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Bachelor of Business Administration (B.B.A.) in Marketing (MRKT)

- BBA 2009-2010 4-Year Plan

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- Economics 2009-2010 4-Year Plan

Minors in the Division of Business and Economics

Division of Business Economics Internship Process and Assessment

DIVISION OF HUMANITIES AND ARTS

Degree Programs in the Division of Humanities and Arts

Bachelor of Arts (B.A.) in Communication and Media

- Communication & Media 2009-2010 4-Year Plan

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- English 2009-2010 4-Year Plan

Bachelor of Arts (B.A.) in Graphic Design

- Graphic Design 4-Year Plan

Minors in the Division of Humanities and Arts

- Advertising, Journalism, or Public Relations
- Arabic



- Communication and Media
- English
- Graphic Design
- Visual-Performing Arts

Division of Humanities and Arts Internship Process and Assessment

DIVISION OF SCIENCES AND ENGINEERING

Degree Programs in the Division of Sciences and Engineering

Bachelor of Engineering (B.E.) in Computer Engineering

- Computer Engineering 2009-2010 4-Year Plan

Bachelor of Science (B.S.) in Computer Science

- Computer Science 2009-2010 4-Year Plan

Bachelor of Science (B.S.) in Information Systems

- Information Systems 2009-2010 4-Year Plan

Minors in the Division of Sciences & Engineering

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- Environmental Studies
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Division of Sciences and Engineering Internship Process and Assessment

DIVISION OF SOCIAL SCIENCES

Degree Programs in the Division of Social Sciences

Bachelor of Arts (B.A.) in International Studies

- International Studies 2009-2010 4-Year Plan

Bachelor of Arts (B.A.) in Social and Behavioral Sciences

- Social and Behavioral Sciences 2009-2010 4-Year Plan

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Division of Social Sciences Internship Process and Assessment

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COLLEGE OF ARTS AND SCIENCES

DEAN OF THE COLLEGE OF ARTS AND SCIENCES PROF. NIZAR HAMZEH

MISSION

The College of Arts and Sciences, under the mission of the University, is committed to cultivating lifelong learning that empowers men and women to pursue not only technical competency in professional fields, but also self-awareness, a sense of civic and moral responsibility, and breadth of vision in the tradition of Liberal Arts Education.

The College offers excellent undergraduate programs leading to Bachelor's degrees (B.A., B.B.A., B.E., and B.S.). It expects to offer graduate education leading to Master's degrees in selected fields in the future.

VISION

The vision of the College is to become the premier college offering professional and liberal arts education for students from Kuwait, the Gulf and the Middle East, excelling in teaching and providing high-quality research and service.

GOALS

The goals of the College of Arts and Sciences are:

- **Excellence in Education:** To provide excellent and fully accredited professional and liberal arts education for students. Students should receive an excellent education that offers a balance between the goals of liberal arts education and specialization in specific fields, either in a Major in the Arts and Sciences or through participation in the undergraduate program. The engagement of all its academic programs in achieving this goal is vital to the success of the College's mission and vision.
- **Scholarly Research and Creative Work:** To promote a high quality faculty and student research environment. Quality research and creative work are encouraged and supported by the College and the University, for the purpose of maintaining high standards of education, attracting high quality faculty and developing students' research skills.
- **Leadership and Integrity:** To foster within the University community the values of strong leadership, intellectual curiosity, ethical behavior, civic responsibility, mutual cooperation and social tolerance.

ACADEMIC DIVISIONS

The College of Arts and Sciences is administratively divided into four principal Academic Divisions:

- Business and Economics
- Humanities and Arts
- Sciences and Engineering
- Social Sciences

UNIVERSITY DEGREE REQUIREMENTS

The American University of Kuwait is committed to a liberal-arts model of education (including business), through which students are encouraged to take courses and participate in activities that go beyond their selected fields of study or Major. To cultivate this breadth of knowledge, the University requires of all students a foundational set of General Education requirements upon which students build their University education. The University offers a wide range of specializations in the Arts and Sciences as well as opportunities for second Degrees, Double Majors, Minors and electives in a variety of disciplines (fields of study). AUK believes in strengthening the student's basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK's solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, academic excellence, and a sense of professionalism and leadership qualities.

