Course Code & Name	Media and Palestine: JSC 488K-688C / COM 488U
Section, Class Time & Location	Section 11, TR 12:30pm - 1:45pm, Nicol Hall 305 (lecture hall) / Safadi Fine Arts 108 (lab)
Instructor	Gretchen King Email: gretchen.king@lau.edu.lb Phone: +961 1 786456 Ext: 1374 WWW: https://www.gretchenk.net/ Office: Safadi Fine Arts Building 511A, Beirut campus Office Hours: T-W-Th 11:00am - 12:00pm
Credits Hours	3
Semester	Fall 2024

## **Course Description**

Media and Palestine covers historical, theoretical, and conceptual aspects of media and communication from and about Palestine. The course is taught at the intersection of Palestine studies and critical media literacy to provide students critical thinking and research skills to develop their media and communication practices related to Palestine. The course uses an interdisciplinary approach, drawing on a variety of media theories from political economy, anti-colonial, feminist, cultural, journalism, and activist studies. Students will complete three deliverables: 1) Students will work in pairs to prepare and facilitate a booth for Palestine; 2) Students will work as research assistants to qualitatively code media content and write a media analysis; and 3) Students will work in groups to produce and implement a course communication campaign and live online broadcast. Media and Palestine will address themes related to history, refugees, international law, United Nations' resolutions, apartheid, resistance, genocide, and media bias among others.

#### **Course Learning Outcomes**

At the completion of this course, students will:

- Recognize various theories and methods of study related to the analysis and production of media about Palestine:
- Demonstrate the ability to think critically as media makers and communicators about the evolution of journalism, media, and communication from and about Palestine;
- Demonstrate aptitude in researching and producing multimedia and campaign content about Palestine.

## **Teaching/Learning Methods**

- Active learning methods/applied methods: Students will participate in a variety of activities, including researching timelines and case studies, analyzing media content, preparing contributions to a live broadcast, and participating in a communication campaign;
- Research methods and critical inquiry: Students will conduct research and engage in critical reading
  of academic and non-academic literature and journalism related to media and Palestine using
  various media studies theories and approaches;
- Experiential methods: The instructional method and teaching philosophy for this course is lecture-discussion-collaboration. Students are encouraged to ask questions, add to/lead the discussion, and will collaborate together as a key component of learning;
- Virtual Exchange: This course is run along with an online course and students will engage in virtual exchange with the online participants throughout the semester:
   https://online.lau.edu.lb/programs/media-palestine-short-course/
- *Professionalization methods:* This course is designed to support the professional development of students to be successful and innovative critical media makers and researchers. As such this course

- will engage labor-based grading (calculating assignment grades based on labor completed by the deadline) and self-assessment alongside of grading for quality of work produced. See Tips for Success below;
- Activist, practitioner, and scholarly knowledge: This course will draw on activist, practitioner, and scholarly knowledge through the assigned materials and by inviting local media activists, practitioners, and scholars to lead sessions and facilitate learning.

## **Course Materials/Technologies**

- Blackboard: All assigned materials and additional resources are open access. Blackboard is the
  proprietary course management software system supported by LAU. In this course, Blackboard will
  be used primarily as an information repository and clearinghouse for course reading materials,
  assignments, and grades management by the professor. However, other uses of Blackboard may
  be announced during the semester. For this reason, each student is required to check Blackboard
  regularly for new materials, announcements, updates and other important information. Students
  are responsible for reporting any problems accessing materials or submitting assignments on
  Blackboard, before the deadline, otherwise your grade will be affected negatively.
- Pen and Paper: Yes we will use this old technology, so please bring these to class;
- Digital Storage: Please bring your own USB key, preferably 10GB or larger;
- Headphones: Please bring your own headset to class (over-the-ear headphones are best, or ear buds, must be a 1/8-inch jack to plug into lab computers or recording devices).

