Department of Near Eastern Languages and Cultures

Undergraduate Handbook

2018-2019
## Contents

- Introduction ................................................................................................................................. 3
- Placement Exams .......................................................................................................................... 3
- Major In Near Eastern Languages and Cultures ............................................................................ 3
- Language Track ............................................................................................................................ 3
- Culture Track ............................................................................................................................... 3
- Double Major ............................................................................................................................... 4
- Minor in Near Eastern Languages and Cultures ............................................................................ 4
- Departmental Honors Program ..................................................................................................... 4
- Recent Course Offerings ................................................................................................................ 5
- Overseas Study ............................................................................................................................... 6
- IU Code of Student Rights, Responsibilities, and Conduct ............................................................. 6
- Student Responsibilities .................................................................................................................. 6
- Department Contacts .................................................................................................................... 9
- Near Eastern Languages and Cultures Faculty ............................................................................ 10
  - Chair ............................................................................................................................................... 10
  - Director of Graduate Studies ....................................................................................................... 10
  - Director of Undergraduate Studies ............................................................................................... 10
  - Core Faculty .................................................................................................................................. 10
  - Adjunct Professors ......................................................................................................................... 11
  - Staff .............................................................................................................................................. 11
- Student Support and Community Education and Contact Information ........................................ 11
- NELC Quick Guide ......................................................................................................................... 15
Introduction

The NELC Undergraduate Handbook is intended to serve as a supplement to the College of Arts and Sciences Undergraduate Bulletin and the IU Code of Student Rights, Responsibilities, and Conduct. The College of Arts and Science Undergraduate Bulletin and the IU Code are the final authority on IU rules and regulations and override any NELC-specific rules or policies that are not consistent with them. Further, they provide more extensive and detailed information on the topics covered in the NELC Undergraduate Handbook. All undergraduate students should familiarize themselves with these materials and consult them as needed.


Placement Exams

For fall 2018, the Arabic placement exam will be given on Monday, August 13, 2018.

Other language placement exams are normally handled by other units. The Persian exam is handled by the Department of Central Eurasian Studies, and the Hebrew exam is handled by the Jewish Studies Program.

Major In Near Eastern Languages and Cultures

Students must select either the Language Track or the Culture Track. Students must complete a minimum of 31 credit hours in department-approved courses. Students with language proficiency who are not eligible for special credit in the major language will need to take department-approved advanced language courses or additional culture courses to meet the 31 credit hour minimum required for the major. Language courses at the 100 level do not count toward the major. The following requirements are in addition to fulfilling the degree requirements for the College of Arts and Sciences.

Language Track

Students who elect to follow the Language Track will take classes with more emphasis on language than culture. Student can choose one of the following languages as their major: Arabic, Hebrew, or Persian. The requirements are listed below.

- Student must take three years of Arabic, Hebrew, or Persian language (or the equivalent)
- Additional courses chosen with the consent of the undergraduate advisor to total a minimum of 31 credits
- At least 18 credit hours must be completed at the 300 – 400 level

Culture Track

Students who elect to follow the Culture Track will take classes with more emphasis on culture than language. The requirements are below.

- Two years of Arabic, Hebrew, Persian, or Turkish language (or the equivalent)
- Additional courses chosen with the consent of the undergraduate advisor to total a minimum of 31 credit hours in the major
- At least 18 credit hour must be completed at the 300 – 400 level
Double Major

Students within the College of Arts and Sciences have the option to double major with another department in the College. Students interested in pursuing a double major should consult with their Undergraduate Advisor first. The following requirements must be met in order to receive a double major.

1. At least 27 distinct College of Arts and Sciences credit hours must be taken in each major
2. The residence requirement of at least 18 credit hours in each major at Bloomington must be met
3. Students must have an advisor from each department in which they propose to study
4. The program of studies must be approved by the College of Arts and Sciences, Owen Hall
5. With approval of the relevant major departments and the College, one course may be counted toward both majors of a double major. Only one course may be double-counted

Minor in Near Eastern Languages and Cultures

The Department of Near Eastern Languages and Cultures offers a minor in six different tracks: Arabic, Kurdish, Persian, Turkish, Islamic Studies, and Near Eastern Civilization.