To graduate with a Bachelor's degree (B.A., B.B.A., B.E., B.S.), students must complete a minimum of 120 credit hours. The minimum 120 credit hours needed for the degree programs are composed of the General Education requirements and all Degree Program or Major requirements. Any remaining credit hours out of the minimum 120 credits that a student may have after the completion of all requirements may be used to complete a Minor in another discipline (field of study) or for free electives, or both. Students are encouraged to complete a Minor either in a field related to their Degree Program or Major, or in any other area of their interest. The Degree Programs and the University General Education requirements are detailed in the following pages.

The College of Arts and Sciences at the American University of Kuwait offers the following degrees:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

- Bachelor of Engineering in Computer Engineering

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

GENERAL EDUCATION

The General Education requirements reflect AUK's liberal arts philosophy, and constitute an important component of all the Bachelor Degree programs offered at AUK. Most of the General Education courses should be completed in the first two years of studying toward a Bachelor's Degree. In addition, the English General Education requirements should be completed in the first year of the student's course work.

MISSION STATEMENT FOR GENERAL EDUCATION

General Education at the American University of Kuwait offers students a broad interdisciplinary learning platform for the acquisition, application, integration, evaluation and production of knowledge, combined with intellectual and practical skills that render this knowledge useful. It provides the foundation upon which further academic and professional study is possible, and serves to create a student body that understands the interconnectedness of various academic disciplines. General Education marks the beginning of the student's journey toward civic responsibility, leadership, and propensity for life-long learning.

Students are to complete forty five (45) General Education credit hours in the following areas:

FORTY FIVE (45) GENERAL EDUCATION CREDIT HOURS IN THE FOLLOWING COURSES:		
COURSES	CREDIT HOURS	COURSE CODE
English Language Requirement	(6)	[E]
Oral Communication Requirement	(3)	[C]
Arabic Language and Culture Requirement	(6)	Language: [A] Culture: [K]
Mathematics Requirement	(6)	[M]
Computer Science and Information Systems Requirement	(3)	[T]
Health and Wellness Requirement	(1)	[F]
Essentials of Learning Requirement	(1)	[L]
Humanities Requirement	(6)	[H]
Social Sciences Requirement	(6)	[S]
Sciences Requirement	(7)	[P]

Each General Education requirement will be noted in the Course Description listings with a course code. This course code designates which area the course satisfies with regards to General Education requirements.

Grades earned in courses numbered 099 and below are not computed into the GPA, and the credit hours earned for these courses are not applied towards the total hours required for graduation.

GENERAL EDUCATION LEARNING OUTCOMES

Upon completion of the General Education requirements, the student will be able to:

- 1) Examine social, economic, political, cultural and scientific phenomena
- 2) Identify problems
- 3) Apply the principles of independent inquiry
- 4) Assess qualitative and quantitative information through inductive and deductive reasoning
- 5) Link theory and research, and formulate generalizations and/or recommendations
- 6) Communicate information and recommendations effectively

1) Examine social, economic, political, cultural and scientific phenomena:

AUK students and graduates will be keenly aware of their global surroundings and contribute positively to any society in which they live and work. With an increased awareness of their

environments enhanced by their intercultural knowledge, they will be able to understand societal interactions, human behavior, and the dynamics of human relationships. This understanding will guide them in making decisions that adhere to universal norms of moral and civic behavior.

2) Identify problems:

AUK students and graduates will be able to pose important intellectual and academic questions in the fields of arts and sciences, which is a foundational process upon which solutions are developed. They will be able to contribute towards developing a model of a problem-solving intellect at work.

3) Apply the principles of independent inquiry:

AUK students and graduates will be able to harness broad and deep knowledge acquired in discipline specific and interdisciplinary coursework. This knowledge will encourage engagement in unfettered and unhampered academic inquiry. They will be able to conduct research that aims at answering both the “what” and the “why” questions. They will be able to employ such an understanding in their professional, intellectual, public, and private lives.

4) Assess qualitative and quantitative information through inductive and deductive reasoning:

AUK students and graduates will be able to analyze patterns in any given data. They will be able to logically piece together processes and information. Through critical and analytical methods of inquiry, they will build the foundations for responsible decision-making.

