

Course Syllabus

These recommendations were developed to assist the faculty of the International and Comparative Politics (ICP) Department in writing a course syllabus. ICP faculty are advised to follow this suggested format, but are not restricted from including any additional information if they wish. Overall, the syllabus should contain detailed information sufficient to allow students to complete the course successfully. It should clearly reflect what the instructor expects from students as well as demonstrate what the students may expect from the instructor. The instructor's approach to teaching and learning should be clearly communicated in the document. It is also strongly desirable that the instructor discuss the syllabus with the students in the first week of class.

Title of Course: Semester 20XX

Instructor information: This section should contain general information about the instructor, and his/her contact details including office phone and e-mail account. Class times and location are to be mentioned. The instructor should be specific as to where and how s/he can be reached outside of class by setting office hours. It is suggested to include a short description of the instructor's research experiences and any other professional activities beyond the classroom.

Course description: This section should provide an overview of the course content, including the teaching approach, general topics or areas/questions to be covered during the class. The instructor may wish to inform the students of any prerequisites for the course, or outline the required skills that students need to have in order to be enrolled in the class. The course objectives should be achievable and precise. Required and suggested textbooks must be mentioned. The instructor should describe students' assignments for the class. There should be a dedicated discussion of the format of the course: lecture, seminar, or laboratory. This will better orient students to the instructor's expectation in each class meeting. If the instructor plans to use an e-learning system, the procedure to register for this service and access the online materials should be addressed in detail.

Course outcomes: The students should have a clear idea about what this course will accomplish. Outcomes will include the knowledge, skills, and competencies that students will gain as a result of attending this class. It is also the obligation of the instructor to ensure that course outcomes are aligned with the described goals of the course as well as suggested assignments. Well-defined outcomes will better orient students to the educational merits of the course.

Course assessment: The level of achievement of students should be assessed through class assignments that are closely linked to stated learning outcomes. Depending on the instructor's preference, these may include exams, group projects, presentations, papers and class participation. Any class activity should be scrupulously described as to what is expected from students as well as how they will be graded. The grading system has to be transparent and it has to be discussed with students during the first class. The policy on submission and grading of late assignments must be addressed. The instructor has to update students at regular intervals regarding their class performance, and if necessary, provide suggestions to improve their performance. Regular contact with students throughout the semester will assist in avoiding any grade disputes at the end of course. The class attendance policy must be detailed and explain how attendance will impact final grades. In other words, it should state clearly that for X number of absences, the students will be given a grade of X or see their grade drop

by X for the course. Additional points to address in this section may include the need to engage in informed discussion, the policy on late arrival to class, the use of laptops and cell-phones in class, and eating or sleeping in the class room.

It is also advisable that the instructor introduce to the syllabus important ICP rules:

Important ICP rules

Plagiarism

Plagiarism, cheating and other forms of academic dishonesty will not be tolerated. If you are unfamiliar with the definition of plagiarism, please read AUCA Code of Student Rights, Responsibilities and Conduct.

The AUCA will soon adapt changes into the policy on academic honesty. The new rules will be explained to the class, but students should keep in mind that if a student is caught with a case of intentional plagiarism, the softest punishment would be an F for the assignment. If a student was caught with plagiarism in past, a she/he may face F for the course, suspension from the university.

Seminar tutor will provide a special session on plagiarism and ways to avoid it. Whenever you have questions or doubts, simply approach instructors and ask. We will always be happy to explain.

Late submissions

Students are expected to duly respect all deadlines for submitting papers, essays and other types of homework. All due dates are announced beforehand, and are believed to provide sufficient time for preparing and submitting required works. The importance of respecting deadlines is related to 1) creating equal conditions for all students; 2) better organization of overall teaching and learning process.

Late submissions will be penalized, with deduction of 10% of the grade per day. Any submission which is late for more than 10 minutes will be considered as one-day late paper.

In cases of force majeure circumstances (serious illness etc.), a student is expected to provide documented evidence. ICP department reserves the right to check these evidences.

Mobile phones

Mobile phones must be turned-off during the class. This is the demonstration of your respect for the class and contribution to creating a better learning atmosphere.

X Grade

If a student fails to submit a piece of coursework or misses an exam before the last day of the Semester they will automatically receive an **X**, unless they discuss the situation with their seminar tutor. Under exceptional situations students may be dismissed from the course if they persistently engage in negative participation.

Grading scale

100 – 96 = A

95 – 91 = A –

70 – 66 = C

65 – 61 = C –

90 - 86 = B+

85 - 81 = B

80 - 76 = B -

75 - 71 = C+

60 - 56 = D+

55 - 51 = D

50 - 46 = D -

45 - lower = F