In order to be eligible for a minor in NELC, students must complete 15 credit hours in the Department. The minor must be completed with a minimum average grade of C+. First-year language courses do not count towards the minor. The requirements are below.

- 9 credit hours must be taken in the Department of Near Eastern Languages and Cultures or relevant courses in affiliated departments on the Bloomington Campus. Up to 6 credit hours of transfer or foreign-study credits can be accepted for a minor in Near Eastern Language and Cultures, with the approval of the undergraduate advisor. Critical Approaches to the Arts and Sciences courses taught by NELC faculty can count toward the minor in Near Eastern Languages and Cultures
- For the minor tracks in Arabic, Kurdish, Persian, and Turkish, two courses are required in the appropriate language. Note: This requirement cannot be satisfied through testing. For complete information regarding credit in beginning foreign language courses, consult the “Foreign Language” section of the College of Arts and Sciences Bulletin.
- For the minor tracks in Islamic studies and Near Eastern Civilization, students will take 15 credit hours, selected from the broad array of departmental courses

A minimum of 9 credit hours of course work in the minor must be at the 300 – 400 level.

Departmental Honors Program

The departmental honors program is designed to provide outstanding students with an in-depth training in Arabic, Hebrew, Persian, or Turkish. Students who wish to complete Departmental Honors program should do so during their junior or senior year. Students interested in pursuing this option should consult with the Director of Undergraduate Studies. At a minimum, two courses are required.

- N399 – Reading for Honors (3 cr.)
- N499 – Honors Thesis (3 cr.)

Both courses should be completed under the supervision of one professor.
## Recent Course Offerings

### Arabic Language

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NELC-A 100 – Elementary Arabic I</td>
<td>NELC-A 150 – Elementary Arabic II</td>
</tr>
<tr>
<td>NELC-A 300 – Advanced Arabic I</td>
<td>NELC-A 350 – Advanced Arabic II</td>
</tr>
<tr>
<td>NELC-A 400 – Advanced Arabic III</td>
<td>NELC-A 450 – Advanced Arabic IV</td>
</tr>
<tr>
<td>NELC-N 310 – Arabic Composition</td>
<td>NELC-N 255 – Multimedia Arabic</td>
</tr>
<tr>
<td>NELC-N 312 – Arabic Grammar</td>
<td>NELC-N 324 – Introduction to Arabic Linguistics</td>
</tr>
<tr>
<td>NELC-N 393 – Ind. Readings in Classical Arabic</td>
<td>NELC-N 393 – Ind. Readings in Classical Arabic</td>
</tr>
<tr>
<td>NELC-N 398 – Ind. Readings in Arabic Language</td>
<td>NELC-N 398 – Ind. Readings in Arabic Language</td>
</tr>
</tbody>
</table>

### Ancient Egyptian

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NELC-E 101 – Elementary Middle Egyptian I</td>
<td>NELC-E 102 – Elementary Middle Egyptian II</td>
</tr>
<tr>
<td>NELC-E 201 – History &amp; Civil. of Ancient Egypt</td>
<td>NELC-E 301 – Religions of Ancient Egypt</td>
</tr>
</tbody>
</table>

