

BA American Studies and  
Politics  
Course Handbook  
2018/19

## Welcome from the Head of HAHP School



Since its inception in 1961, the University of Sussex has consistently ranked among the best British universities for the study of arts and humanities.

In 2009 the University brought together four leading programmes - History, Art History, Philosophy and American Studies - into a new dedicated School of study. The subjects we teach focus on the ability to reason, to analyse, to take critical positions and to expound them. Your studies with us will be an intensive high-level training in how to think - whatever your area of study - fitting you with the skills for a wide range of careers.

The School of History, Art History and Philosophy (HAHP) combines high-quality teaching, cutting edge international research and a friendly and supportive atmosphere.

**Professor Liz James**

**Head of School of History, Art History and Philosophy**

## Welcome from the Head of Department of American Studies



Welcome to the American Studies and Politics BA degree! As an American Studies student (with or without a joint degree with another subject) your home school is always HAHP, where American Studies is located. Although half your studies will be in Politics, HAHP remains your primary School and your first point of contact regarding your course overall. You will graduate with the rest of the American Studies cohort - many of whom are joint honours students with English, History, Politics or Film - and with other students from the HAHP School.

This is the course handbook for your joint degree. It contains important information about how degree course and related matters are organised, which you will need to know as you progress through your years of study here. Please read it carefully. We look forward to meeting you and wish you an enjoyable and fruitful time at Sussex. You are now a member of a higher education academic community. There will be exciting challenges ahead, and we look forward to helping you master them.

All of your lecturers and seminar tutors have office hours twice a week – do by all means avail yourself of the time that they place at your disposal. Your lecturers and tutors are friendly, approachable, and knowledgeable people. They want you to feel

at home at Sussex, help you to succeed as a student, and help you to grow as a person.

I am always happy to meet with you during my office hours or by appointment, and I very much look forward to the opportunity of getting to know you.

**Doug Haynes, B342, Director, Sussex Centre for American Studies**

[D.E.Haynes@sussex.ac.uk](mailto:D.E.Haynes@sussex.ac.uk)

### **Welcome from the Head of the Department of Politics**

Welcome to the Politics Department at the University of Sussex which will be your home department for the next three years.

Studying Politics at Sussex brings you into one of the most vibrant and successful departments in the country. We are known for our expertise in European politics, international comparative politics, and the study of corruption.

You will be taught by talented and prizewinning faculty members who are passionate about politics and who are looking forward to meeting you. Make sure you talk to us after lectures, join in as much as possible in seminars, knock on our doors during our Office Hours and take part in Politics Wednesday. And always let us know if you need help.

Remember, too, that your degree offers many opportunities to develop your political knowledge and skills beyond the classroom, preparing you for the career path you choose. You can blog for us, learn about political photography, or get involved in our very active Politics Society which helps organise Politics Wednesday. You can work with an MP on our Westminster internship scheme, or spend time studying abroad or join us on our Berlin or Paris trips.

Most importantly, make the most of every moment you spend here with us. Trust me when I say your time at Sussex will be over before you know it.

**Dan Hough, Professor and Head of Politics**

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## **Key Contacts in your Department and Schools**

The American Studies Department sits within the wider unit of the School of History, Art History and Philosophy (HAHP). Administration of your degree and modules is organised by the School, though half of your modules are taught by Politics in the Freeman Building. HAHP is situated in Arts A on campus, while Freeman is situated across campus (for a campus map, please see <https://www.sussex.ac.uk/webteam/gateway/file.php?name=campusmap.pdf&site=271>).

Your most immediate places to go for help with your degree are:

**HAHP School Office**, Arts A7, and LPS Politics, **Freeman G41**.

Your first point of contact for any administrative issues or difficulties that arise, such as changing modules, change of contact details, etc is:

**American Studies Departmental Co-ordinator**: Arts A7,  
[americanstudies@sussex.ac.uk](mailto:americanstudies@sussex.ac.uk)

Also useful is: **Politics Course Coordinator:** James Dowling,  
[J.Dowling@sussex.ac.uk](mailto:J.Dowling@sussex.ac.uk), Freeman G41.