#### **Grading Details and Deadlines**

- Online Booth for Palestine (25%): Students will work in teams of two-three and pick a topic relevant to the course (see syllabus) with the instructor's approval to prepare an original presentation in a video format to post on Padlet for class engagement. The presentation can feature visual materials, games, etc., but all presentations needed to clearly present the following in around 7-minutes: 1) The learning goal of the online booth stated in a short presentation and 2) engage the viewer in any activity that supports the goal of the presentation. Each booth will create one post and use the comment feature to add instructions, attach materials, or links to activities. Each team should prepare the following for submission on Blackboard: 1) Your team members task, their tasks, and the learning goal of your online booth, 2) Outline the main points for the presentation, 3) List of materials and/or activities, and 4) Reference list.
- Media Analysis (25%): Students will work as research assistants to apply qualitative methods to conduct a comparative gendered analysis of media visuals, frames, and discourses using a codesheet and writing up the analysis. Guidelines and a workshop will be provided.
- Live Broadcast (30%): Students will work as a class to conduct research, interviews, and produce a high-quality journalistic content (teams will each produce a segment and trailer, audio or video) for a live broadcast that will be held on November 28 during class, which precedes the date the General Assembly of the United Nations designated as the International Day of Solidarity with the Palestinian People (Nov. 29th). Guidelines and a workshop will be provided.
- Communication Campaign (20%): Students will work as a class to research, design, and implement a communication campaign to compliment the live broadcast. Guidelines and a video workshop will be provided.

## **Course Grading Distribution**

Maximum Possible Points				
Media Analysis	25	Communication Campaign	20	
Online Booth	25	Live Broadcast	30	

<sup>\*</sup>See Course Policies below.

# **WEEKLY SCHEDULE/THEMES**

The content, schedule, and/or evaluation scheme in this course may be subject to change.

Module 1:		Studies & Critical Media Literacy	Readings / Films / Activities / Deliverables
WEEK 1	29-Aug	Introduction to the course & Ice breakers	Matar & Harb (2013)
***************************************	23 / 108	introduction to the course a recording	Said (2001), King (2021), Excerpts from Jhally (2016)
WEEK 2 03-Sep		Histories of Palestine	Activity: Exploring Timelines on Palestine (Palestine
		Thistories of Talestine	Question & AJ)
		Refugees & Returning (Optional: Field trip	Al-Shaikh (1984), Said (1984), Abu Sitta (2001)
	05-Sep	to Shatila Camp Friday Sept. 13 at 12pm)	Activity: Excerpts from Masri (1998)
		to shatha camp rriday sept. 13 at 12pm)	Makdisi & Prashad (2017), International Commission
WEEK 3	10 Son	International Law & the United Nations	(1983), Auf (2024)
WLLKS	EK 3 10-Sep International Law & the United Nations		Activity: UNSC & UNGA Resolutions (Palestine Question)
			UN-ESCWA (2017), Hijab & Gassner (2017), Visualizing
	12 Con	Jaraeli Anarthaid & Canacida	
	12-Sep	Israeli Apartheid & Genocide	Palestine (2024)
		Contamban 45, 45, 5aban and 61	Activity: Case Study of Visualizing Palestine
		September 15-16: Sabra and Sh	natila Massacre (1982)
WEEK 4	17-Sep	Palestinian Resistance with author (Open	Allday (2021), Shehadeh (forthcoming)
		Classroom with Dr. Hanine Shehadeh)	
	19-Sep	Screening & discussion with Directors	The Last Sky (2024), Gulbenkian Theatre
		September 28: Start of Al A	
	_	October 7: Start of Al Aqsa Flo	
WEEK 7	08-Oct	Preparing Booths for Palestine	Review Assignment Instructions
		Booth Work	Finalize Work Plan, Pitch and Peer-review
		BOOTH WOLK	Deliverable: Sign Contract
WEEK 8	15-Oct	Online Booths for Palestine	Post on Padlet
		Guest Speaker (Open Classroom): Noura El	Analyzing the Dehumanization of Palestinian Men in
		Masri	Western Media
		Research Workshop: Coding Anti-	Win a and Last (2024)
WEEK 9	22-Oct	Palestinian Media Bias and the	King and Jegić (2024)
		Dehumanization of Palestinian Men	Review Assignment Instructions
		Feedback on Codesheets	Deliverable: Draft Codesheet
WEEK 10	29-Oct	Research Workshop: Writing Media Analysis	
		Peer-review Feedback on Drafts	Deliverable: Finalized Codesheet & Media Analysis
	Noven		,
Module 2:	November 2: Balfour Declaration promises "national home for the Jewish people" in Palestine (1917)  ule 2: Live Broadcasting & Communication Campaign Readings / Deliverables		Readings / Deliverables
module 2.		Guest Speakers (Open Classroom): Laith	-
WEEK 11	05-Nov	Marouf & Fairouz Salameh, Free Palestine	Reporting on Genocide and Resistance
	05 1101	TV	Case study of "Palestinian POWs Speak Out"
		Workshop: Preparing a Live Broadcast	Review Assignment Instructions
		Workshop: Pitch for Broadcast & Preparing	Finalize Work Plan, Pitch and Peer-review
WEEK 12	12-Nov	a Communication Campaign	Deliverable: Sign Contract
		Teamwork: Content collection	Original and Secondary Content Collected
\\/EEV 12	10 Nov	Teamwork: Content collection	
WEEK 13	19-Nov		Draft Edit of Content Prepared, Promos Finalized
		Teamwork: Prepare for Broadcast &	Press Packet Finalized, with Broadcast Promos, and
	1	Campaign	Distributed
WEEK 14	26-Nov	Teamwork: Finalize Broadcast & Campaign	Campaign Launch
		Mock Broadcast	Post draft scripts and segments for feedback
		Live Broadcast	Online on Nov. 28
WEEK 15	03-Dec	Self-Assessment	Deliverable: Complete Assessment Form
		Course Reflection	Deliverable: Submit Reflection

