Janet. *Being Proficient is Becoming Increasingly Important to the Global Workforce in Today's 'flat ' World*. *International Educator*, Sept-Oct '08, 25-31.

Johnson, Paul. *Must the Whole World Speak English ?*, *Forbes.com*. 11/24/04

<http://www.forbes.com/business/forbes/2004/1129/039.html>

Massina, Sergio. *The Grip of Culture: Edward T Hall* <http://ishkbooks.com/hall.pdf>

Cornwell, G. H., and E.W. Stoddard. Freedom, diversity and global citizenship. *Liberal Education*; 2006 Vol. 92 Issue 2, p26-33.

Friedman, Thomas L. *From Beirut to Jerusalem*. New York: Anchor Books, Doubleday, 1995.

Friedman, Thomas L. *The World is Flat: A Brief History of the 21st Century*. New York: Farrar, Straus and Giroux, 2005.

Hall, Edward T. *The Hidden Dimension*, New York: Anchor Books, 1990.

Hall, Edward T. *Beyond Culture*, New York: Anchor Books, 1989.

Hall, Edward T. and Mildred Reed Hall. *Understanding Cultural Differences*, Yarmouth, M: Intercultural Press, 1990.

Labriola, Tony. *Cross cultural communication in diverse setting*. New York, NY: Insight Media, 1993.

Levis, Kenneth. *Does Europe hate us? Thomas L. Friedman Reporting*. Silver Spring, MD: Discovery Communications, 2003. Video recording

## **ADDITIONAL RESOURCES**

### **UNH ONLINE LIBRARY**

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

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

You must comply with UNH policies with regard to library usage. Policies can be found at:

<http://www.newhaven.edu/library/general/Policies/>

### **CEACLASSROOM: CEA'S MOODLE CMS**

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

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

Session	Topic	Activity	Student Assignments
1 June 5	<b>Introduction to Class</b>  <b>Syllabus and requirements introduced</b>  <b>Student Assessment</b>	Student Assessment	Culture Self Evaluation.  M&N Chapter 1.  Additional readings announced in class
2 June 6	<b>The Data-Base</b>  <b>What is culture</b>	Identify elements of Data Base :  Knowledge, Culture & Values  Defining culture and how to look at it	Powerpoint Presentation  Additional readings announced in class.  M&N Chapter 2
3 June 7	<b>Culturally bound beings</b>	Culture Awareness Exercises  Presentations  Film	Additional readings announced in class.  M&N Chapter 3  Sergio Massina, The Grip Of Culture, 1-15
4 June 8	<b>Identity, Language and Intercultural Communication</b>	How we construct our communicative being  <i>Communication Live – Calle Feria</i>	
5 June 12	<b>The Intersection of Codes and Culture</b>	Lecture and Discussion	M&N Chapter 5-7 Additional readings announced in class.  <a href="http://www.commisceo-global.com/blog/cultural-diversity-reason-behind-the-great-american-smile">http://www.commisceo-global.com/blog/cultural-diversity-reason-behind-the-great-american-smile</a>
6 June 13	<b>Understanding Culture, Communication and Relationships</b>	Lecture and Discussion  Presentations	M&N Chapter 10 Additional readings announced in class.

7 June 14	<b>Understanding Culture, Communication and Conflict</b>	Lecture and Discussion <i>Castillo San Jorge</i> and Triana Market study	M&N Chapter 11-12 Additional readings announced in class.
8 June 19	<b>Collecting the Contributing Factors</b>	Lecture and Discussion Presentations	Hall Additional readings announced in class.
9 June 20	<b>Synthesizing the Contributing Factors -- Striving for ICC</b>	Lecture and Discussion	Additional readings announced in class.
10 June 21	<b>Review</b>	Review for Culminating Exam	All readings announced in class.
11 June 22	<b>Consolidating our learning</b>	Culminating Exam <i>Street Observations</i>	
12 June 26	<b>Communication in International Trade Globalization in Business</b>	Lecture and Discussion	M&N Chapter 11 Additional readings announced in class
12 June 27	<b>Practical communication within a diverse group Intercultural relationships in everyday life</b>	Class communication techniques, Data Base appreciation Language Policy Case Discussion	M&N Chapter 9 <i>Paul Johnson. Must the Whole World Speak English?</i> Additional readings announced in class. Additional readings announced in class.
14 June 28	<b>Student Presentations</b>	Project Presentations	



15	<b>Student Presentations</b>	Project Presentations	.
June 29		Re-entry and summing up	

## SECTION III: CEA ACADEMIC POLICIES

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

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

### A. CLASS/INSTRUCTOR POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **B. CEA GENERAL ACADEMIC POLICIES**

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

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

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

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

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

For the complete policies, please see the Academic Integrity Policy in its entirety by visiting [Academic Integrity Policy](#).

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

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

**RELIGIOUS HOLIDAYS:** CEA is sensitive to, and supportive of, the fact that faculty, staff and students constitute a rich mixture of religious and ethnic groups. CEA recognizes that many religious holidays merit or require absence from class. To strike a reasonable balance between accommodating religious observance and meeting academic needs and standards, CEA instructors will make reasonable accommodation when a student must miss a class, exam or other academic exercise because of a required religious observance, when the instructor/Academic Office is informed of the specific instance in need of accommodation **within the first two weeks of the semester course**, or by the end of the second class

meeting of summer or short session. Students must submit any missed work in advance of the holiday and will be required to make up missed class time through alternate assignments to receive full credit for time out of class. Students must submit a written request for religious accommodations using **CEA's Religious Observance Request Form** in the timeline stated above for full consideration.

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

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

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

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

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

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

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

**A FULL LIST OF CEA POLICIES IS AVAILABLE ONLINE:**  
<http://www.ceastudyabroad.com/student-policy>