Introduction to Political Research *

Instructor:	Le Bao	**Time:**	W 8:10 – 11:00 AM
Email:	lb4126a@american.edu	**Place:**	Kerwin Hall 101
Office:	Kerwin Hall 109J	**Office Hours:**	M 11 AM - 1 PM/TH 8 - 10 PM*

* Thursday office hours with will be online.

Course Description

This course is an introduction to modern quantitative political research. We will discuss the nature of quantitative research, how to design research to answer different types of political questions, how to analyze quantitative data, how to implement analysis using the R statistical language, and how to interpret the results of analysis. Our goal is to give you the ability to understand, explain, and perform social science research, with a special focus on data analysis and causal reasoning. You will be able to read and understand the methodology of most academic articles in the social sciences, but more importantly, you will have a foot in the door of the data science world. The ability to collect and analyze data in a sophisticated manner is becoming a crucial skill set for the modern job market across industries. Finally, you will obtain data literacy that will help you be a critical consumer of evidence for the rest of your life.

Learning Outcomes

This course serves as the introduction to political science research, including the logic of inference, research design, and the basics of quantitative analysis. Students will, thus, learn and apply skills essential to social science research, as a preparation for graduate school or professional work in the field. The assignments are designed to help students understand how political scientists generate knowledge about political phenomena.

This course satisfies AU Core Q2 requirements. Thus, by the end of the course, you will also be able to:

- Translate real-world questions or intellectual inquiries into quantitative frameworks.
- Select and apply appropriate quantitative methods or reasoning.
- Draw appropriate insights from the application of a quantitative framework.
- Explain quantitative reasoning and insights using appropriate forms of representation so that others could replicate the findings.

Additionally, students who successfully complete this course will also be able to:

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*I thank Ryan Moore, Silvia Kim, Matt Blackwell, and Kosuke Imai for sharing important resources that influenced this syllabus. The syllabus is subject to change depending on the situation and class progress.

- Define an original research project dealing with a political problem, using an appropriate methodology
- Understand the value and limitations of specific quantitative methods
- Test substantive hypotheses using quantitative methods
- Explain quantitative reasoning and insights using appropriate forms of representation so that others could replicate the findings
- Conduct original data analysis that uses a technique from the course to answer a relevant political science question
- Use R to import and manipulate data, perform analyses, and produce publication-quality graphics

Course Logistics

Canvas page: https://american.instructure.com/courses/19495

We will be using Canvas to host the course webpage. Course materials will be posted on the site. Unless specified otherwise, all the homework and final project will also need to submit through Canvas.

Office hours and availability: Monday 11:00 AM - 1:00 PM (Kerwin 109J)

Thursday 8:00 PM - 10:00 PM (Zoom: https://bit.ly/govt310oh)

By appointment (https://calendly.com/baole).

If you have questions about the course material, lectures, programming issues, and other course-related issues, please do not hesitate to stop by my office hours (either in-person or online) or set an appointment. Appointment is also available both in person and by Zoom. Please see the appointment page for detailed information. Drop in at office hours is fine but signing up on Calendly is recommended. If you have a quick or general question, you can also post it on Slack. This can be a faster way to get an answer. However, you can also always email me directly at lb4126a@american.edu.

Slack: https://govt-310-0052021f.slack.com

We will use Slack to facilitate discussions outside the classroom. This is an ideal forum for posting questions and information regarding the course material and/or computing. The goal is that everyone can benefit from the discussion and collective knowledge. I encourage everyone to also reply to each other's questions, and a student's respectful and constructive participation on Slack will count toward his/her class participation grade.

Computers and Notes in Class

The class meetings incorporate both lectures and labs. For lectures, we will focus our attention on statistical concepts. We will also discuss implementation of methods in R, but this will be a secondary focus of class meetings. For this part, I expect to spend most of our time on slides and discussions, and you don't need your laptops. Although the experiments are relatively small, longhand writing appears to be a superior strategy for taking notes under certain conditions. See https://bit.ly/takegnotes for a summary brief. At least, there is no evidence that note-taking via laptop is beneficial:

Pam A. Mueller and Daniel M. Oppenheimer. 2014. "The Pen is Mightier than the Keyboard: Advantages of Longhand over Laptop Note Taking." *Psychological Science* 25 (6): 1159 - 1168

Course Materials

Required Readings

The primary textbook for the course is

Kosuke Imai. 2018. *Quantitative Social Science: An Introduction* (QSS). Princeton University Press

Supplementary webpage with data sets: https://github.com/kosukeimai/qss.

