Spring 2013 Syllabus

Instructor Contact

Instructor	Dr. Houman A. Sadri Instructor's Web site
Office	Howard Phillips Hall (Build. 14), Room 302 Orlando Campus 4000 Central Florida Blvd Orlando, Florida 32816-1356
Office Hours	T & Th: 10:30-11:30am & 3-4pm, or by appointment
Phone	(407) 823-6023
E-mail	Via Course Mail

Course Information

Course Name	International Organizations
Course ID & Sections	INR4502, Sections: ORV1 (Face-to-Face) & OV59 (on-line)
Credit Hours	3
Semester/Year	Spring, 2013
Section 1:	Section ORV1, Face-to-Face, Required Class Meetings (see schedule) Classroom 1 Building, Room 218
Section 2:	Section OV59, Online – No Class Meetings

Course Description & Objectives

The main objective of this course is to introduce students to International Organizations (IOs), in the context of diversity from a global perspective. We focus on relations among culturally, ethnically, and racially diverse groups of people in addition to ties among their governments both inside and outside the IOs. The emphasis of the course is on both the theoretical and practical aspects of the field. This course will cover the basic approaches, concepts, and methods, which are the necessary tools for analyzing and understanding international institutions. It also entails a survey of the evolution, functions, issues, trends, practices, problems, and processes of international organizations, which cannot be separated from international politics. This course traditionally covers the IOs among powerful states (such as EU, NATO, and OECD), but we will also concentrate on IOs from the developing world (including ASEAN, ECO, GCC, and OAU). Moreover, we will discuss the U.N. system which has components for both developed and developing countries.

Our IOs course cannot be separated from International Relations (IR) topics. Thus, we will cover not only modern International Organizations, but also the International Relations topics and issues that are related to the contemporary study of IOs. Due to the diverse background of class members with respect to their knowledge of International Relations and Organizations and their awareness of how our institutions and processes function, I selected the recent edition of **Kelly-Kate Pease**'s book, ***International Organizations***, which is updated, informative, and widely accepted introductory text. I also chose a number of recent article (free of any cost to students) to encourage discussion of some of the more controversial contemporary international political issues. I expect my students to utilize ALL reading materials completely. Along with the text, we discuss diverse and international perspectives about IOs & IR.

Another purpose of this class is to stimulate critical analyses of events and issues in international affairs. It is not my duty to encourage you to be a **conservative or liberal person**, but I use our readings and my lectures to stimulate your ideas. However, I have no political agenda, especially since I am an independent, who does not even belong to any real political party. More importantly, this course will help students improve their communication skills, gain an ability to translate knowledge from one context to another, and apply theory to practice. This knowledge is important not only for students, but also for government and business employees, and those who realize the impact of global affairs on our life in a growingly interdependent world.

Format

Our V-Course has two sections: a Face-to-Face and a Web (on-line) section. In the face-to-face section, students are required to attend our live weekly class sessions (on Tuesdays & Thursdays). In the Web section, there is no required in-class attendance, but students should still **think of our Web session like a Tuesday/Thursday class**, whose recorded sessions MUST be watched. Moreover, students should make sure that they are signed up for the right course session. In the past, a few Web students had unknowingly signed up for the face-to-face format, and assumed that they were in the Web section or thought that they do not need to attend. So they had no attendance record, and end up failing this class. It is the responsibility of the students themselves to make sure that they are in the right section. All our class sessions are recorded and available to both face-to-face and web students. After each class, the recorded session becomes available in an on-line digital format on the course website as soon as the UCF Instructional Resources Office staff complete their task.

For all students, every week, we start a new Reading Module (or lesson plan) on Tuesdays and we have assignments due on Tuesdays and Thursdays. Our three Exam Modules also start on Tuesdays: their Review Sessions are on Tuesday in-class and the Exams themselves are always on Thursday on-line. The three Exam Modules are modules numbers 4 (First

Midterm Exam), 8 (Second Midterm Exam), and 12 (Final Exam). For on-line students, the class is videotaped that is available on-line.

I prepared **powerpoint lectures** to make sense of a **great deal of readings** that students must complete in our **text and website articles**. Moreover, we heavily rely on our diverse readings (which provide us with a variety of views) and use them as additional lecture materials. In this course, we cover 12 Modules or lessons (consist of 9 Reading Modules and 3 Exam Modules). Each Reading Module covers at least one text chapter, and at least a few articles from our **website**.