### History, Civilization, Literature, and Religion

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NELC-204 – Topics in Middle Eastern Culture &amp;</td>
<td>NELC-N 122 – U.S. Foreign Policy &amp; Muslim</td>
</tr>
<tr>
<td>NELC-208 – Muslim Communities in Europe &amp;</td>
<td>NELC-204 – Topics in Middle Eastern Culture &amp;</td>
</tr>
<tr>
<td>NELC-N 305 – Issues in Middle Eastern Literature</td>
<td>NELC-N 212 – Contemporary Literatures of the</td>
</tr>
<tr>
<td>NELC-N 350 – Modern Iran</td>
<td>NELC-N 251 – Post-Taliban Afghanistan &amp; War on</td>
</tr>
<tr>
<td>NELC-N 370 – Koranic Studies</td>
<td>NELC-N 303 – Issues in Middle Eastern History</td>
</tr>
<tr>
<td>NELC-N 399 – Readings for Honors</td>
<td>NELC-N 305 – Issues in Middle Eastern Literature</td>
</tr>
<tr>
<td></td>
<td>NELC-N 495 – Directed Readings in NELC</td>
</tr>
<tr>
<td></td>
<td>NELC-N 499 – Honors Thesis</td>
</tr>
</tbody>
</table>

### Directed Readings Courses

Directed Readings/Independent Study course provide an important method for NELC students to explore particular research interests on an individual basis, but there are special advising requirements. Students should adhere to the following guidelines:

1. Discuss with your advisor what directed readings courses may be appropriate for your academic program and when and with which faculty members they should be taken.
2. During the semester before you intend to take the course, meet with the prospective supervising faculty member to discuss your goals for the course, and if the member agrees, construct a reading list and project requirements.
3. Before registration for your intended academic term, complete the Directed Readings Course Form (available from the Graduate Secretary), obtain the instructor’s signature, and submit it to the Graduate Secretary along with the reading list and project requirements. The form is used by the NELC office to generate registration permissions, to keep enrollees and instructors matched, and to coordinate grade reporting properly. Be sure the information on the form is clear and complete. Missing or incorrect information may cause registration difficulties, delayed or missing grades, and even more serious problems such as academic progress issues and holds on AI appointments.
4. At the end of the semester, remind your instructor to submit your course grade. Grade reporting procedures are not the same as with normal classroom courses, so advise your instructor to consult the Graduate Secretary or the DGS if there are any questions.
Overseas study programs (both IU and Non-IU) can supplement the course of study at IU, giving students an opportunity to immerse themselves in the cultures and languages of the Middle East. Some of the IU Programs are listed below. For more specific information, please contact the Office of Overseas Study (http://overseas.iu.edu/).

**IU Programs**
- American University in New Cairo, Egypt – Study options available in the Fall, Spring, or Summer semester.
- Hebrew University in Jerusalem, Israel – Study options available in the Fall semester, Spring semester, or full academic year.

Non-IU programs can also be taken and usually transfer in for credit. For information regarding Non-IU programs, please visit the Office of Overseas Study (http://overseas.iu.edu/).

**IU Code of Student Rights, Responsibilities, and Conduct**

All new students should take time to read the IU Code of Student Rights, Responsibilities, and Conduct. Each student is given a copy of this booklet when he or she enrolls in the university. Additional copies may be downloaded from the IUB website http://indiana.edu/~code/code/index.shtml. The booklet contains very important information that will help students avoid serious problems in their academic work and in living and working with other members of the university. The booklet also provides information about what students should do if they need help with problems in their academic work or in interacting with other members of the university.

Students will find chapters in the booklet on student rights and responsibilities, student complaint procedures, student academic and personal misconduct, and student disciplinary procedures. Students should pay special attention to the section on academic misconduct, which covers the following topics: (1) cheating (2) fabrication (3) plagiarism (4) interference (5) violation of course rules (6) facilitating academic dishonesty.

**Student Responsibilities**

Uphold and maintain academic and professional honesty and integrity.

Academic misconduct – is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course, department, school, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), research work outside of a specific course structure (such as lab experiments, data collection, service learning, and a collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but not limited to, the following:
1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company; files of papers prepared by other persons, or submit documents found on the internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course material, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to which the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter the answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

   a. Directly quoting another person’s actual words, whether oral or written;

   b. Using another person’s ideas, opinions, or theories;

   c. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;

   d. Borrowing facts, statistics, or illustrative material;

   e. Offering materials assembled or collected by others in the form of projects or collections without acknowledgement

4. Interference

A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft defacement, or mutilation of resources so as to deprive others of the
information they contain.