Required readings should be completed before the course meeting. Occasionally, there will be other required and supplementary readings provided through Canvas. During the lectures, I will also provide further readings about specific methods and examples. We will occasionally have short quizzes over the reading.

The textbook for `R` programming is open-source, freely available at `https://r4ds.had.co.nz/`:

Hadley Wickham and Garrett Grolemund. 2016. *R for Data Science: Import, Tidy, Transform, Visualize, and Model Data* (R4DS). O'Reilly Media, Inc.

We will not intensively discuss the specifics in this book during the class meetings. But you should use it as your primary source to polish your `R` skills. We may cover some important topics in the book during the lab sessions. You can also always bring up questions about the book.

Additional Readings

Recommended

Paul M. Kellstedt and Guy D. Whitten. 2018. *The Fundamentals of Political Science Research.* 3rd ed. Cambridge University Press

Quan Li. 2018. *Using R for Data Analysis in Social Sciences.* Oxford University Press

Optional

Gary King, Robert O. Keohane, and Sidney Verba. 2021. *Designing Social Inquiry: Scientific Inference in Qualitative Research (New Edition).* Princeton University Press

David Freedman, Robert Pisani, and Roger Purves. 2007. *Statistics.* 4th ed. W. W. Norton & Company

David M. Diez, Christopher D. Barrm, and Mine Cetinkaya-Rundel. 2017. *OpenIntro Statistics.* Available at: `https://www.openintro.org/book/os/`

Daniel F. Chambliss and Russell K. Schutt. 2018. *Making Sense of the Social World: Methods of Investigation.* Sage Publications

Philip H. Pollock III and Barry C. Edwards. 2019. *The Essentials of Political Analysis.* 6th ed. CQ Press

Computing

We'll use `R` and `RStudio` in this class to conduct data analysis. `R` is free, open-source programming language, and available on all major platforms. `RStudio` (also free) is a graphical interface to `R`, which is widely used to work with the `R` language. You can (and should) install `R` and `RStudio` on your own computer. But you can also use `RStudio` through RStudio Cloud (https://rstudio.cloud/) or AU Virtual Applications and Desktops (more info: https://bit.ly/virtualcompute).

There is support on using `R` (tutorials, workshops, one-on-one assistance, etc.) from CTRL at AU. You can also find a virtually endless set of resources for `R` on the Internet. For beginners, there are several web-based tutorials including one from DataCamp (https://www.datacamp.com/). In these, you should be able to learn the basic syntax of `R`. More `R` resources will be posted on Canvas and Slack.

Requirements and Evaluations

Students are required to do the weekly reading, attend class, complete all assignments, and contribute to course discussions. The student's final course assessment includes the following components:

Assignment	Weight	Important Date
Participation, attendance, lab exercises, `learnr` tutorials	20%	(Throughout)
Problem sets (4)	40%	Sep 7, Sep 28, Oct 19, Nov 9, Nov 30
Midterm	10%	Oct 27
Final project and milestones	30%	Sep 23, Oct 14, Nov 18, Dec 2*, Dec 7, Dec 9

Participation

Participation comprises of engagement in class conversations through attendance, in-class participation, Slack discussions, and `learnr` exercises and in-class quizzes. `learnr` is an interactive tutorial that teaches you `R`. Through the semester, we will complete that `learnr` exercises that designed for the textbook. Each exercise will be graded as "complete" and count toward the final participation grade. For each `learnr` exercise, please submit the final report (PDF) on Canvas by Mondays at 10:30 PM. In-class quizzes will take five minutes at the beginning of the lecture or lab, will have 3-5 questions, and will counts 5% of the final participation grade. The worst 3 quiz scores will be automatically dropped, and there are no make-up opportunities.