Your **joint degree convenor** is the **next person** you should contact with regard to any issues arising from the joint nature of your degree: Stephen Burman  
[s.f.burman@sussex.ac.uk](mailto:s.f.burman@sussex.ac.uk) B129

**Other important contacts are:**

**Head of American Studies** Doug Haynes, Arts B342, [D.E.Haynes@sussex.ac.uk](mailto:D.E.Haynes@sussex.ac.uk)

**Head of HAHP School** Liz James, Arts A130, [E.James@sussex.ac.uk](mailto:E.James@sussex.ac.uk)

**HAHP School Director of Student Experience**

Hester Barron, Arts A151, [H.Barron@sussex.ac.uk](mailto:H.Barron@sussex.ac.uk)

**HAHP School Director of Teaching and Learning**

Kathleen Stock, Arts A114, [K.M.Stock@sussex.ac.uk](mailto:K.M.Stock@sussex.ac.uk)

**HAHP School Administrator HAHP** Deborah Jackson-Smith, Arts A115,

[D.K.Jackson-Smith@sussex.ac.uk](mailto:D.K.Jackson-Smith@sussex.ac.uk)

**LPS School: Course Convenor, Politics,** Adrian Treacher

[a.h.treacher@sussex.ac.uk](mailto:a.h.treacher@sussex.ac.uk) Freeman F14

In addition, you can find out the contact details of your lecturers and seminar tutors, by checking Sussex Direct (see p.12).

## **How we contact you**

We will use your *university* email address to contact you (not a private one).

Therefore, please check it regularly for important course and module information.

# WHERE DO I GO FOR HELP?

|                                                                                                                                                                             |                                                                                                                                                                                            |                                                                                                                                                                                                            |                                                                                                                                                              |                                                                                                                         |                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>WHAT?</b><br/>Homesick or struggling to settle in<br/>Money worries<br/>Personal issues<br/>Health worries<br/>Depression or anxiety</p>                              | <p><b>WHAT?</b><br/>Struggling with the module<br/>Questions about module content<br/>Help with assessments<br/>Feedback on assessments<br/>References for employment or further study</p> | <p><b>WHAT?</b><br/>Time management and effective planning<br/>Help with presentations<br/>Generic essay writing skills<br/>Revision skills &amp; exam preparation<br/>Making the best use of feedback</p> | <p><b>WHAT?</b><br/>Change module options<br/>Queries about assessment submission<br/>Forms to be signed (eg railcards)</p>                                  | <p><b>WHAT?</b><br/>Suggestions<br/>Queries about degree structure, options or electives</p>                            | <p><b>WHAT?</b><br/>Worried about the future after university<br/>Would like to get a summer job<br/>Unsure about how to write a job application or cv</p>     |
| <p><b>WHO?</b><br/>STUDENT LIFE CENTRE</p>                                                                                                                                  | <p><b>WHO?</b><br/>MODULE TUTOR</p>                                                                                                                                                        | <p><b>WHO?</b><br/>STUDENT MENTOR</p>                                                                                                                                                                      | <p><b>WHO?</b><br/>SCHOOL OFFICE</p>                                                                                                                         | <p><b>WHO?</b><br/>HEAD OF DEPARTMENT</p>                                                                               | <p><b>WHO?</b><br/>CAREERS AND EMPLOYABILITY CENTRE</p>                                                                                                        |
| <p><b>WHERE?</b><br/>Ground floor of Bramber House (opposite end to co-op). You can make an appointment or drop in.<br/>01273 876767<br/>studentlifecentre@sussex.ac.uk</p> | <p><b>WHERE?</b><br/>Drop in to see your module tutor or convenor in their office hours, or email to make an appointment.</p>                                                              | <p><b>WHERE?</b><br/>Mentors run daily lunchtime mentoring drop-in sessions. See posters around the school or the HAHP internal website for details.</p>                                                   | <p><b>WHERE?</b><br/>Arts A7 - on the other side of the pond to the Arts Piazza cafe. You can also call or email.<br/>01273 678001<br/>hahp@sussex.ac.uk</p> | <p><b>WHERE?</b><br/>Drop in to see your head of department in their office hours, or email to make an appointment.</p> | <p><b>WHERE?</b><br/>On the ground floor of the library. You can browse their resources or meet with an advisor.<br/>01273 678429<br/>careers@sussex.ac.uk</p> |