Each reading module is divided into seven parts:

1) Each reading module begins with **required readings**, which MUST be completed before our Tuesday class. Of course, you may begin reading ahead of time, since you have access to our text, Class Schedule, and Modules.

2) Students are required to discuss the content of readings in our **on-line required Weekly Reading Discussion** (**due every Tuesday by 9:00am**), which involves every student replying directly to instructor's text-centered analytical questions by using the Reply Button inside Instructor's Posting. This means that students MUST read ALL materials before the discussions begin; and they **MUST refer** to the weekly readings in their posting. Your arguments in the Reading Postings must be well-documented (in text) by using the author and the page numbers of our weekly readings. Remember that our Website does not accept late postings under any condition. Moreover, I do not accept any gradable assignment by e-mail or Course Mail.

3) Students are also **required** to participate in the class discussion in the **on-line Required Weekly Current Events Discussion** (which is also due every Tuesday by 9:00am) by replying to instructor's analytical current events question (related to our weekly topics) for class discussion. To answer the question, students must conduct an Internet Search of Reliable sources (**not Wikipedia or some unknown people websites**); and they MUST well-document their argument with their own Internet Sources. **Again, no late posting is accepted**.

4) Students should first complete **ALL Required Readings** (including Book Chapters, Outlines, Summaries, Key Concepts, and Articles) for each module to better understand the subject before the discussions begin.

5) Moreover, there is an **Optional Question** Forum for those students who may have additional questions about the reading materials or current events. Our goal is to answer all questions and clarify any vague points in the readings. This way, we can make sure that the materials are clear for all students, so this Forum should help students with their preparation for the quizzes and tests. Thus, we use the **Question Forum** for the question/answer period by students, for students, and via students themselves. Serving as a monitor, the instructor interjects in the Question Forum only when the students' answers to the questions are not correct (or complete) or he may play the role of the devil's advocate for providing students with different perspectives.

6) For each reading module, the next step is a **quiz** that **covers all reading materials** of that particular module. **There are 9 reading modules, and thus 9 quizzes**. You are required to take at least 5 of these 9 quizzes. However, I suggest that students take all 9 quizzes, so I can drop their lowest 4 quizzes scores. I add up their top 5 quizzes for their final total quiz score.

7) The final step in any module is the Weekly **Optional Survey**, which is available if you click on the Assessment Page, then scroll down to Survey Section. These surveys are setup to be **anonymous** to provide privacy to students who are too shy to ask a direct question from the instructor (via **Course Mail**) or have a criticism of the course or the instructor during a particular module. **These Surveys include two parts**: the first covers the material highlights, but you may just say **OK** here, and move to the more important second part, where you **place your question or criticism**. Since the surveys are anonymous, students should feel free to express themselves, ask any questions, and make constructive criticism of the lectures, readings, and/or format. As the instructor will not know the identity of the students in survey, then he answers their question/criticism in the Question Forum. If you have no question or criticism, you are **NOT required to use these Surveys**. Of course, you are also welcome to provide any positive input, if you like any aspect of the class to help us maintain the more effective and useful parts of this course. Your input is certainly appreciated, even though you remain anonymous.

As necessary, we may utilize audiovisual resources to further our understanding of the materials, if **our Course Website** technology allows us. All students MUST fully participate in the required course discussions and the question/answer forums. Our course materials (except for our required text) are available on-line.

Teaching Philosophy

Education is a tool for improving the quality of life. Education is not an end in itself but a process. My teaching philosophy is to encourage critical thinking, innovative problem-solving, practical application of theory, and tolerance of diverse ideas and cultures from an international perspective. To achieve these goals, I employ an interactive teaching style, which empowers students by encouraging them to contribute to the discussion of both familiar and unfamiliar topics and materials. My teaching goals are both to share my academic knowledge and experience with my students and to inspire and help them to become life-long learners.

General Policies

In accordance with the university's rules and regulations, the instructor will pursue the following general policies:

1. The instructor reserves all rights to modify the content of the syllabus, class schedule, and/or the course
2. With no exception, **students MUST only use Course Mail**, if they need to contact the instructor.
3. If you receive no reply from the instructor within **48-hours** (during regular business days & hours) after your message (when he is **not** out-of-town), it means that he has not received the message. Please re-send the message.
4. Respecting students' **privacy**, the instructor provides student's record only to the student himself/herself on a one-to-one basis either on-line, on phone, or face-to-face. He will not discuss one student's case in front of others in any **public forum**. Thus, students must **directly contact the instructor (not in class public forums)**, if they have questions about their own records, grades, or particular situations.
5. The instructor encourages and **welcomes questions** and comments from all students, but he will not allow any particular student to intimidate other students or dominate the class discussion.