Lab

The best way to learn methods and programming is learning by doing. The second half of the class time is lab session. During the lab sessions, you will work with randomly-selected partners on data analysis tasks. The tasks will reflect methods we've studied in class, but will require applying them to new data and new situations. I will be available to answer questions and occasionally I will bring up some important points to discuss together. You will submit your lab exercises by the end of the class. The lab exercises constitute the participation grade but will not be strictly graded. It is for us to learn and practice things together. The answer keys will be posted after the class.

Problem Sets

The four problem sets should be completed outside of class. They should be done in `R Markdown` and submitted as both PDF and Rmd file on Canvas before the start of the class in which the problem set is due. You may work with others on the problem sets, but every keystroke of your submission must be your own. You may not copy code or answers from others, but you may get all the help available (classmates, university centers, Internet, etc.). You are responsible for understanding and being able to explain every line of code you submit. The last problem set can also be considered as a take-home final exam, in which we will review the content throughout the course. Expect a relatively comprehensive data analysis. But it wouldn't give you extra burden beyond a normal problem set. The specific content and format will be announced at a later date. **All the problem sets are due on Tuesdays before the class at 10:30 PM.**

Problem Set	Topic	Due date
PS0	First-week checklist (`R` installation and test; non-graded)	Sep 7
PS1	Causality and measurement	Sep 28
PS2	Prediction, linear regression, and causal inference	Oct 19
PS3	Probability, random variables, and distribution	Nov 9
PS4	Uncertainty and comprehensive analysis	Nov 30

Midterm Exam

The midterm exam is close book and will take place during class time. Expect multiple choice questions, short answer, and open-ended essay questions (relatively short). The midterm exam is on October 27 starting at regular class time but it won't run three hours.

Final Project

For the final project, you will engage in original political science research. You will define your own research question and use the skills learned through the course to best answer it. You will need to find a dataset of interest, pose an appropriate political research question that the data can answer with quantitative methods, analyze the data, write a short data analysis report, and present your research. The report must engage in the existing literature and provide appropriate political, social, and intellectual context for the question you pose. You are welcome to augment the data provided with any other appropriate data you need (this is optional, but this sort of bridging is typical in real research and often defines the most innovative social science work.). While the dataset and topic can be freely chosen, it must be your original research based on a suitable question and original analysis. Students may work individually, or can work in groups of up to 3 students. Note that group project may be evaluated at a higher standard. Working collaboratively is typical in social science research and is highly recommended for this final project. Each student o the same project will earn the same grade under the condition all of you contribute equally. Once a collaboration has been set, you cannot be paired with another student or return to working on your own.

Progress towards the final paper will be made through multiple milestones. The milestones are graded as "complete" and will be given feedback, but they will be considered heavily when grading the final project. The milestones should demonstrate that you had been making enough progress on each stage and keeping improving the project. **All the milestones are due on Thursdays**

at 10:30 PM.

Milestone	Content	Due date
Proposal	One or two paragraphs summary of the research question and plan. If you would like to collaborate with others, you should have communicated with each other but you don't have to formalize the collaboration by now.	Sep 23
Literature	One page summary of the current stage of the research with a list of literature that is closely related to your research (minimum). Collaboration should be committed now and you can submitted the same document with every group member's job specified for the literature review.	Oct 14
Draft analysis	An `R`/`R Markdown` script containing data cleaning and preliminary data analyses. It should demonstrate you have explored and familiarize yourself with the data. Some of the analyses and results may not end up in the final product.	Nov 18
Final paper	A combination of the pieces you have constructed throughout the previous milestones. You should connect different parts of the paper smoothly and articulate and explain the results and implications.	Dec 2*, Dec 9

The final paper should be an article-length research paper. It should be roughly 15 pages, one-half spaced without annotated bibliography. The paper should use the American Political Science Association citation style. (Other formal citation styles are also allowed with justification.) You may use Microsoft Word, LaTeX, or `R Markdown` for the paper. But please submit the final product as a PDF file with professional style and formatting. (If you're in the late stage of the undergraduate years and plan to go to a political science/social science/STEM graduate program, I highly recommend you to use this opportunity to familiarize yourself with LaTeX and `R Markdown`. Last, you should always focus more on the content of the paper rather than the format. Please submit the final paper by **December 9 at 10:30 PM**.