5) Link theory and research, and formulate generalizations and/or recommendations:

Through linking theory and research, AUK students and graduates will be able to arrive at thoughtful generalizations. They will be able to make sound decisions and recommendations. They will be able to develop leadership skills important in recognizing areas of society requiring strengthening, and consequently spearhead societal reform.

6) Communicate information and recommendations effectively:

AUK students and graduates will be able to express a broad range of ideas in a variety of communication platforms in both written and verbal applications. They will be able to critique, defend, argue, and evaluate information in public and private forums to a range of audiences in English and Arabic.

ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN THE DEGREE PROGRAM

After the student spends his/her first two years completing the General Education requirements, the student will be able to obtain the skill sets to be able to advance towards Degree Program or Major requirements. The student generally declares his/her Degree Program or Major after completion of the General Education Requirements, which normally is at the end of the second year (fourth semester). Students may not apply any General Education credit hours toward their first major and vice versa.

THE GENERAL EDUCATION REQUIREMENT “D” GRADE

A student is considered to have passed a course when s/he receives a passing grade of “A”, “B”, “C”, or “P”. The grade of “D” may satisfy only free electives or the General Education Requirements under the following restrictions:

- A student must have declared his/her Major with the 2006 – 2007 Catalog onward
- The following General Education Requirements must be completed with a grade of “C” or better:

- o Arabic Language
- o Arabic Culture
- o English Language
- o Any course that is a prerequisite for a Major or Minor course, or a Major requirement.

Students must receive at least a “C” in core courses required for their declared Major and/ or Minor. Students must have a “C” average for all degree electives. All students must have a minimum of 2.00 GPA to graduate.

UPPER-LEVEL COURSES

Students admitted to AUK for Fall 2008 and later are required to complete a minimum of 40 hours upper-level (300 or 400 level) courses. A minimum of 21 hours of the upper-level courses should be completed in residence at AUK.

GENERAL EDUCATION REQUIREMENTS

[E]: English Language Requirement (6 credit hours)

Students can satisfy the English Requirement with a grade of “C” (2.00 GPA) or better by taking the following two courses:

ENGL 101 Approaches to Critical Reading and Writing (3) [E]
This course should be completed by the end of the first year.

AND

ENGL 102 Writing and Information Literacy (3) [E]

[C]: Oral Communication Requirement (3 credit hours)

Students can satisfy the Oral Communication Requirement by taking the following course:

ENGL 108 Public Speaking (3) [C]

[A], [K]: Arabic Language and Culture Requirement (6 credit hours)

To fulfill the General Education Requirement for Arabic, the student must take 1 course (3 credit hours) in Arabic language or literature and 1 course (3 credit hours) on Arab culture or society. Those courses must be passed with a grade of “C” or better. The following are guidelines for fulfilling the Arabic Language and Culture Requirement:

[A]: Arabic Language Requirement

Students with an Arabic-speaking educational background should take the following course to satisfy the language/literature Arabic General Education Requirement:

ARAB 220 Readings in Arabic Heritage (3) [A]

Students with a non-Arabic speaking educational background (those who attended foreign schools) should take either one of the following courses to satisfy the language/literature Arabic General Education Requirement according to their proficiency level in Arabic:

ARAB 101	Arabic as a Second Language	(3) [A]
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OR

ARAB 114	Arabic Basic Language Skills	(3) [A]
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OR

ARAB 215	Arabic Composition	(3) [A]
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Students whose proficiency level in Arabic is higher than the level of ARAB 110 are required to take any higher-number ARAB course. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Proficiency level is determined by an Arabic Placement Test or by Arabic Admission Placement.

[K] Arab Culture Requirement

ARAB 150	Human Development in the Arab World	(3) [K]
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OR

ARAB 205	Survey of Arab-Islamic Civilization	(3) [K]
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OR

Any course listed as satisfying the General Education Requirement for Arab Culture. (See course descriptions).

[M]: Mathematics Requirement (6 credit hours)

For some degree programs, specific MATH courses are required or may be prerequisites for Major courses. If the student knows what s/he wishes to major in, the student is encouraged to refer to his/her degree program in order to satisfy both a General Education requirement as well as a Major prerequisite. Students can take 2 of the following college-level mathematics or statistics courses:

MATH 101	Finite Mathematics	(3) [M]
MATH 102	Introduction to Modern Mathematics	(3) [M]
MATH 103	Mathematics for Business	(3) [M]
MATH 110	Pre-Calculus	(3) [M]
MATH 201	Calculus I	(3) [M]
MATH 203	Calculus II	(3) [M]
MATH 210	Differential Equations	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3) [M]

[T]: Computer Science and Information Systems Requirement (3 credit hours)

To fulfill the CSIS General Education Requirement, students may take any 100-level CSIS [T] course.