#### **COURSE BIBLOGRAPHY**

Abu Sitta, S. (2001). From Refugees to Citizens at Home. Retrieved from: <a href="http://www.plands.org/en/books-reports/books/from-refugees-to-citizens-at-home">http://www.plands.org/en/books-reports/books/from-refugees-to-citizens-at-home</a>

Allday, L. (2021, June 22). *The Palestinians' inalienable right to resist*. Ebb. <a href="https://www.ebb-magazine.com/essays/the-palestinians-inalienable-right-to-resist">https://www.ebb-magazine.com/essays/the-palestinians-inalienable-right-to-resist</a>

Al-Shaikh, Z. (1984). Sabra and Shatila 1982: Resisting the massacre. *Journal of Palestine Studies*. 14 (1) 57-90. https://www.jstor.org/stable/2537057

Auf, O. (2024, August 4). Misrepresentations in Western Coverage of the ICJ Advisory Opinion. Institute for Palestine Studies. https://www.palestine-studies.org/en/node/1655931

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Hanna, N. (2024). The Last Sky. https://www.youtube.com/watch?v=wQAp2Nq42Y4

Hijab, N., and Gassner, I.J. (2017, April 12). Talking Palestine: What Frame of Analysis? Which Goals and Messages? *Al Shabaka*. Retrieved from: <a href="https://al-shabaka.org/commentaries/talking-palestine-frame-analysis-goals-messages/">https://al-shabaka.org/commentaries/talking-palestine-frame-analysis-goals-messages/</a>

International Commission (1983). Israel in Lebanon: Report of the International Commission to Enquire into Reported Violations of International Law by Israel during Its Invasion of the Lebanon. *Journal of Palestine Studies*, 12(3). https://www.palestine-studies.org/en/node/38805

Jhally, S. (dir.) (2016). *The Occupation of the American Mind*. New York (NY): Media Education Foundation. Film, 84-minutes. <a href="https://vimeo.com/277492186">https://vimeo.com/277492186</a>