6. Your Participation Score will be penalized for repeated questions whose answers are already in the syllabus, class schedule, or course forums.
7. The instructor respects **religious holidays** & may modify a deadline on an occasion. With our generous drop policy, however, there is usually no need for changes. Inform the instructor, if your religious holiday is not listed at UCF.
8. Since our course materials are on-line, all students MUST check **Course Mail**, class **Web Forums,** and their e-mails at **least twice a day** (once in the morning and once at nights) for new class announcements, news, and/or updates.
9. Without exceptions, ALL written **(gradable) assignments** (quizzes and exams) **MUST be submitted to our Course Website**. The format requirement is single-spaced format, black color font, New Times Roman font, and 10-point font size. You are responsible for grammar and spell checking your work.
10. The Instructor may use students' e-mail addresses from the UCF e-Community. Update your e-mail address at the **Polaris** (UCF Registration) system otherwise you may not receive certain messages.
11. If you have a name change during the term, you must inform the instructor immediately, since UCF does not do that.
12. Students should regularly check our Website Assignments Deadline page and avoid submitting assignments to **our Course Website** at the last minute. The **Website clock** may be different from your own time, and that may lead students to miss a deadline. Late assignments are considered missed. **No gradable assignment, quiz, or exam is accepted by e-mail or Course Mail.** It is your responsibility to submit assignments before the **Website** deadlines, Eastern Standard Time (**EST**).
13. **Any grade (or score) dispute** or participation discrepancy must be resolved within a week from the day (and time) when scores are posted or the discrepancy has occurred. No late (or last minute) appeals will be considered.

Texts

The following book and materials are **required** for our class:

Pease, Kelly-Kate S. ***International Organizations: Perspectives on Governance in the 21st Century***. 5th edition, New York (NY); Pearson, 2012. **ISBN: 978-0-205-07587-4.**

Additional reading materials will be available at our class Website. You may access them via our Class Website linked into each reading module.

Rules of Conduct

One of the University of Central Florida's most enduring academic traditions is its Rules of Conduct code. The instructor will carefully follow the code and expects all students to do the same. As The Golden Rule handbook clearly states, failure to comply with university rules may subject violator(s) to appropriate action by university authorities and/or appropriate civil authorities. Serious violations of university rules will be recorded in the record of the student(s).

UCF Disability Statement

The university if Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center, Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Class Schedule & Assignments

Spring 2013

Date	Topic	Reading & Assignments
Mon 1/7/13	**UCF Semester Begins**	UCF Spring Term officially begins
Tues 1/8	**Module 0**: **Course Orientation**	**Read:** • Instructor's Welcome & Orientation Postings • Syllabus, Class Schedule, & All Instructor's Postings on All Forums in Discussion Section • **NOTE**: Reading class rules is important, since all quizzes cover them. Your violation of class rules leads to participation penalty points for the lack of FULL engagement in our class. • **Module 0** assignments are due today by 23:55. **Assignments:** • In-Class Course Instructions. • Lecture on the **International Organizations Background** • Confirm your access to course by replying to instructor's **"I am" Message** in the Last Forum under Discussion Button • Complete the **Student Background Survey**. • **NOTE**: You must **always** use our Course Mail for e-mailing Dr. Sadri.
Thurs 1/10	**Module 0**:	**Assignments:** • In-Class Lecture on the **International**

	Course Orientation	**Organizations.** **New Students' Assignments:** • Confirm your access to course by replying to instructor's **"I am" Message** in the Last Forum under Discussion Button • Complete the **Student Background Survey, if you have not**. • **Module 0** assignments are due today by 23:55. • **NOTE**: You must **always** use our Course Mail for e-mailing Dr. Sadri
Thurs 1/10		Late Registration: Drop period ends today
Friday 1/11		Late Registration: Add period ends today
Tues 1/15	**Module 1: Introduction & Development of IO**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 1/17	**Module 1: Introduction & Development of IO**	**Assignments:** • **Quiz 1:** available **only** today 6:00am-11:55pm (covering All **Module 1** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 1/22	**Module 2: Mainstream Approaches**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 1/24	**Module 2: Mainstream Approaches**	**Assignments:** • **Quiz 2:** available **only** today 6:00am-11:55pm (covering All **Module 2** Readings & Syllabus)