5. Violation of Course Rules

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Please contact the NELC Director of Undergraduate Studies or the Office of Student Ethics (http://studentaffairs.iub.edu/ethics/) if you have any questions.
Department Contacts

**Main Office**
Department of Near Eastern Languages and Cultures  
Global and International Studies Building, Room 3050  
Indiana University  
355 North Jordan Avenue  
Bloomington, IN 47405  
nelc@indiana.edu  
812-855-5993

**Director of Undergraduate Studies**
Aziza Khazzoom  
Global and International Studies Building 3049  
khazzoom@indiana.edu  
812-856-2279

**Undergraduate Advisor**
Jennifer Ashcraft  
Global and International Studies Building Room 1043  
jeashcra@indiana.edu  
812-855-4538
Near Eastern Languages and Cultures Faculty

Chair

Stephen Katz, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Jewish studies. Research: Modern Hebrew language and literature, fiction of S.Y. Agnon, American experience of Jews and Hebrew writers, Hebrew poetry

Director of Graduate Studies

John Walbridge, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Philosophy and of History and Philosophy of Science. Research: Islamic philosophy, Islamic intellectual history with emphasis on the cultural role of philosophy and science

Director of Undergraduate Studies

Aziza Khazzoom, Associate Professor of Near Eastern Languages and Cultures. Research: Israeli identity and multiculturalism, stratification, gender, race/ethnicity/nation, immigration

Core Faculty

Asma Afsaruddin, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Religious Studies. Research: Pre-modern and modern Islamic religious and political thought; Qur’anic hermeneutics; Hadith criticism; exegetical, legal, and ethical perspectives on jihad and martyrdom; gender roles

Salman Al-Ani, Professor of Near Eastern Languages and Cultures. Research: Arabic linguistics with a special emphasis on phonetics, phonology, morphology and syntax

Iman Alramadan, Lecturer, Near Eastern Languages and Cultures. Teaching Arabic as a second language.

Asaad Al-Saleh, Assistant Professor of Near Eastern Languages and Cultures.

Daniel Caner, Associate Professor of Near Eastern Languages and Cultures, Adjunct Associate Professor of History. Late Roman/Early Church History; Classicism, Asceticism; Hagiography

Joshua Georgy, Visiting Assistant Professor, Near Eastern Languages and Cultures.

Zaineb Istrabadi, Senior Lecturer, Near Eastern Languages and Cultures. Research and service: Teaching Arabic as a second language, interfaith dialogue, community outreach, Sufism

Nader Morkus, Assistant Professor of Near Eastern Languages and Cultures. Research: Second language acquisition, discourse level analysis in Egyptian Arabic, intercultural pragmatics and communication

Nazif Shahrani, Professor of Near Eastern Languages and Cultures. Research: Cultural ecology of nomadic pastoralism, state and society Islamic movements, identity politics, social change and modernization, Muslim family and gender dynamics in Soviet and post-Soviet Central Asia

Abdulkader Sinno, Associate Professor of Near Eastern Languages and Cultures, Associate Professor of Political Science. Research: Civil wars, ethnic strife and other territorial conflicts, Muslims in Western politics, political Islam

Stephen Vinson, Associate Professor of Near Eastern Languages and Cultures. Research: Ancient Egyptian language and literature; history of Graeco-Roman Egypt; ancient Egyptian transportation and trade, especially boats and ships
Adjunct Professors

Heather Akou, Associate Professor of Apparel Merchandising and Interior Design. Research: Islamic dress in Africa and North America, Somali dress, identity formation and transformation, aesthetics of textiles, dress, and the body

Devin DeWeese, Associate Professor of Central Eurasian Studies. Islamic Central Asia; Soviet Central Asia; Sufism; Islamization; Religions and Inner Asia; Islamic hagiography