[F]: Health and Wellness Requirement (1 credit hour)

To fulfill the Health and Wellness Requirement, students may take any HFIT [F] course.

[L]: Essentials of Learning Requirement (1 credit hour)

To fulfill the Essentials of Learning Requirement, students may take:

EDUC 100	Essentials of Learning	(1) [L]
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Students who transfer 24 or more semester credit-hours with a grade of “C” or better from another institution will be allowed to waive the EDUC 100 course. However, the one credit must be made up in another area to satisfy degree credit hour requirements.

[H]: Humanities Requirement (6 credit hours)

Students can fulfill the Humanities Requirement by taking a total of six (6) credit hours from among the following areas:

Arabic (ARAB) (150, 205, 220, 303, 304, 308, 312, 313, 400) [H]
 Art (ART) [H]
 Drama (DRAM) [H]
 English (ENGL) (200-level courses or above) [H]
 French (FRNC) [H]
 Music (MUSC) [H]
 Philosophy (PHIL) [H]
 Religion (RELG) [H]
 Spanish (SPAN) [H]

[S]: Social Sciences Requirement (6 credit hours)

Students can fulfill the Social Sciences Requirement by taking a total of six (6) credit hours from the following areas:

History (HIST) [S]
 International Studies (INST) [S]
 Psychology (PSYC) [S]
 Political Science (PLSC) [S]
 Social and Behavioral Sciences (SBSA) [S]

[P]: Science Requirement (7 credit hours)

Students are required to take a total of seven (7) credit hours to fulfill the Science Requirement: One science course with a lab (4 credit hours) as well as one science course without a lab (3 credit hours). Students can take science courses from the following areas:

Biology (BIOL) [P]
 Chemistry (CHEM) [P]
 Environmental Studies (ENVS) [P]
 Natural Sciences (NSCI) [P]
 Physics (PHYS) [P]

INTERNSHIPS

An internship is a supervised experience where the student is able to gain professional knowledge and training in an occupation, either working directly in the occupation or as an apprentice to an employee of the occupation. Students involved in internships, or “interns,” are not always working in a paid position.

Students may be interested in participating in an internship for reasons relating to the student’s Degree Program or Major. Some degree programs require an internship while for other degree programs participation is strongly recommended. Internships are graded on a Pass/No Pass basis.

The student interested in an internship must have satisfied the following prerequisites:

- The student must have declared his/her Degree Program or Major.

- The student must be either a Junior (3rd year, at least 60 earned credit hours) or a Senior (4th year, at least 90 earned credit hours).
- The student must be enrolled in a “470” (Internship) course while participating in the internship. Students must register for the 470 designation that is consistent with his/her Degree Program or Major. The following 470 courses are available for students to take: Accounting 470, Communication and Media 470, Computer Engineering 470, Computer Science and Information Systems 470, Economics 470, English 470, Finance 470, Graphic Design 470, International Studies 470, Management 470, Marketing 470, Psychology 470, and Social and Behavioral Sciences 470.
- Enrollment in an internship course is restricted. Students must have permission from a faculty member who will serve as the internship supervisor to register for a 470 course designation. In most circumstances, the internship supervising faculty member is the student’s Faculty Advisor.
- The student must have a minimum GPA of 2.0.
- The student is limited to a maximum of 6 credit hours of internship. Only 3 credit hours may be applied toward any one Major if the Major requires an internship. If a student wishes to take another 3 credits of internship, the credits may be applied to another Degree Program, another Major, or towards a student’s free electives.

STEPS STUDENTS TAKE FOR INTERNSHIP APPLICATION

After the student has ensured that the AUK Internship prerequisites are satisfied, the student should follow the general steps for Internship:

(Each Division has distinct guidelines and steps for internships. The student is asked to consult each Division’s requirements located in the Degree Programs section of this catalog as well as in each Division’s documents, handbooks, and materials located in the Division Head’s office. Students are to consult with the specificities of their degree program and their Division.)