		• Weekly Optional Survey Opens today
Tues 1/29	**Module 3:** **Critical Approaches**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 1/31	**Module 3:** **Critical Approaches**	**Assignments:** • **Quiz 3:** available **only** today 6:00am-11:55pm (covering All **Module 3** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 2/5	**Module 4**: **First Midterm Exam**	**Review Assignment:** • Review all your required readings & notes • Post any questions you have about the materials & exam on our Question Forum • Read questions by your peers on the Question Forum, reply to them, and try to answer their questions. They may do the same for you. • Instructor is available during his Office Hours in (Orlando Campus) Phillips Hall, Room 302 for assistance
Thurs 2/7	**Module 4**: **First Midterm Day**	**Assignments:** • **First Midterm Exam Day is on-line.** • **No Class Today**: Our Exam is available **ONLY today** from 6:00am to 23:55 at course website (covering Modules 1-3).
Tues 2/12	**Module 5:** **(Global) Security**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.

Thurs 2/14	**Module 5:** **(Global) Security**	**Assignments:** • **Quiz 4:** available **only** today 6:00am-11:55pm (covering All **Module 5** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 2/19	**Module 6:** **Regional Security**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 2/21	**Module 6:** **Regional Security**	**Assignments:** • **Quiz 5:** available **only** today 6:00am-11:55pm (covering All **Module 6** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 2/26	**Module 7: Trade**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 2/28	**Module 7: Trade**	**Assignments:** • **Quiz 6:** available **only** today 6:00am-11:55pm (covering All **Module 7** Readings & Syllabus) • Weekly Optional Survey Opens today
3/4-3/9/2013		**Spring Break: No Classes**

Mon 3/11		**UCF Withdrawal Deadline**
Tues 3/12	**Module 8**: **Second Midterm Exam**	**Review Assignment:** • Review all your required readings & notes • Post any questions you have about the materials & exam on our Question Forum • Read questions by your peers on the Question Forum, reply to them, and try to answer their questions. They may do the same for you. • Instructor is available during his Office Hours in (Orlando Campus) Phillips Hall, Room 302 for assistance
Thurs 3/14	**Module 8**: **Second Midterm Exam Day**	**Assignments:** • **Second Midterm Exam Day is on-line.** • **No Class Today**: Our Exam is available **ONLY today** from 6:00am to 23:55 at course website (covering Modules 5-7).
Tues 3/19	**Module 9:** **Development & Environment** **Part 1: Development**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 3/21	**Module 9:** **Development & Environment** **Part 1: Development**	**Assignments:** • Weekly Optional Survey Opens
Tues 3/26	**Module 9:** **Development & Environment** **Part 2: Environment**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.

Thurs 3/28	**Module 9: Development & Environment** **Part 2: Environment**	**Assignments:** • **Quiz 7:** available **only** today 6:00am-11:55pm (covering All **Module 9** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 4/2	**Module 10: Social & Humanitarian Issues**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 4/4	**Module 10: Social & Humanitarian Issues**	**Assignments:** • **Quiz 8:** available **only** today 6:00am-11:55pm (covering All **Module 10** Readings & Syllabus) • Weekly Optional Survey Opens today
Tues 4/9	**Module 11-Part 1: Global Governance**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:** • In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 4/11	**Module 11-Part 1: Global Governance**	**Assignments:** • Weekly Optional Survey Opens today
Tues 4/16	**Module 11-Part 2: Global Governance**	**Read:** • **Complete ALL required readings based on the list in this module's description** **Assignments:**

		• In-Class Lecture & Discussion • Finish **ALL** readings before your postings • Your **Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your **Current Events Discussion Posting** is due by 9:00am Tuesday morning.
Thurs 4/18	**Module 11-Part 2: Global Governance**	**Assignments:** • **Quiz 9:** available **only** today 6:00am-11:55pm (covering Module 11 Readings & Syllabus) • Weekly Optional Survey Opens today **In-Class Review Assignment:** • Review all your required readings & notes • Post any questions you have about the materials & exam on our Question Forum • Read questions by your peers on the Question Forum, reply to them, and try to answer their questions. They may do the same for you. • Instructor is available during his Office Hours in (Orlando Campus) Phillips Hall, Room 302 for assistance
Tues 4/23	**Module 12:** **Optional Extra Credit Assignments**	**Optional Extra Credit Readings:** **Read:** • **Complete ALL OPTIONAL readings based on the list in this module's description** **Optional Assignment:** • Your **Optional Reading Discussion Posting** is due by 9:00am Tuesday morning. • Your Optional **Current Events Discussion Posting** is due by 9:00am Tuesday morning. **Optional Assignment:** • **Optional Extra Credit Quiz:** available **only** today 6:00am-11:55pm (covering only **Optional Extra Credit Readings**) **On-Line Review Assignment:** • **No Class Today** • Review all your required readings & notes • Post any questions you may have about our readings and exam on **Question Forum** • Instructor available during extended Office