Jane Goodman, Associate Professor of Communication and Culture. Research: Berber studies; language, performance, and identity; textuality and discourse

John Hanson, Associate Professor of History. Research: West African history; Muslim communities; social/cultural history

Feisal Istrabadi, Director, Center for the Study of the Middle East, Professor of Practice of International Studies. Research: Constitutional diplomacy, Iraqi politics, processes of building legal and political institutions in countries in transition from dictatorship to democracy

Paul Losensky, Associate Professor of Comparative Literature and of Central Eurasian Studies. Research: Iranian studies; Persian literature and literary history; India; Central Asia; literature, architecture, and topography; Sufism and literature; comparative studies in the Baroque; translation and translation studies

David McDonald, Associate Professor of Folklore and Ethnomusicology. Research: Israel/Palestine; performance ethnography; social theory; ethnomusicological study of violence and socio-cultural trauma

Karen Rasler, Professor of Political Science. Research: International conflict and cooperation; relative decline of world powers

Kaya Sahin, Associate Professor of History. Research: Institutional and ideological foundations of the Ottoman imperial praxis; comparative studies of early modern Eurasian empires; Ottoman and modern Turkish historiography; Ottoman-Safavid rivalry; inter-cultural and inter-religious exchanges in early modern Eurasia

Ruth M. Stone, Professor of Folklore and Ethnomusicology. Research: Music as culture and performance; theory of ethnomusicology

Tim Waters, Professor of Law. Research: Structure of the inter-state system, ethnic conflict, human rights, transitional justice, and comparative law, especially in European and Islamic contexts.
Staff

Connie Sue May, NELC Program Specialist, Fiscal and Administrative

TBA, NELC Graduate Students Associate

Feier Gao, NELC Graduate Assistant

Amin Sophiamehr, NELC Graduate Work-study
Student Support and Community Education and Contact Information

**IU DEPARTMENTS**

Vice President for Diversity, Equity, and Multicultural Affairs
http://www.indiana.edu/~dema/
812-856-5700

African Students’ Association
http://www.indiana.edu/~iuasa
812-855-9632
iuasa@indiana.edu

Office of Alternative Screening and Intervention Services (OASIS)
http://studentaffairs.iub.edu/oasis/
812-856-3898

Asian Culture Center
http://www.indiana.edu/~acc/
812-855-5361
acc@indiana.edu

Black Culture Center
http://www.indiana.edu/~nmbcc
812-855-9271
nmbcc@indiana.edu

Incident Teams – Disability Team; GLBT Anti-Harassment Team; Gender Team; Racial and Religious Bias Team
http://studentaffairs.iub.edu/incident
812-855-8188
incident@indiana.edu

Gay, Lesbian, Bisexual, Transgender Student Services
http://www.indiana.edu/~glbt
812-855-4252
glbserv@indiana.edu

Office of International Services
http://www.ois.indiana.edu
812-855-9086
newtoiu@indiana.edu

Latino Cultural Center (La Casa)
http://www.indiana.edu/~lacasa/
812-855-0174
lacasa@indiana.edu

Student Life and Learning
http://studentaffairs.iub.edu/sll/
812-855-4311
iusll@indiana.edu

Student Advocates Office
http://studentaffairs.iub.edu/advocates/
812-855-0761
advocate@indiana.edu

The Office of Student Ethics
http://studentaffairs.iub.edu/ethics/
812-855-5419
ethics@indiana.edu

Student Legal Services
http://www.indiana.edu/~sls/
812-855-7867
ACADEMIC SUPPORT SERVICES

Academic Support Centers
Briscoe – 812-855-6391
Forest – 812-856-3060
Teter – 812-856-4457