At the end of the semester, we will have a mini-conference for you to present your final research paper. This is a good opportunity for you to prepare for professional communication. The presentation will be 7-minute presentation + 3-minute discussion and Q&A. We may organize a few panels according to similar topics of the papers, select each of you to be panel chair and discussant. You need to submit a draft of the final paper to your panel chair and discussant by **December 2 at 10:30 PM**. The chair and discussant will need to read the paper(s) in advance and the discussant will spend one minute to discuss the paper. I will give you more instructions later in the semester. Please also post the slides for the presentation by **December 7 at 10:30 PM**. After the conference, you still have a bit of time to revise your paper, especially addressing the comments brought up during the Q&A.

The data used for the final project should preferably be publicly available. We will distribute resources later about where and how to find and obtain data. If you wish to collect or use your own data, it should follow the protocol and convention of ethics, privacy, regulations, and scientific sharing. Along with the document of the final paper, you should also submit a folder with the necessary data and code files that can reproduce the results of the paper.

Weekly Schedule

Below is the schedule for the semester with the reading, tutorials, and problem sets/final project milestones due in each week of course. Please refer to the previous sections for specific requirements. The plan is to cover one topic per week, but we will go as fast/slow as needed to make sure that everyone is understanding the material. Make sure you check the Canvas page every week to know what we will be covering in the upcoming class.

Date	Topic	Reading	Tutorial	Assignment
Sep 1	Introduction	Syllabus		PS0
Sep 8	Statistical Computing Environment and Causality	QSS 1.1-1.4, 2.1-2.3	01-causality1	PS0 due
Sep 15	RCT, Observational Study, Descriptive Statistics	QSS 2.4-2.6; R4DS Ch.1	02-causality2	PS1 out
Sep 22	Visualization, Bivariate Statistics, Survey Sampling	QSS 3.1-3.6; R4DS Ch.2	04-measurement2	Proposal due
Sep 29	Prediction, Classification, and Regression	QSS 4.1; R4DS Ch.3	05-prediction1	PS1 due
Oct 6	Linear Regression	QSS 4.2, 4.3; R Markdown Tutorial	06-prediction2	PS2 out
Oct 13	Regression and Causal Inference	QSS 4.3, 4.4		Literature due
Oct 20	Probability	QSS 6.1-6.2	07-probability1	PS2 due; PS3 out
Oct 27	Midterm Exam (no class)			
Nov 3	Random Variables and Distribution	QSS 6.3-6.5	08-probability2	
Nov 10	Uncertainty and Experiment Estimation	QSS 7.1	09-uncertainty1	PS3 due
Nov 17	Hypothesis Testing and Linear Models	QSS 7.2-7.4	10-uncertainty2	PS4 out; Analysis due
Nov 24	Thanksgiving Holiday (no class)			
Dec 1	Testing, Inference, and Further Topics			PS4 due; Paper due
Dec 8	Presentations and Wrap-up			Slides due

Support and Policy

Absence and late policy

All students are expected to attend every class and lab session and actively participate. But things happen. Each student will allow for one absence without any necessary excuses or documentations. But please email me (in advance is possible or in a timely fashion) as a courtesy and reach out to me as soon as possible after the class to see how I can help you to catch up on the course.

All submissions of homework (`learnr` tutorials, problem sets, final project milestones) will be subject to 20% deduction every 24 hours after the specified deadline. For example, if you are late 23 hours, your grade for the homework will be maximum 80% of the designated grade. The homework that is late for more than 5 days will not be accepted. For two of these submissions, I will accept a three-day extension without the need for any excuses or documentations. Save and use the absence and late policy wisely.

Intellectual property

Course content is the intellectual property of the instructor or student who created it, and may not be recorded or distributed without consent. Students are not permitted to make visual or audio recordings, including live streaming, of classroom lectures or any class related content, using

any type of recording devices (e.g., smart phone, computer, digital recorder, etc.) unless prior permission from the instructor is obtained, and there are no objections from any of the students in the class.