		Hours in (Orlando Campus) Phillips Hall, Room 302 for assistance
Thurs 4/25	**Module 12:** **Final Exam Day**	**Assignments:** • **Final Exam Day is on-line.** • **No Class Today**: Our Final Exam is available **ONLY today** from 6:00am to 23:55 at course website (covering Modules 9-11).

Course Requirements & Grading System

Your final grade is on a Point System. On purpose, I do not put letter grades on your assignments, quizzes, or tests to avoid misleading interpretations of your final grade. I also encourage students to avoid letter grade interpretation of their scores for each assignment or test.

Our course is organized to create **equal opportunity** for students with different learning skills, so if students are not doing well with a particular course requirement, they can still earn enough points to get a desirable final grade. Moreover, there is an opportunity to earn up to 5 optional Extra Credit Points for the final grade.

Criteria	Points
5 (out of 9) Required **Quizzes** (on-line), 10 points each	50 points
Participation in Required Weekly **On-Line Discussions twice a week** (minus Penalty Points)	10 points
First or Second **Midterm Exam** (on-line)	20 points
Final Exam (on-line)	20 points
TOTAL	**100 points**
Extra Credit (on-line)	5 points

Note: Students are expected to participate in our **required on-line discussion** forums. In fact, students who miss more than one week required discussion should expect to **lose one point** directly from their total participation score for each discussion that they missed. This rule applies to both **excused and unexcused absences** from our required forums.

Individuals who are active by their early postings, extensive contribution to required Discussion Forums, participating in Optional Forums, and **helping other students** in our Optional (Question and Technical) Forums **are eligible for a higher participation score**. In addition, if their final grade is on the borderline between two grades (e.g., A- & B+), their participation record is the key factor in my decision for a higher grade.

Letter Grade	Points
A	93 – 100 points
A-	90 – 92 points
B+	87 – 89 points
B	83 – 86 points
B-	80 – 82 points
C+	77 – 79 points
C	73 – 76 points
C-	70 – 72 points
D+	67 – 69 points
D	63 – 66 points
D-	60 – 62 points
F	59 and below

Since the grading is based on a **simple point system**, at any time during the term you should be able to add your earned points together to recognize your projected grade. Please feel free to contact the instructor directly, if you have any questions about your grade.

The instructor will use the plus and minus grading system which allows for a more accurate and fair evaluation of student performance. The range for each grade is indicated in the table.

Quizzes

To learn about our course topic, one must understand diverse political issues at national, regional, & international levels. Based on schedule, students are required to read (free of any cost) **articles** linked inside each Module of our **Course Website** in association with each text chapter. To confirm that module readings are understood, there are **NINE CLOSED-BOOK** multiple choice on-line quizzes--each related to one reading module. **Closed-Book means** that you are not supposed to use the reading materials while you take the quiz.

Each quiz is worth 10 points (with 10 questions), and it covers **all readings in one module**. You have up to 10-minutes for each quiz. Depending on your Internet Connection to UCF, some students will get cut off at the 10-minute time limit, while others will be in time violation. I strongly suggest that you save and submit your answers before the 10th minute starts. **Time violations are penalized by 1 point for each extra minute.**

Since UCF servers some nights go on backup (sometimes between 12 midnight to 6am) and some students were cut off in the past, our quizzes cannot be open for more than a day. Each required quiz is only open for one Thursday from 6:00am to 11:55pm, see the Assessment Schedule Page. Quizzes are designed for 5 minutes, but **you have ONLY up to 10-minutes to complete each**. The exceptions to this rule are the students registered with the **UCF Student Disability Services.** These students have double time for each quiz, based on UCF rules. **However, the Disability Students MUST ask the UCF Disability Services to provide the instructor with documentations of their status in the VERY first week of the term**. These students cannot use the extra time until the instructor receives the formal notification from UCF Disability Services.

The quiz questions are multiple-choice and/or true-false in nature. Since **there is no make-up for the quizzes**, it is strongly **recommended** that students **take all 9 quizzes** and maximize their chance of higher total quiz score and avoid possible computer and network technical problems, which may lead to losing the opportunity to submit their quiz. To calculate students' total quiz scores, however, the instructor will **automatically drop their 4 lowest quiz scores** and use only the top 5 out of their 9 quiz scores for each student. Students may earn up to a total of 50 points for their total quiz score.