King, G. (2021). Palestine: Resilient Media Practices for National Liberation. In Richter, C., and Kozman, C., (eds.) *Arab Media Systems* (pp. 37-54). Open Book Publishers. <a href="https://doi.org/10.11647/OBP.0238.03">https://doi.org/10.11647/OBP.0238.03</a>

King, G., & Jegić, D. (2024). Copyediting Palestine: Media bias in journalism style guides. [Editar Palestina: Sesgo Mediático en los Manuales de Estilo Periodístico]. *Revista Latina de Comunicación Social*, 82, 01-20. https://www.doi.org/10.4185/RLCS-2024-2052

Makdisi, K., and Prashad, V. (2017). Introduction from *Land of Blue Helmets: The United Nations and the Arab world* (1st ed.). Oakland, Calif: University of California Press. <a href="https://content.ucpress.edu/chapters/12996.ch01.pdf">https://content.ucpress.edu/chapters/12996.ch01.pdf</a>

Masri, M. (1998). Children of Shatila. Retrieved from: https://youtu.be/SXSmbXBUlhk

Matar, D., and Harb, Z. (2013). Approaches to Narrating Conflict in Palestine and Lebanon: Practices, Discourses and Memories. In Matar, D., & Harb, Z. (eds.), *Narrating conflict in the Middle East: Discourse, image and communications practices in Lebanon and Palestine* (pp. 1-14). London: I.B. Tauris.

Said, E. (2001). Introduction. In E. Said and C. Hitchens (eds.), Blaming the victims: spurious scholarship and the Palestinian question (pp. 1-19). Verso.

https://refugeeacademy.org/upload/library/Blaming the Victims Spurious Scholarship and the Palestinian.pdf

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Shehadeh, H. (forthcoming) "Al Molatham": Toward a Writing of Palestinian Visibility. Journal of Palestine Studies.

UN-ESCWA (2017, March). Israeli practices toward the Palestinian people and the question of Apartheid. Retrieved from: https://electronicintifada.net/sites/default/files/2017-03/un apartheid report 15 march english final .pdf

Visualizing Palestine. (2024, January). Genocide Definition. <a href="https://visualizingpalestine.org/visual/genocide-definition/">https://visualizingpalestine.org/visual/genocide-definition/</a>

## **RESOURCES**

## **Introduction to Palestine**

https://decolonizepalestine.com/

#### **Timelines about Palestine**

https://www.palquest.org/en/overallchronology

https://interactive.aljazeera.com/aje/palestineremix/timeline main.html

#### Maps of Palestine/Liberation

http://www.plands.org/en/maps-atlases

https://palopenmaps.org/

https://mapliberation.org/

## **Palestinian News Sources**

http://www.bu.edu/mzank/Jerusalem/cp/pal-news.htm.

https://qudsnen.co/

https://imemc.org/

https://electronicintifada.net/

https://www.palestinechronicle.com/

https://english.wafa.ps/

http://english.pnn.ps/

## **Journals on Palestine**

https://www.palestine-studies.org/en/journals

https://www.euppublishing.com/loi/hlps

#### **COURSE POLICIES**

## Tips for online learning

Following updates on Blackboard, keeping up with required materials (see Syllabus and Weekly Lesson Plans), submitting assignments, and appearing at appointments on time is absolutely mandatory. Please plan to come to appointments 10-15 minutes before the scheduled time. **You will lose marks in your grading:** 

- Not submitting Discussion Board posts
- Not taking part in discussion or activities (Padlet)
- Not handing in assignments on time and not asking for an extension
- Not attentively listening to the instructor and classmates
- Please remember that reading the assigned texts every week will improve your ability to take part in class, complete assignments, and your overall mark. Reading is mandatory in this course.