Replication policy

Students must retain copies of all code files (e.g. `.R`/`.Rmd`) that include their data processing and analysis for problem sets, labs, and final project. In keeping with standard practice in the discipline, these files should be able to be run by others, and should reproduce all results the student submits. For all the code generated homework, you're required to also submit the code scripts along with the report documents.

Software, Statistics, Data, and Research Support

Support for statistical software is available through CTRL. See https://edspace.american.edu/ctrl/r/ for CTRL's tutorials, workshops, one-on-one assistance on `R`.

The Department of Mathematics and Statistics offers statistical consulting services, with extensive hours. The schedule and contact information is available at https://www.american.edu/provost/academic-access/mathstat.cfm.

The library itself offers support for various software. Our librarian is Olivia Ivey, whom I recommend reaching out to as you formulate a question, search for data, and try to put your question in a larger intellectual or policy context. You can schedule time with her at oliviaivey.youcanbook.me.

University-Wide Policies

Academic Integrity

Standards of academic conduct are set forth in the university's Academic Integrity Code. By registering for this course, students have acknowledged their awareness of the Academic Integrity Code and they are obliged to become familiar with their rights and responsibilities as defined by the Code. Violations of the Academic Integrity Code will not be treated lightly and disciplinary action will be taken should violations occur. This includes cheating, fabrication, and plagiarism.

Fall 2021 COVID-19 Protocal

As AU returns to in-person activities this fall, we must recognize the new challenges this return brings. Our success as a community relies on all of us committing to expectations outlined in the AU Forward Fall 2021 Health and Safety Plan as well as striving to maintain an inclusive learning environment.

According to the AU Forward Fall 2021 Health and Safety Guide, all students will wear masks in the classroom. The only exceptions are when drinking. Eating is not allowed while in class. If you have any COVID-19 symptoms or feel sick in general, do not come to the class.

Incomplete Policy

At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during the semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the coursework completed. Students on academic probation may not receive an Incomplete. The instructor must provide in writing to the student the conditions, which are described below, for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. The student is responsible for verifying that the conditions were entered correctly.

Conditions for satisfying the Incomplete must include what work needs to be completed, by when the work must be completed, and what the course grade will be if the student fails to complete that work. At the latest, any outstanding coursework must be completed before the end of the following semester, absent an agreement to the contrary. Instructors will submit the grade of I and the aforementioned conditions to the Office of the University Registrar when submitting all other final grades for the course. If the student does not meet the conditions, the Office of the University Registrar will assign the default grade automatically.

The Associate Dean of the Academic Unit, with the concurrence of the instructor, may grant an extension beyond the agreed deadline, but only in extraordinary circumstances. Incomplete courses may not be retroactively dropped. An Incomplete may not stand as a permanent grade and must be resolved before a degree can be awarded.

More information on AU Regulations and Policies.

Defining and Reporting Discrimination and Non-Title IX Sexual Misconduct Policy

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The University does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy or parenting, age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under applicable federal and local laws and regulations (collectively "Protected Bases") in its programs and activities. The University expressly prohibits any form of discriminatory harassment including sexual harassment, dating and domestic violence, rape, sexual assault, sexual exploitation and stalking.

As a faculty member, I am required to report discriminatory or harassing conduct to the university if I witness it or become aware of it – regardless of the location of the incident. There are four confidential resource on campus if you wish to speak to someone who is not required to report: Counseling Center, victim advocates in OASIS, medical providers in the Student Health Center, and ordained clergy in the Kay Spiritual Life Center. If you experience any of the above, you have the option of filing a report with University Police (202-885-2527), the Office of the Dean of Students (dos@american.edu or 202-885-3300), or the Title IX Office (202-885-8080 or TitleIX@american.edu). For more information, including a list of supportive resources on and off-campus, contact OASIS (oasis@american.edu or 202-885-7070) or check out the Support Guide on the Title IX webpage.

Review the complete Discrimination and Non-Title IX Sexual Misconduct Policy.

Defining and Reporting Title IX Sexual Harassment Policy

American University does not discriminate on the basis of sex in the education program or activity that it operates, which includes admission and employment. Consistent with the procedures set forth and referenced in this Policy, the University will take steps to eliminate Title IX Sexual 2 Harassment, prevent its recurrence, and remedy any discriminatory effects for members of the AU Community.