You can also email the HAHP Director of Student Experience, Hester Barron, at any time for support or guidance:  
student.experience@hahp.sussex.ac.uk.

## Careers and employability

It's never too early to start thinking about your future career after you leave Sussex. The Careers and Employability Centre is based in the Library. See the Careers and Employability Centre's website for more details of workshops, cv advice, internship opportunities, employer drop ins, job fairs, individual appointments, and lots more:

<http://www.sussex.ac.uk/careers/services/students>

## **The BA American Studies and Politics degree**

As American Studies students, joint and single, you are a HAHP School student, and your degree is administered by HAHP. Your main point of contact is the American Studies Co-ordinator in the HAHP School Office. As interdisciplinary students, there will be small differences in tutors' expectations of you between the modules you take, which stretch across different Schools and subject areas: English, History, Film, Music, etc. Therefore, please do take the opportunity to talk to your tutors and other members of the American Studies faculty; visit them in their office hours, email them, have coffee with them if necessary, to find out how best to write essays and give presentations and perform the academic tasks your degree involves.

Substantive differences in style and approach towards assessment across your Humanities-based subjects will be minimal. In fact, you will find it productive to learn how different disciplines work alongside one another. But it is good to be prepared. This degree is a challenging and rewarding one exactly because it demands your engagement and flexibility of thought. You will be taking a wider variety of modules than other students and experiencing the cultures of a number of different Schools and learning styles. This will prepare you for the year abroad in the US and will equip you further for the independent thought and research that your final year work will entail.

## **BA American Studies and Politics Course Aims**

The aims of the American Studies course are to:

- Have gained knowledge of the region broadly defined, across a range of disciplines and historical periods
- Have learned to appreciate and understand a range of theoretical approaches to the study of the U.S. and will have gained specialised knowledge in one disciplinary approach.
- Be able to analyse the production, consumption and reception of texts within their historical and cultural context.
- Be able to appreciate a range of literary, historical and political traditions and their effects on cultural formations and identities.

- Have benefited from the educational and cultural experience of a Year Abroad and contributed to the international mission of the University through this aspect of the course.
- Have developed the intellectual and practical skills needed to learn independently.
- Be able to communicate and explain what they have learned clearly in written and oral form.
- Have developed skills that will prepare them for employment in a wide range of contexts or for further study.

**The aims of the Politics course are to:**

1. Enable students to understand the importance of Politics in the contemporary world.
2. Ensure that students acquire knowledge and understanding in appropriate areas of theory and analysis.
3. Enable students to understand and use the concepts, approaches and methods of the discipline and develop an understanding of the contested nature and problematic character of inquiry in the discipline.
4. Provide students with the opportunity to combine the insights and methods of the discipline.
5. develop students' capacities to critically analyse events, ideas, institutions and practices.
6. Provide students with opportunities to develop their intellectual, personal and interpersonal skills so as to enable them to participate meaningfully in their societies.
7. Provide a curriculum supported by scholarship, staff development and a research culture that promotes breadth and depth of intellectual enquiry and debate.
8. Provide students with a supportive and receptive learning environment.

## **American Studies and Politics Course Learning Outcomes are to:**

Have demonstrated detailed knowledge of and critical engagement with the US broadly defined.