Career Development Center
812-855-5234

University Information Technology Services (UITS)
812-855-9255

Disability Services for Students
812-855-7578

Veterans Support Services
812-856-1985

Exploratory Student Services
812-855-2736

Groups Student Support Services
812-855-0507

Health Professions and Prelaw Center
812-855-1873

Hutton Honors College
812-855-3555

Office of International Services 812-855-9086

Herman B Wells Library
812-855-0100

Overseas Study 812-855-9304

Office of the Registrar
812-855-0121

Student Academic Center
812-855-7313

Writing Tutorial Services
812-855-6738

TRANSPORTATION

Campus Bus Service – 812-855-8384
http://www.iubus.indiana.edu/

City Bus Service – 812-332-7433
Greyhound – 812-332-1522
Airport Shuttle—812-332-6004
Campus Parking Operations—812-855-9848

IU Cable TV http://iutv.indiana.edu/iutv

Residence Hall Parking
http://www.rps.indiana.edu/parking.cfml

BLOOMINGTON VISITOR INFORMATION

Bloomington Convention & Visitors Bureau
1-800-800-0037 / 812-334-8900

IU Visitor Information Center
812-856-GOIU (4648)

WEB SITES

IU Bookstore www.iubookstore.com

IU Credit Union https://www.iucu.org
NELC Quick Guide

Placement and Proficiency Testing
If you have studied a NELC language before, you may take a placement or proficiency test with the appropriate department:

Arabic: Near Eastern Languages and Cultures (Nader Morkus, nmorkus@indiana.edu)
Hebrew: Jewish Studies (Ayelet Weiss ayweiss@indiana.edu)
Persian and Turkish: Central Eurasian Studies (Jennifer Ashcraft, jeashcra@indiana.edu)

To determine which test (placement or proficiency) is best for you, please consult the College’s Undergraduate Academic Bulletin.

Major Requirements
In addition to completing the degree requirements for the College of Arts and Sciences, students must complete 31 credit hours in NELC courses. Language courses at the 100 level do not count toward the major.

Language Track
1. Three years of Arabic, Hebrew, or Persian language (or the equivalent)
2. Additional courses chosen with consent from the undergraduate advisor to total a minimum of 13 credit hours in the major.
3. At least 18 credit hours must be complete at the 300-400 level.

Minor requirements (Matriculation Summer 2013 or later)
Students must complete 15 credits hours in NELC courses. The minor is to be completed with a minimum average grade of C+. Language courses at the 100 level do not count towards the minor.

1. 9 credit hours must be taken in NELC or relevant courses affiliated departments on the Bloomington campus. Up to 6 credits hours of transfer of foreign credits can be accepted for the minor, with the approval of the undergraduate advisor.
2. For the minor tracks in Arabic, Kurdish, Persian, and Turkish, two courses are required in the appropriate language. Note: This requirement cannot be satisfied through testing.
3. For the minor tracks in Islamic studies and Near Eastern civilization, students will take 15 credit hours selected from the broad array of departmental courses.
4. A minimum of 9 credits hours of course work in the minor must be at 300-400 level.

Advising
Aziza Khazzoom
Director of Undergraduate Studies
GISB 3049
khazzoom@indiana.edu

Jennifer Ashcraft
Academic Advisor
GISB 1043
jeashcra@indiana.edu
Indiana University
Classroom Emergency Preparedness

Course Name: ____________________________________ Room Number: ______________________

On the first day of every semester:
- Know the emergency exits and evacuation areas for every classroom.
- Devise “buddy systems” so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation.
- Be personally prepared for an emergency: http://protect.iu.edu/emergency

Emergency Communication
Campus emergency communication is done via a voice message, text and/or an email through IU Notify. Go to One to review your contact information. See more information about IU Notify at: http://protect.iu.edu/emergency/iunotify

Faculty – designate IU Notify monitor for each class. Self/Student

Fire
- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

Evacuations – Drills or real
- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation area is for every building you are in.
- Leave the campus only if instructed.

FOR THIS CLASS, the closest exit is:

We will meet at:

Earthquake
If it is severe enough to move furniture, DROP, COVER and HOLD ON: Immediately seek shelter (under a desk or table, if possible) cover your head and hold on. Evacuate if directed, or you feel it is safe to do so.
Severe Weather
Thunderstorms are the most common type of severe weather in the Bloomington area. However, winter storms, extreme hot/cold temperatures, flooding, and tornadoes can occur.