It is the responsibility of every member of the AU Community to foster an environment free of Title IX Sexual Harassment. All members of the AU Community are encouraged to take reasonable and prudent actions to prevent or stop an act of Title IX Sexual Harassment. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority.

AU Community members employed by the University (including student employees, such as teaching assistants, resident assistants, and orientation leaders) and individuals covered by the University's Out-of-State Staffing Policy have a duty to report Title IX Sexual Harassment to the Title IX Coordinator (202-885-8080), when they become aware of such conduct.

Review the complete Title IX Sexual Harassment Policy.

Emergency Preparedness

In the event of an emergency, American University will implement a plan for meeting the needs of all members of the university community. Should the University be required to close for a period of time, we are committed to ensuring that all aspects of our educational programs will be delivered to our students. These may include altering and extending the duration of the traditional term schedule to complete essential instruction in the traditional format and/or the use of distance instructional methods. Specific strategies will vary from class to class, depending on the format of the course and the timing of the emergency. Faculty will communicate class-specific information to students via AU email and Canvas, while students must inform their faculty immediately of any emergency-related absence. Students are responsible for checking their AU email regularly and keeping themselves informed of emergencies. In the event of an emergency, students should refer to the AU Student Portal, the AU website, and the AU information line at (202) 885-1100 for general university-wide information, as well as contact their faculty and/or respective dean's office for course and school/college specific information.

Student Code of Conduct

The central commitment of American University is the development of thoughtful, responsible human beings in the context of a challenging yet supportive academic community. The Student Code of Conduct is designed to benefit the American University community and to assist in forming the highest standards of ethics and morals among its members. By registering for this course, students have acknowledged their awareness of the Student Code of Conduct and they are obliged to become familiar with their rights and responsibilities as defined by the Code.

Religious Observances

Students will be provided the opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors before the end of the second week of classes. Please send this notification through email to the professor. For additional information, see American University's religious observances policy.

Use of Student Work

The professor will use academic work that you complete for educational purposes in this course during this semester. Your registration and continued enrollment constitute your consent.

Academic Support Services

Academic Success Coaching

Academic Success Coaching is a free one-on-one meeting between a student and a professional academic coach to build or enhance time management, organizational, reading, notetaking, test taking and study skills. Students can work with an academic coach to develop an academic action plan, better understand how to break down large assignments, and discuss overcoming procrastination. Coaching services are open to all students. (Location in Clark Hall Rooms 106/113 – Schedule appointments on the Academic Coaching You Can Book Me – academiccoaching@american.edu)

ASAC Tutoring Lab

The ASAC Tutoring Lab provides free one-on-one and drop-in tutoring for selected courses in disciplines such as accounting, biology, chemistry and economics. In your 30 minutes or hour appointment, a peer tutor can assist with understanding course content, providing hands-on practice, and discussing best strategies for studying. (Schedule tutoring appointments on WC Online — tutoring@american.edu)

International Student & Scholar Services

International Student & Scholar Services has resources to support academic success and participation in campus life including academic counseling, support for second language learners, response to questions about visas, immigration status and employment and intercultural programs, clubs and other campus resources. (202-885-3350, Butler Pavilion 410).

Mathematics & Statistics Tutoring Lab

The Mathematics & Statistics Tutoring Lab provides free drop-in tutoring and scheduled one-on-one tutoring appointments to American University students for exam review, homework assignments, and understanding concepts. The Lab tutors Mathematics concepts up to Calculus II and Statistics concepts up to Intermediate Statistics. (Drop-in to Don Myers Building Room 103 or Schedule tutoring appointments on WC Online)
The Math & Stats Program provided FREE, drop-in tutoring to American University students in mathematics courses, statistics courses, and in statistical software programs

Supplemental Instruction

Supplemental Instruction (SI) is a free group tutoring program that supports historically challenging courses in disciplines such as accounting, biology, chemistry and economics. SI Leaders facilitate weekly group review sessions that reiterate course content. In your one or two hour session, an SI Leader can assist with learning course concepts, facilitating group learning, and sharing best strategies for studying and note taking. (`siprogram@american.edu`)