#### **Course Readings**

It is IMPERATIVE that you read ALL assigned readings. Preparing for class discussions means doing more than simply skimming your assigned readings, but being able to identify key concepts/theories and your own questions. **You are advised to take notes of things you do and don't understand while you read.** We will cover various topics and skills in a limited time period. It is not possible to cover every detail during lectures and discussions. In addition, learning the concepts and theories covered in this class will be frustrating if you don't familiarize yourself with them first by reading. You are expected to have a basic understanding of the material to be able to engage in discussions. The "Participation" portion of your grade will be negatively affected, otherwise.

#### Plagiarism: When in doubt, cite it out!

There will be zero tolerance for plagiarism of any kind. You may fail the course or be dismissed from the program entirely if you are caught. Ignorance is not an acceptable excuse. Plagiarism covers all class assignments, including multimedia material and is not limited to text. Everything should be cited appropriately. For further information and assistance in determining when and how to properly cite your sources, please refer to the following resources:

- Definitions of plagiarism: <a href="https://www.turnitin.com/static/plagiarism-spectrum/">https://www.turnitin.com/static/plagiarism-spectrum/</a>
- University's Student Code of Conduct: <a href="http://catalog.lau.edu.lb/2014-2015/graduate/academic-rules-procedures.php">http://catalog.lau.edu.lb/2014-2015/graduate/academic-rules-procedures.php</a>

It is your responsibility to become familiar with the university's ethics policy, to know what is and is not a code violation, and to abide by the university's code of conduct. Violation of any policy will result on disciplinary action, including expulsion. No percentage of plagiarism is acceptable and as per LAU policy any percent will result in a zero.

## **Sharing Assignments**

Any sharing of assignments from previous or current semesters, using any previously completed work, or sharing of previously used test questions or video or audio material will be considered cheating. Both the person who shared his or her work and the person who used the previously completed work will be pursued with ethics charges. Sharing here refers to both written and multi-media material. Purchasing assignments is a special kind of violation that will be met with extra scrutiny and disciplinary action.

## **Format and Guidelines for Papers and Assignments**

All written assignments should follow APA style and format, be typed, double-spaced, spell-checked, proofread, have one-inch margins, and use 12-point Times News Roman font. See Purdue OWL's APA Style and Formatting Guide:

• <a href="https://owl.purdue.edu/owl/research and citation/apa style/apa formatting and style guide/reference list basic rules.html">https://owl.purdue.edu/owl/research and citation/apa style/apa formatting and style guide/reference list basic rules.html</a>

Spelling, punctuation, syntax and grammar are essential components of writing. If it is clear that you did not take the time to revise and edit your work, you will lose major points, in accordance with the grading rubric. You are highly encouraged to use the Writing Center to improve your papers. Book an appointment online or email the LAU Writing Center at <a href="writing.center@lau.edu.lb">writing.center@lau.edu.lb</a>. Website:

https://soas.lau.edu.lb/academics/centers-institutes/writing-center/index.php

## **Policy on Late Work**

Work is due on the assigned date and time in the weekly schedule. Students will lose marks for handing in late work and their "Participation" grade will be affected. AFTER 24 HOURS, UNSUBMITTED ASSIGNMENTS WILL RECEIVE A ZERO. If there are extenuating circumstances, contact your instructor well before the due date. In all cases you are responsible for getting your work in on time. Technical problems always occur. So, don't wait till the last minute to submit.

#### Policy on AI & Writing Center

Please note many generative AI tools are made in Israel or in close collaboration with Israel, which is why some have observed that *apartheid is "automated"* in *Palestine*. LAU instructors may have different rules and expectations for using generative AI (generative AI) tools. Should one instructor approve the use of generative AI, this does not mean it will be permitted by others. In this course, students are not allowed to use generative AI tools for any assignment or activity. Several times throughout the semester, you will be asked to produce assignments in class. These in-class assignments will be a measure to assess your assignments produced outside of class.

WARNING: Unauthorized use of AI tools to help you produce any assignment is a form of cheating and has consequences under the LAU Student Code of Conduct (see 2.2.2).