Have studied the US through interdisciplinary approaches to the subject area.

Have gained specialised knowledge in one disciplinary approach to the US.

Be able to recognise, represent, and critically reflect upon ideas and concepts from other cultures.

Have demonstrated awareness and understanding of relevant vocabulary of contributory methodologies and theories that are relevant to the US, and will have the capacity to assess the merits of contrasting approaches.

Have demonstrated awareness of, and ability to use and evaluate a diverse range of relevant information and research resources, including major internet-based resources

Have gained knowledge of a range of literary and/or historical and/or political texts from different periods, including before 1800.

Have gained an understanding of the social, cultural, and historical context in which texts are produced and read.

Have acquired a range of core and personal attributes, cognitive, research, practical, and transferable skills (HAHP Core Transferable Skills).

Identify and describe and illustrate key approaches to the study of politics and understand the contested nature of knowledge and understanding

Identify and understand the key normative ideas and concepts which serve as the foundations of politics

Describe and illustrate the structure and operation of different political systems

Describe and illustrate the key explanatory concepts and theories used in the study of politics

Develop a familiarity with major methods of data collection in politics, and their appropriate uses

Develop a knowledge of British politics and the key concepts and approaches used to explain British politics

Critically evaluate the nature of political change in a political system or with regard to a political issue

Ability to understand and critique political philosophical arguments made by political theorists

An ability to compare different political systems in order to develop a general understanding of the functioning of politics

Plan and carry out a research project relating to a political topic which sustains a line of argument and draws on a body of academic literature

## **Module Information**

The most up-to-date and accurate information on the modules you can take as an American Studies joint student with Politics is here:

<http://www.sussex.ac.uk/hahp/internal/americanstudies/ugcourses/2018/TL722U>

You have to take core modules; you can choose the options you would like. Detailed information on modules is also available on this page.

## **Study Abroad Year**

You will spend your third year studying at one of our US or Canadian partners' campuses. Our range of partner institutions represents every facet of the American experience and includes over 40 American institutions spread across the country and encompassing many different kinds of university and style of education, from the UC system to Brooklyn College. The preparation, research and selection process for your year abroad happens during your second year. You will receive advice and help from the Year Abroad Office and from the Year Abroad Officer in American Studies, currently Anne-Marie Angelo, Arts A153, [A.Angelo@sussex.ac.uk](mailto:A.Angelo@sussex.ac.uk)

See here for the full current list of North American institutions:

<http://www.sussex.ac.uk/americanstudies/undergraduate/>

Please note that you must attain an average of at least 50% in your first year in order to qualify for your year abroad. American universities will also see your whole first year array of marks and attendance and part of your second year. It is hence important to have a good record of attendance as well as sufficiently high marks, especially if you plan to apply to one of the more exclusive American institutions.

You will choose your American placement during the second year by researching different institutions and through dialogue with the Year Abroad Officer. The Sussex selection procedure will be explained clearly to you in meetings with Anne-Marie and the Study Abroad Office. You must attend these meetings in order not to miss out on important advice and information. Students tend to get their first or second choice of US university.

### **Reading weeks**

In some modules you will have one week designated as a “reading week.” This is NOT a holiday and is to be used to catch up on reading for your module or to prepare for assessment. Normally you should not go home. Since reading weeks differ from Department to Department, and HAHP and LPS do not always have the same reading weeks, **you should continue to attend classes in your other modules, if they are held.**

### **Choosing your options**

You will choose your options for the next academic year around the middle of the second term of the previous academic year. You will be sent an email by your departmental co-ordinator at the relevant time. In addition, you will be sent detailed descriptions of all the module available to you in order to help you make an informed choice. If you want further information, please drop in to see the tutor of the module you are interested in during their office hours (see below).