Note: For some students, quizzes seem more challenging than other assignments. The key issue for success on the quizzes is to **master** the readings. This means that you must fully repeat the readings at least 3 times, which is what I do while preparing for lectures. There is no shame in reading the materials 3 times. For those students, who do not **master** the readings, the 10-minute time limit will seem short. For those who do not master the readings, it is impossible to cheat on the quizzes, because our Course Website chooses 10 random questions (from a large question pool) for each student. **No two quizzes are the same**, because the question pool is very large with at least a couple of hundred questions. Thus, even if a few students take the same quiz together, they will have different sets of quiz questions within their own 10-minute. Moreover, the quizzes may seem to get harder, as the term moves on, so there is no choice, but to **master** (or comprehend, not memorize) the assigned readings.

Exams

There are 3 exams (First and Second Midterm Exams as well as Final Exam) throughout this term. These are all **CLOSED-BOOK** on-line exams. In a **Closed-Book test**, you may mention our text or lecture materials (only from your memory), but you **do NOT directly "quote"** text or lectures **(with page numbers of the readings)**. You also **do NOT document your**

writing. Documenting is **citing the authors along with page numbers.** In a closed-book test, quoting and documenting is considered **plagiarism**, which is a punishable act based on UCF rules.

Each exam covers about one-third of the course materials. All students are **required to take the First Midterm Exam**. Those who do not do well on the First test (or Exam 1) are then required to take the Second Midterm Exam (or Exam 2). For these two midterm exams, the instructor drops the lowest score for each student, but he firmly suggests that students take both midterm exams to maximize their Midterm score. If you miss the First or Second Midterm Exam, it will automatically drop as your lowest score. However, the First or Second Midterm Exam is **NOT** a replacement for the Final Exam. The Final Exam is **REQUIRED** for all students without an exception. **The Final Exam covers the last third of the term**. There is **NO make-up** for the Final Exam, so students must take it as scheduled, on the Assessment Schedule page.

Regarding format, each exam will provide **equal opportunity** to students with different learning abilities. In this regard, each **exam has 3 parts**: **Objective Questions**, **Short-Answers**, and **Essay Questions**. In the **First Part** of the exam, there will be 7 objective questions (consist of multiple and/or true-false questions), each worth 1 point. There are no choices in this part and all questions must be answered. The **Second Part** of the exam consists of short-answer questions, each of which can be answered briefly in one sentence. In this part, students have options, and are required to **answer only 2** questions, not more and not less. There will be a penalty for answering more or less than 2 questions in this part. Each short-answer question is worth 3 points for a total of 6 points. The **Third Part** of the exam is made of essay questions. Students have options and are required to **answer only one essay** question, which is worth 7 points, including 2 points for the essay outline. Organize your thoughts and write down an **outline** (similar to my lecture outlines) with at least 5 Roman Numerals (subdivided into at least a couple of points) before starting the essay. For this outline, the **First** and **Last** Roman Numerals refer to the Introduction and Conclusion sections. The **other three** Roman Numerals must relate to the other three mini questions inside your essay question. The **outline is worth only 2 points**, so take it seriously.

The essay must be an extensive answer (**at least 500 words in length**), which will be evaluated based on following **criteria**: **clarity**, **content**, **organization**, **comprehensiveness**, **argument quality**, and **supporting evidence** (facts and examples). Before submitting exam, essay answer must be single-spaced format, New Times Roman font, black color font, and 10-point font size. You are responsible for **grammar and spell checking** your work. There is penalty for violation of these rules. **Hint**: Use at least a separate paragraph for each of your Roman Numerals.

Since UCF servers some nights go on backup (sometimes between 12 midnight to 6am) and some students were cut off in the past, our exams cannot be open for more than a day. Each required exam is only open for one Thursday from 6:00am to 11:55pm, see the Assessment Schedule Page. Exams are designed for 45 minutes, but **you have ONLY up to 60-minutes to complete each**. The exceptions to this rule are the students registered with the **UCF Student Disability Services.** These students have double time for each exam, based on UCF rules. **However, the Disability Students MUST ask the UCF Disability Services to provide the instructor with documentations of their status in the VERY first week of the term**. These students cannot use the extra time until the instructor receives the formal notification from UCF Disability Services.