Note that you are encouraged to book an appointment with the Writing Center for your assignments written outside of class. Simply bring your draft assignment and the instructions to your appointment. You can book an appointment online: <a href="https://soas.lau.edu.lb/academics/centers-institutes/writing-center/index.php">https://soas.lau.edu.lb/academics/centers-institutes/writing-center/index.php</a>

## **Tips for Success**

- Read all assigned readings;
- Do not miss any deliverable in the Weekly Lesson Plan;
- Submit assignments early;
- Email your instructor if you need flexibility for any deadline;
- Participate on Padlet and the Discussion Boards, take notes as you read, ask questions (in office hours, email, or Webex), and listen attentively to videos posted online;
- Teamwork does not mean all participants get the same grade, thus your full participation in shared tasks are required:
- Talk to your instructor if you feel like you are not understanding, or behind in work;
- Under labor-based grading, each student will sign a labor contract (using the assessment form) with the
  instructor for each task agreed upon for the Community Service-Learning Proposal & Project. As long as
  you put in the appropriate effort (through your labor, reflection, and self-assessment) to submit work ontime that follows instructions, is complete and correct, the base grade of A or 90% will be earned. Note
  that extra labor (beyond what is agreed in the contract) means extra points will be applied as determined
  by the instructor.

## **LAU POLICIES AND REGULATIONS**

## Diversity, Equity, and Inclusion

LAU supports an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength. In our courses as well as in interactions outside of the classroom, the LAU community is committed to respectful dialog. The LAU community values its members' diversity including race, ethnicity and national origins, political beliefs, gender and gender identity, sexuality, socio-economic class, age, religion and sect, and disability. Students who have special needs or other condition necessitating accommodation are encouraged to discuss their needs with the instructor as well as with the Dean of Students Office.

## **University Attendance Policy**

- 1. Students are expected to attend all classes.
- 2. For valid reasons, supported by a note from a doctor or counselor, students may miss classes for a maximum equivalent to 2 regular weeks.

<sup>&</sup>lt;sup>1</sup> PALESTINE IS A 'LABORATORY' FOR AI TECHNOLOGY: العربية or English: https://www.amnesty.org/en/documents/mde15/6701/2023/en/

- 3. When exceeding the maximum number of absences, it is the instructor's prerogative to ask the concerned student to stop attending and drop the course. In this case, it is the student's responsibility to drop the course, otherwise a grade of "F" or "NP" will be given.
- 4. In exceptional justified cases (long illness, etc...), where absences exceed the maximum, the student has to petition to the department Chair to be allowed to stay in the course.
- 5. Students are held responsible for all the material presented in the classroom, even during their absence.

## **Student Code of Conduct - Academic Violations**

The following table defines the sanction(s) associated with each violation. In some cases, and when the violation is too general, a range of sanctions is set for the pertinent committee to choose from depending on the specifics of each case. As for the second offense, the set sanctions apply regardless whether the violation has taken place in the same course or a different one, within the same semester or not.

Code #	Violation	1st Offense	2nd Offense
Cheating			
2.2.1	Using material or equipment (including mobile phones, electronic tablets, i-pads, calculators, and other devices) that is not authorized by the instructor in an examination, project, or graded assignment	zero on the deliverable with a warning	F on the course with warning
2.2.2	Cheating, copying, collaborating with or aiding another Student in a manner not permitted by the instructor on an examination, project, or other graded assignment	zero on the deliverable with a warning	suspension
2.2.3	Distributing or aiding in the distribution of previous exams without authorization of the instructor	double warning – suspension	suspension - expulsion
2.2.4	Stealing, reproducing, or circulating an examination or other graded assignment before it has been administered	suspension	expulsion
2.2.5	Impersonating another Student or allowing another Student to impersonate one's self during an examination, presentation, or other graded assignment	suspension for both	expulsion
2.2.6	Impersonating an assistant, staff member, or faculty member for the purpose of (a) proctoring examinations without authorization or permission or (b) obtaining confidential information regarding coursework or examinations	suspension – expulsion	expulsion
2.2.7	Receiving, purchasing or selling a project, paper, or any academic document and presenting it as work other than that of the author	suspension – expulsion	expulsion
2.2.8	Submitting identical papers or coursework for credit in more than one class without the permission of the instructor	zero on the deliverable with a warning	F on the course with warning
Plagiarism and Copyright Violations			
2.2.9	Failing to attribute language or ideas to their original source by not crediting the original author with an appropriate acknowledgement or citation	zero on the deliverable with a warning	F on the course with warning
2.2.10	Using photocopied or electronic copies of textbooks, compact disks, films, music, online course materials, and other content beyond the fair use policy within University Premises	warning	double warning
2.2.11	Using copyrighted materials, including in written research reports and papers, without obtaining required permission, if any, from the rights holder	warning	double warning
Unauthorized Sale, Distribution, or Use of Course Materials			