### **Student feedback and drop-in hours**

Every member of teaching faculty holds “student feedback and drop-in hours” (sometimes also known as “office hours”) each week during term time, which will be advertised on their office doors and on Sussex Direct. These hours are for, among other things: following up material discussed in lectures or seminars; raising questions you still have; trying out new ideas; discussing any feedback you have received on written work or presentations. They are a form of contact hours available

to you throughout your degree, should you wish to make use of them. You are strongly encouraged to “drop-in” during these hours or else make an appointment via email. (If a tutor is away without notice during a published office hour, please let the American Studies Co-ordinator know- see p.6).

## **Teaching and learning on the American Studies and Politics Degree**

Modules on the American Studies and Politics degree are typically taught via a lecture which is 1 or 2 hours long, and smaller group seminars later in the week, which are also one or two hours long.

In addition to attending lectures and seminars, you are expected to do independent reading and note-taking and any other tasks the lecturer has set you for the week.

Much of your course material is found on **Canvas** <https://canvas.sussex.ac.uk/>, the University’s online learning platform, which you will need to check every week. You should be automatically subscribed to the Canvas sites for your modules but if not, please contact the American Studies Co-ordinator in the School Office (see p.6).

Any additional reading material not on Canvas can be found via the University Library <http://www.sussex.ac.uk/library/> In addition to their physical copies of books, they have an extensive electronic library which is accessible remotely. Please contact your tutor if some recommended book or other reading is not there so they can order it for you.

All of your class times and locations, and the contact details of your tutors, are to be found in your timetable on **Sussex Direct** <https://direct.sussex.ac.uk/login.php>. Sussex Direct is the University’s online tool for administrating your degree. Please contact the American Studies Co-ordinator in the School Office (see p.6) if anything is missing or in error.

## Helpful learning resources for your American Studies and Politics degree

As one of the first programmes of its kind in the United Kingdom, beginning in the early 60s with the help of Marshall Plan money from the U.S., American Studies at Sussex offers a rich and deep array of library resources to support undergraduate and postgraduate study. Whether your research interests tend toward literary or historical topics, the library at Sussex makes available to you an extensive collection of texts, historical documents, microforms, scholarly books, and journal holdings, all carefully and painstakingly assembled by American Studies experts over the past forty-odd years. We are adding to that collection on a daily basis with higher levels of library spending than ever before.

The following links are meant to serve as an entrée for students and scholars into the American Studies collection housed on campus:

- [University of Sussex Library American Studies subject resources](#)
- [Primary sources for History dissertations available at University of Sussex: 1860-1945](#)
- [Primary sources for History dissertations available at University of Sussex: since 1945](#)
- [Primary sources for History dissertations available at University of Sussex: colonial-1860](#)

For those interested in surveying American Studies resources available on the internet or elsewhere in the United Kingdom, the following links will also be of interest:

- [Arnet: online resources for American studies \(http://www.americansc.org.uk/index.htm\)](http://www.americansc.org.uk/index.htm)
- [Documenting the American South](#)
- [Chronicling America: Historic American Newspapers](#)
- [The Valley of the Shadow: Two Communities in the American Civil War](#)

Politics students may find the following helpful:

[www.sussex.ac.uk/skillshub](http://www.sussex.ac.uk/skillshub)

A key resource for American Studies and Politics students is this concise and useful guide to writing essays at degree level. Do read this document and use it for reference from your first essay onwards. It contains information about style, footnotes, best practice for essay presentation and some great practical tips on how to get the best out of the process:

[Essay Writing Made Easy](#)

Here are some other helpful guides to the assessments you will undertake as an undergraduate at Sussex:

[Examination and Assessment Information](#)

[Sussex Skills Hub](#)

[E-submissions and e-feedback help pages](#)

## **Academic mentors**

Mentors are HAHP PhD students who are available to help you with a range of study skills, such as time management and effective planning, help with presentations, planning and structuring written assessments, revision skills and exam preparation, contributing effectively to seminars, and making the best use of feedback. Mentors run lunchtime drop-in sessions every day of the week; see posters around the school for details.