UCF Course Website system **does not save your answers**, if you violate the time even by a micro second. Depending on your Internet Connection to UCF, some students will get cut off at the 60-minute time limit, while others will be in time

violation. I strongly suggest that you save and submit your answers before the 60th minute starts. **Time violations are penalized by 1 point for each extra minute.**

Extra Credit

There is one **Optional Extra Credit** opportunity worth 5 points throughout the term. This Extra Credit is a Quiz that covers a number of **Optional Reading Assignments** in Module 12 at the end of the term. This quiz has the same format and requirements as a regular quiz, so read the Quiz section. The Extra Credit Quiz is listed on the Assessment Page of our website in addition to our Class Schedule. The difference between the Extra Credit Quiz and other quizzes is that you have only 5 questions and have only 5 minutes for Extra Credit Quiz.

Since UCF servers some nights go on backup (sometimes between 12 midnight to 6am) and some students were cut off in the past, this extra credit quiz cannot be open for more than a day. It is only open for one day from 6:00am to 11:55pm, see the Assessment Schedule Page. Extra Credit Quiz is designed for 2.5 minutes, but **you have ONLY up to 5-minutes to complete it**. The exceptions to this rule are the students registered with the **UCF Student Disability Services.** These students have double time for the Extra Credit Quiz, based on UCF rules. **However, the Disability Students MUST ask the UCF Disability Services to provide the instructor with documentations of their status in the VERY first week of the term**. These students cannot use the extra time until the instructor receives the formal notification from UCF Disability Services.

Again, the UCF Servers may either cut you off or keep you in time violation (depending on your Internet Connection to UCF). I suggest that you save and submit this quiz before the 5th minute. There is penalty point for time violations. One point is subtracted for each extra minute beyond 5 minutes. Disability Students have double time for Extra Credit Quiz, based on UCF rules.

Attendance & Participation

For the face-to-face students (in E, M, or V courses), attendance is expected and is not a substitute for **participation**, which **is required by the syllabus for ALL students without an exception**. For the face-to-face students, I check their attendance record to see if they qualify for a higher final grade. I treat each student on a case-by-case basis. Those with no (**or 2 absences**) get more help from me. By the way, **late arrivals** (even by a couple of minutes) are considered rude and unprofessional. Two late arrivals are equal to one absence. If you have excessive absences, you are strongly encouraged to complete the Extra Credit assignment (worth 5 points).

For the on-line students (in W or V courses), I look at their **on-line participation record** in our Required Discussions, and our Optional Forums. I also see how often they help their peers or share useful information with our class. Those who have a strong record will get my help for a higher final grade in our class. If you have missed many required postings, you are strongly encouraged to complete the Extra Credit assignment (worth 5 points).

What do I mean by participation? **Participation means students actively contributing to required weekly course discussions, following my instructions, and helping their peers**. Students may present explanation, opinion, or relevant

comments about an issue, based on my instructions in each Web Discussion Forum. However, simply **asking questions or bombarding the instructor with emails (**whose answers are already in the syllabus**) is not participation**.

In fact, student who ask questions whose answers are already in the syllabus will be considered **disengaged** (in the class), and their participation score **will be penalized significantly**. Students, who want participation score, should gain recognition from the instructor by actively contributing to the required discussions **(on time and before the weekly deadlines).** In this course, we have two **REQUIRED** discussion forums: **Reading** Discussion and **Current Events** Discussion. There are also 3 Optional forums: Questions, Tech Help, and "From the Grape Wine." Students who want recognition for their activities should help their peers in these Optional Forums.

I expect ALL my students **(without an exception)** to participate on time in our **two Required Weekly Discussion Forums each week:** Reading Discussion & Current Events Discussion. In fact, students who **miss more than one week** required discussion should expect to **lose one point** directly **from** their total **Participation Score for each weekly discussion** that they missed. This rule applies to both excused and unexcused absences from our forums. By the way, I do not accept late postings by e-mails to me.

Are there any weekly participation grades? You will **not receive weekly scores** or grades for your required weekly Reading and Current Events postings. Your weekly posting are evaluated on **pass/fail basis**. If you are not sure about the acceptability of your work, then please make your postings by Sunday night. On Monday mornings, the instructor will send messages to students whose works are unacceptable (failed). Such students will have time before Tuesday deadlines to revise their postings and make them acceptable. **If you make your posting after Sunday night, there is no time for instructor's comments, so you take a chance**. Thus, you may not earn participation points. If you post by Sunday and receive no comments, it means your work is acceptable.