- 1) Students, with the support of the 470 instructor, identify appropriate internship opportunities that are related to his/her Major. The student will ensure that, during the application process, s/he has received approval from the 470 instructor to apply to various programs that are all required to be related to the student’s Degree Program or Major.
- 2) The student is responsible for following the internship application guidelines. The process may include formal application, interview, presentation or competency exam.
- 3) Once the internship site has been secured, the student and employing supervisor will determine the number of hours, responsibilities, expectations, and learning outcomes of the experience, and contact information. The student is responsible for articulating the information about the internship to the 470 instructor. Students must keep in mind the number of credits awarded for the successful completion of the internship are based upon the number of hours worked.
- 4) It is the responsibility of the student to obtain an internship contract from the company or organization where s/he interns. It should be signed by the 470 instructor and the employer supervisor.
- 5) It is expected that the employer supervisor create and send an assessment of the student’s progress to the 470 instructor.
- 6) The student should create or organize any reports, assessments, 470 instructor – employer supervisor meetings, projects, etc., relating to the internship as is required by his/her Degree Program or Major program and/or 470 instructor.

7) The final evaluation of the student is conducted by the “on-the-job” supervisor, who communicates his/her evaluation in writing to the student’s 470 instructor. The evaluation letter will be used by the 470 instructor in determining whether or not the student receives a passing grade.

8) If the student receives a “pass,” s/he will earn the following credit hours:

Every 1 credit is equivalent to 40 or 42 work hours, thus:

- 3 credit hours for successfully completing 120 or 126 hours of supervised work

9) All awarded credit hours are contingent upon the student being registered for the appropriate 470 internship course.

10) Some information about internships can also be found in the Student Success Center. The Student Success Center may also enhance the student’s chances of success by providing assistance, like mock interviews, interview assessments, or résumé critiques.

LOYAC INTERNSHIPS

AUK has signed an agreement with the Lothan Youth Achievement Center (LoYAC), a Kuwaiti institution that assists students with identification and placement into internships with recognized local organizations/companies. This program is only open for academic credit to AUK students who have met the Internship prerequisites stated above. The following are steps for participation in the LoYAC program:

1) The student must complete an application form located on the LoYAC website:

<http://www.loyac.org>.

2) LoYAC will provide internship opportunities to registered AUK students who have filled out an internship application form. LoYAC will ensure that the internship opportunities provided to the AUK student corresponds to the student’s Degree Program or Major. The 470 instructor will verify that the internship opportunities provided to the AUK student corresponds to the student’s Degree Program or Major.

3) Once LoYAC guides the student to an internship opportunity at a certain establishment, the student must apply at the establishment itself by presenting his/her resume and undergoing the interview process.

4) If the student successfully obtains the internship, s/he will have an AUK 470 instructor as well as an employer supervisor at the establishment where s/he interns. The student will be responsible for informing the AUK 470 instructor of the successful obtainment of the internship and must communicate all necessary information about the internship to the 470 instructor. LoYAC will be supervising the internship and will be creating assessment reports on the AUK student.

5) It is the responsibility of the student to obtain an internship contract from the company or organization where s/he interns. It should be signed by the 470 instructor and the employer supervisor.

6) LoYAC will be responsible for conducting at least one assessment of the student during the student’s participation in the internship program and for communicating the assessment to the AUK 470 instructor.

7) The student should create or organize any reports, assessments, AUK 470 instructor – employer supervisor meetings, projects, etc., relating to the internship as is required by his/her Degree Program or Major program and/or 470 instructor.

8) The final evaluation of the student is conducted by the “on-the-job” supervisor, who communicates his/her evaluation via letter or personal communication to the student’s 470 instructor. The evaluation letter will be used by the 470 instructor in determining whether or not the student receives a passing grade.

9) If the student receives a “pass,” s/he will earn the following credit hours:

Every 1 credit is equivalent to 40 or 42 work hours, thus:

- 3 credit hours for successfully completing 120 or 126 hours of supervised work

10) All awarded credit hours are contingent upon the student being registered for the appropriate 470 internship course. If the student has not registered for the appropriate course and paid tuition for the course, the student may not be awarded credit hours.