## **Brushing up your general academic skills**

The Careers and Employability Centre runs a range of workshops on specific skills such as: academic writing, planning and structuring essays; referencing; managing stress; revision; and more. See here for a range of online and in-person resources:

<http://www.sussex.ac.uk/careers/studyskills>

## English Language skills

The Sussex Centre for Language Studies offers resources designed to help students improve their academic English and their understanding of British academic culture.

They offer free workshops, 'time to write' sessions and one-to-one tutorials throughout the academic year for students for whom English is not their first language. These are available to international/overseas students studying for a degree at the University of Sussex.

Contact the team on [elas@sussex.ac.uk](mailto:elas@sussex.ac.uk) or see here for more details

<http://www.sussex.ac.uk/languages/english/elas>

## Assessment

Whilst at Sussex you will sit a range of mid-term and end-of-term assessments, and get marks for them. In First Year, these marks will contribute to an overall mark which determines whether you can progress to Second Year. In Second and Final Year, your marks will be combined to compose your eventual degree classification. Degree classifications are as follows: First (70-100), 2.1 or 'Upper Second' (60-69), 2.2 or 'Lower Second' (50-59), Third (40-49), Fail (39 or below). Your Second Year marks will be weighted at 32%, your Year Abroad at 20% and your Final Year marks will be weighted at 48% of your overall degree mark.

Assessments may take the form of essays, gobbets, presentations, exams, dissertations, take away papers or in-class tests, for instance.

The Examination and Assessment Regulations govern the way in which all taught students – undergraduate and postgraduate – are examined and assessed at the University of Sussex. [Follow this link to the full examination and assessment handbook.](#)

'Assessment criteria' broadly describe the characteristics typically associated with various marks and classifications. For American Studies Assessment Criteria, follow the links below:

<http://www.sussex.ac.uk/hahp/internal/documents/assessment-criteria.doc>

## **Feedback on your work**

Written feedback will normally be provided to all students on all assessments within three weeks of the assessment deadline. If it is necessary to return comments after this time, every effort will be made to notify students in advance, but please remember that sometimes there are unexpected delays for reasons beyond our control (e.g. staff illnesses).

We aim to make our feedback *clear* and *helpful*, giving you constructive information about how to improve which you can take *forward* to other assessments in the rest of your degree. If anything is unclear about a piece of feedback, or you don't feel it has been as helpful as it might be, we strongly encourage you to discuss it further with your lecturer or tutor during an office hour (see p.11). If you have a complaint about a piece of feedback, please contact the School Director of Teaching and Learning (see p.5), about it and they will try to resolve the matter

In addition to written feedback, you will get informal feedback during seminars, as you discuss, explore and clarify new ideas with your tutor and fellow students.

## **Electronic submission**

Students taking first and second year modules will usually be asked to submit assessments electronically where assessments are text-based, for example, an essay. Your Sussex Direct webpages and module handbook will give all assessment details, including whether the assessment is to be submitted via e-submission through Sussex Direct or in hard copy via a School Office. Feedback for all e-submission assessments will also be provided electronically.

Please refer to the frequently asked questions available on the following webpage for further information:

[www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission](http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission)

## **Turnitin**

You are encouraged to use the internet-based text-matching service, Turnitin, prior to submitting your assessments. This may help you identify problems with your referencing.

Turnitin is also used during the marking process as a means of checking the originality of submitted work. From 2014/15 all assessments submitted electronically via e-submission will be uploaded to the Turnitin database and an Originality Report will be made available to the marker. Please refer to the frequently asked questions available on the following webpage for further information:

[www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission](http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission)

## **Late Submission**

Should you miss an assessment submission deadline (for whatever reason) you may still submit the assessment after the published deadline. However, this will incur a penalty, as follows:

- Work submitted up to 24 hours late shall incur a penalty deduction of 5 percentage points (not 5% of the actual mark)
- Work submitted after 24 hours and up to 7 days late shall incur a penalty deduction of 10 percentage points (not 10% of the actual mark)
- No work shall be accepted after the 7 day penalty period has elapsed

**Exceptional Circumstances** - please see the **Student Life website**

## **The Student Life Centre**

The Student Life Centre offers information and advice to all Sussex Students. Our aim is to help you to gain the best university experience you can, whatever your

circumstances, by ensuring if you run into problems you get appropriate guidance and support.