- Seek shelter indoors in a low part of the building
  (Maps w/shelter locations are located throughout the building)
- Move to a windowless interior room away from hazardous materials
- Monitor http://iub.edu/ and local media
- Take cover under a sturdy object or against an interior wall
- Wait for the all clear before leaving your safe space

FOR THIS CLASS, the closest shelter location is:

Violence/Active Shooter
There may be situations where it is imperative that you seek shelter and not leave the building.

- **RUN** – if a safe path is available. Always try to escape or evacuate if possible.
- Call IUPD (812-855-4111) or 911 when it is safe to do so
- If evacuation is not possible, **HIDE** in a concealed location, Lock and/or barricade the door, Turn off the lights, stay quiet and silence your cell phone
- **FIGHT** – as a last resort, working together or alone, act with aggression; use improvised weapons to disarm the shooter. Commit to taking the shooter down.
- See the video at [http://protect.iu.edu/police/active-shooter](http://protect.iu.edu/police/active-shooter)

Additional course-specific safety information:

For more information, ask your instructor, and go to [http://protect.iu.edu](http://protect.iu.edu)
## For starters

Review this guide and the Emergency Procedures grid. Emergency procedures also can be found at: https://protect.iu.edu/emergency-planning/procedures/index.html

Learn about your building incident management team and the building’s evacuation/emergency action plan so you know where to direct students during evacuations. Find this information at: https://iu.box.com/BuildingEmergencyPlans

Include emergency information on fires, evacuations, earthquakes, severe weather, and violence/active shooters in your syllabus for each class.

See template for your classroom at: https://protect.iu.edu/about/educational-materials/index.html

## Emergency alerts

Emergency alerts are sent primarily through the IU-Notify system via phones (voice/text), email, Facebook, Twitter, and Alertus desktop alerts (Alertus software is available for personal computers from IUware.)

You classroom cell phone policy should require at least one person, such as a T.A., to leave a cell phone turned on to receive IU-Notify alerts.

Make sure to update your information on one.iu.edu (search for IU-Notify). **Text alerts are the quickest method!**

Know where the weather radio for your building is located and what the alerts mean.

Understand why the Monroe County sirens go off by visiting this site: http://www.co.monroe.in.us/tsd/community/emergencymanagement/outdoorwarningsirens.aspx

## Emergency numbers

Program IU-PD-Bloomington into your phone: 812-855-4111.

Record your emergency contacts on paper in case your cell phone becomes unavailable.

Emergency contacts can be found online at https://protect.iu.edu/emergency-planning/emergency-contact/index.html

If you see something, say something:

Report all emergencies and suspicious activity to IU-PD-Bloomington at 911 or 812-855-4111.

Report any concerns you have about students, faculty, or staff to the Dean of Student Affairs, or the Behavioral Consultation Team.

## Shelter-in-place

**Shelter-in-place** is a request made by campus authorities when moving around campus puts your safety in jeopardy - possibly due to violent acts on campus hazardous material spills, or other situations.

Know your classroom:

Where are the exits?

Does the door lock?

Depending on the situation, consider these actions while sheltering:

- Lock doors
- Turn out lights
- Stay quiet
- Silence your cell phone
- Get informed about the situation
- Check in with others via text or email

## Additional emergency preparations

- Buy or assemble an emergency preparedness kit for home AND work. Encourage your students to do the same.
- Bookmark https://protect.iu.edu to have quick access to emergency information and procedures.
- Get a Campus Emergency Preparedness Certificate (CEPC) for IU employees offered through IU Emergency Management and Continuity in cooperation with University Human Resources.
- Participate in an on-campus emergency preparedness exercise (email IUEM@iu.edu)
- For more preparedness tips, check out: http://www.ready.gov