How do you calculate your participation score? It is easy to calculate your participation score. For each Required Weekly Discussion (both Reading and Events), give yourself "0.5" (half) point, if you made an On-Time Posting that followed ALL instructions (see the **Discussion Posting Guidelines** section). You may earn up to 10 points for your Discussion Postings: 5 points for Weekly Reading & another 5 points for Events Discussion postings. We have 11 required weekly Discussions (for both Required Reading and Events Discussion postings). I drop the lowest Required Posting for each student, and add the total. This means 5 points for each Discussion Forum. **From the Total Participation Score** earned by the Required Postings, **I subtract Penalty Points for**: (1) Missing Postings; (2) failures to follow class rules (listed in our Website and my e-mails); and (3) disengagement in our course (failures to answer my questions during class discussions).

There is also an Optional Posting based on the Extra Credit Readings in Module 12 at the end of the term. Those who miss more than 1 week of Required Discussion Posting are strongly encouraged to use this opportunity to neutralize 1 missed weekly posting.

To encourage good academic behavior, individuals who are active by their early postings, extensive contributions to required Discussion Forums, **helping other students** in our **Question & Technical Help Forums**, and participating in Optional Forums are eligible for my assistance to their final grade, when their total scores fall on the borderline between two grades (such as A- & B+). Their active participation record will be the key factor influencing my decision for a higher grade.

PLEASE Note: The **instructor may subtract points from** the final participation score of those **students who repeatedly violate syllabus rules** throughout the term. Such violations include: not using Course Mail, asking questions whose answers are already in the syllabus, and repeating errors for which they had received my comments.

Other Assignments

If the students take a laid back attitude towards the readings or the class discussion, the instructor may assign additional oral and/or written assignments in form of reports or research projects to stimulate participation.

Make-Up Policy

Theoretically, **there are no make-ups for our quizzes, exams, or Weekly Required Discussion Postings**. However, I drop 4 (out of 9) required quizzes, one (out of 2) required midterm exams, one Weekly Required Reading Discussion Posting, and one Weekly Required Current Events Discussion Posting for each student throughout the term. Thus, many students consider my "drop system" as a very generous make-up policy. Remember that the First and Second Midterm Exams can be a replacement for each other only. However, the First and/or the Second Midterm Exams are NOT a replacement for the Final Exam. Also, there is no make-up for the Final Exam or the optional Extra Credit Quiz.

Technical Challenges

Unless there is a well-documented UCF computer, server, or network crash at one of the UCF locations, the responsibility of the technical problem is fully with the students.

It is partially **due to Tech Problems** that we have such a **generous drop policy** in our course to minimize the impact Tech Problems. **To avoid Tech Problems**, I encourage the students to use UCF computers and Internet Network located at any of 10 different area campuses located in Central Florida region, if they can. This is especially **important for Exams and Quizzes**, which are open only for one day (**Thursday 6:00am till 11:55pm**). You have a full week for each set of weekly required postings, so if you cannot connect to our Website one day, you can try it later.

In fact, one reason that our quizzes and exam are **available only from 6am till 11:55pm** is that many of the UCF computers, servers, and network go to a backup (or repair) process between 12 (midnight) and 6am. Thus, I decreased the chance of my students being cut off from the UCF during an exam or a quiz. Moreover, there is statistically less chance of computer crashes on Thursdays, so all our Exam and Quizzes are available ONLY on Thursdays.

Since different students use different equipment, software, and networks, it is the students' responsibility to make sure that their system is compatible with UCF servers to avoid Technical Problems. For this information, please check the **Technical Support** button on the first menu of our Course Website, especially please do the "**Browser Check**."

Based on our recent experience, here are some useful suggestions:

1. **If you can**, use UCF computers and network, instead of less secure home (or office) service.
2. **If you have the option**, use wired instead of wireless services that tend to cut off occasionally.
3. **Use reliable Internet Browsers** that have no problems with UCF network.
4. **Avoid internet pick time** to take your quizzes and exams.
5. Temporarily, **suspend your computer Fire Walls**, when you connect with UCF to take a test.

6. **Do NOT give to other students your PID & NID** numbers or username & passwords.
7. **If you can**, use UCF labs, to have an authorized witness, if a local crash occurs.
8. If you use your peer's computer to take our quizzes (or exams), then you must login into our **Course Website**, after your peer **computer has been off (for at least 3 minutes). Violators may experience Tech Problem, and their scores automatically go to ZERO.**
9. If you have any Technical Problem, please contact UCF Online Support about tech issues at: http://learn.ucf.edu/support/