The Student Life Centre is based in the heart of the campus: on the ground floor at the side of Bramber House. There are lots of ways to access our service. We are open from 9.00 am – 5.00 pm every week day, you can drop in to see us, call 01273 876767, email [studentlifecentre@sussex.ac.uk](mailto:studentlifecentre@sussex.ac.uk) or make an appointment – just go onto your Sussex Direct site, click on your ‘Study’ tab and then on Student Life Centre. You can select the advisor you wish to see at a time that suits you.

Amongst the many issues we can help you with are:

- Personal concerns affecting study progress or well-being.
- Funding and finance including scholarships, bursaries and hardship funds.
- Sources of help to improve academic performance – identifying obstacles to learning.
- Understanding university systems and regulations in relation to assessment, services, complaints, conduct, and discipline.
- Progression, intermission and withdrawal processes - discussion and support.
- Referrals to other professional services on campus.
- Exceptional circumstances claims help.
- If you don't know who to talk to or who to ask – start at the Student Life Centre.

Because we are also a proactive service you may be contacted directly by the SLC while you are a student here as we may wish to offer you particular support. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

### **Good academic practice**

The University takes academic misconduct very seriously, as does the American Studies Department. Academic misconduct includes plagiarism, collusion, and personation (getting someone else to write work for you). It is your responsibility to

find out what constitutes plagiarism, collusion, and personation, and to avoid them. If in doubt, please ask your tutors. Here are some useful links:

Sussex Student Union information on academic misconduct:

<https://www.sussexstudent.com/support/academic-misconduct/>

Sussex Skills Hub material on Plagiarism: <http://www.sussex.ac.uk/skillshub/?id=386>

Sussex Skills Hub Referencing and Plagiarism quiz:

<http://www.sussex.ac.uk/skillshub/?id=377>

American Studies Department [Referencing guide](#)

University regulations on Academic Misconduct

<http://www.sussex.ac.uk/adqe/standards/academicmisconduct>

English language resources and support:

<http://www.sussex.ac.uk/languages/english/acadev>

## **Your feedback to us**

We like to hear from you how we are doing and how we might improve things. There are several ways you can get in touch:

- Informal feedback half way through the module, normally taken in class by your module tutor (if this doesn't happen, please ask your tutor, or failing that, alert the Director of Teaching and Learning – see p.5).
- Electronic course evaluation questionnaires after the module is over (you will be sent an email with a link).
- A chat with your lecturer or tutor passing on any concerns you have.
- A chat with your Student Rep. For information about the Student Rep system, and to find your Rep, please see here  
<https://www.sussexstudent.com/student-reps/for-students/>

- If you have a major concern that you can't resolve with your tutor, please contact either the Director of Student Experience or the Director of Teaching and Learning (see p.5).

### **What do to if you decide to change course**

We recognise that sometimes students can feel after some reflection that a course is not for them, and wish to change to some other more suitable course. If this describes your situation, please see the Curriculum and Assessment Officer Molly Butterworth (Arts A7, [M.P.J.Butterworth@sussex.ac.uk](mailto:M.P.J.Butterworth@sussex.ac.uk) ) who will guide you through the process of applying to make a change. If you want advice on changing course, please see the Director of Student Experience, Hester Barron (Arts A151, [H.Barron@sussex.ac.uk](mailto:H.Barron@sussex.ac.uk)).

### **The University Student Handbook**

For other more general material, please also see the University student handbook

<http://www.sussex.ac.uk/students/essentials/studenthandbook/>