2.2.12	Recording any lecture or presentation for personal use or public distribution without the prior consent of the course instructor.  This applies to the unauthorized use of any medium including but not limited to mobile phones, electronic tablets, i-pads recorders, films, and other devices	warning	double warning
2.2.13	Selling academic materials by any Student, club, or group. This includes but is not limited to lectures, course recordings, class notes, and previous exams	warning	double warning

#### Withdrawal Policy

WI = Early Withdrawal; WP = Withdrawal/Pass; WF = Withdrawal/Fail

- 1. A student who withdraws after the Drop/Add period and by the end of the 5th week of classes (10th day of classes for Summer Modules) will obtain a "WI" on that particular course. The student may process such request directly through the Registrar's Office.
- 2. A student who withdraws from a course between the 6th week and the end of the 10th week of classes (18th day of classes for Summer Modules) will receive either a "WP" or a "WF". "WP" or "WF" will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.
- 3. The "WI" and the "WP" will not count as a Repeat; whereas the "WF" will count as a Repeat. (Note that LAU policy allows students to repeat a course up to two times only).
- 4. "WI", "WP" and "WF" will not count towards the GPA calculation.
- 5. <u>Deadline for the "WP" and "WF" withdrawal from courses</u>: check university calendar (It is the <u>student's</u> responsibility to drop the course)

### **Incomplete Coursework**

The course grade "I" (Incomplete) will only be given under extenuating circumstances such as a major illness, death in the family or other unexpected emergencies. The student has to petition to the department Chair to receive an incomplete grade. Any incomplete work must be made up by a date planned with the instructor, but no later than the eighth week of the following semester (fall or spring). Otherwise, the grade of I is changed to an F (or an NP). It is the responsibility of the student to contact the instructor to make the arrangements for the completion of the incomplete work. In no case may incomplete work be made up after a lapse of one year from the end of the semester or module in which the grade of I was received.

## **Policy on Mobile Phones**

Mobile phones should be turned off during class. You will lose "Participation" points if your cell phone or any other digital device is used without permission, including if a cell phone rings in class.

## **Course Online Evaluation**

Completion of the online course evaluations is important for feedback and improvement. In order to improve the effectiveness of the educational process, all students are expected to submit their course evaluations by the last day of classes. Students who fail to complete the evaluation of all registered courses by the set deadline:

- 1. will not be able to access their course grades from Banner or Portal until two weeks after the end of the final exams period; and
- 2. will not be able to request transcripts.

Online evaluations are anonymous, and faculty and administrators never receive any information about who submitted the evaluation. Faculty do not receive the results of the evaluations until after the semester is over (several weeks after the grades are posted).

## **University Grading Scheme\***

90 and up: A 87 to 89: A- 83 to 86: B + 80 to 82: B 77 to 79: B -	73 to 76: C + 70 to 72: C 67 to 69: C -	63 to 66: D + 60 to 62: D Below 60: F
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<sup>\*</sup>Grades are earned, there is no rounding up.