Writing Center

The Writing Center offers free, individual coaching sessions to all AU students. In your 45-minute session, a student writing consultant can help you address your assignments, understand the conventions of academic writing, and learn how to revise and edit your own work. (Bender Library – 1st Floor Commons — Schedule tutoring appointments on WC Online — 202-885-2991)

Student Support Services

Center for Diversity & Inclusion (CDI)

CDI is dedicated to enhancing LGBTQ, multicultural, first-generation, and women's experiences on campus and to advancing AU's commitment to respecting and valuing diversity by serving as a resource and liaison to students, staff, and faculty on issues of equity through education, outreach, and advocacy. It is located on the 2nd floor of Mary Graydon Center (202-885-3651, MGC 201 & 202).

Counseling Center

The Counseling Center offers a variety of psychological services, online resources, and referrals to off-campus mental health care. Please visit the Center's website for more information: `www.american.edu/counseling`.

Dean of Students Office

The Office of the Dean of Students offers individual meetings to discuss issues that impact the student experience including academic, social, and personal matters. Staff work with students and make referrals to appropriate campus resources for resolution.

Additionally, while academic regulations state that medical absences are to be excused, if faculty require correspondence to verify the student's explanation, medical documentation should be submitted to the Office of the Dean of Students ("DOS"). The DOS staff will review the documentation and verify the medical excuse. Faculty have the discretion to approve absences and do not need permission from the Office of the Dean of Students to excuse absences. Students should be referred to the Office of the Dean of Students only if faculty require further proof or if they have concerns about the impact of absences on the student's ability to succeed (202-885-3300; Butler Pavilion 408; `www.american.edu/dos`)

Food and Housing Insecurity Statement

Students facing challenges securing food or housing should be referred to the Office of the Dean of Students (`www.american.edu/dos` or 202-885-3300) for support and referral to resources.

Office of Advocacy Services for Interpersonal and Sexual Violence

OASIS, which is housed within the Health Promotion & Advocacy Center (HPAC), provides free and confidential advocacy services for students who have experienced sexual assault, dating or domestic violence, sexual harassment, and/or stalking. These services are available during office hours, Monday through Friday to all students and to friends and family members of survivors. To schedule an appointment with one of the two confidential victim advocates, book via http://auhpac.youcanbook.me. The advocates are also available via email (oasis@american.edu) or by phone (202-885-7070). HPAC/OASIS is located in Hughes Hall, Suite 105.

Respect for Diversity

As stated in the American University Discrimination and Non-Title IX Sexual Misconduct Policy:

> "American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The University does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy or parenting, age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under applicable federal and local laws and regulations (collectively "Protected Bases") in its programs and activities. The University expressly prohibits any form of discriminatory harassment including sexual harassment, dating and domestic violence, rape, sexual assault, sexual exploitation and stalking."

The above website includes further details, including how to report instances of discrimination and your responsibilities as a member of the campus community in relation to the policy; you are strongly encouraged to familiarize yourself further with this policy.

Class rosters and University data systems are provided to faculty with the student's legal name and legal gender marker. As a student, you are able to change how your preferred/proper name shows up through email, Canvas, and on your AU ID Card. This option is helpful for various student populations, including but not limited to: students who abbreviate their first name; students who use their middle name; international students; and transgender students. As a faculty member, I am committed to using your proper name and pronouns. We will take time during our first class together to do introductions, at which point you can share with all members of our learning community what name and pronouns you use, as you are comfortable. Additionally, if these change at any point during the semester, please let me know and we can develop a plan to share this information with others in a way that is safe for you. Should you want to update your preferred/proper name, you can do so by looking at the guidelines and frequently asked questions from the Center for Diversity and Inclusion.

Students with Disabilities

If you wish to receive accommodations for a disability, please notify me with a memo from the Academic Support and Access Center. As accommodations are not retroactive, timely notification at the beginning of the semester, if possible, is strongly recommended. To register with a disability or for questions about disability accommodations, contact the Academic Support and Access Center at 202-885-3360 or asac@american.edu. For more information, visit AU's Disability Accommodations web page.