



الرقم: ()

التاريخ:

المرفقات:

استمارة مراجعة توصيف وخطة المقرر

Course Description and Course Plan Reviewing Report

الكلية: منسق متطلبات الجامعة (متطلب جامعة)

القسم: جميع أقسام الجامعة

اسم البرنامج: جميع برامج الجامعة

اسم المقرر: اللغة الانجليزية (2)

تاريخ المراجعة:

م	المعيار	متوافر	غير متوافر	ملاحظات
أولاً: المراجعة العامة				
1	يجب التأكد من وجود المكونات الآتية: توفر ملف توصيف المقرر Course Description توفر ملف لخطة المقرر Course Plan اكتمال مكونات كل منهما استقامة الصياغة اللغوية	√		
2	تمت كتابة المعلومات العامة للمقرر في ضوء وثيقة وصف البرنامج PSD: الساعات المعتمدة، رمز المقرر، اسم المقرر، اسم البرنامج.	√		
ثانياً: المراجعة التفصيلية				
1	الوصف والأهداف Description and Objectives			
3	الوصف مكتمل ويشمل الأركان الأربعة (أهمية المقرر، المواضيع المتناولة باختصار، الاستراتيجيات المستخدمة في تدريس المقرر) (مختصرة)، والمتطلبات القبلية له)	√		
4	الوصف متناسق الصياغة	√		
5	وجود أهداف للمقرر بحيث تكون: عامة مرتبطة بالمقرر فعلياً عددها مناسب 4-6 شاملة للمحاور الأربعة صياغة الأفعال من وجهة نظر المقرر	√		
ب	مخرجات التعلم المستهدفة (Intended Learning Outcomes ILOs)			
6	تم الرجوع إلى مخرجات البرنامج	√		
7	استخدام الأفعال الصحيحة والمناسبة للمخرجات	√		
8	عدد المخرجات يتراوح بين 4 و 8	√		
9	صحة ارتباطها بمخرجات البرنامج	√		
10	شمول المخرجات لكافة مواضيع المقرر وارتباطها بالكفايات	√		
12	عدم التكرار أو التداخل	√		
13	صياغة المخرجات من وجهة نظر الطالب	√		
جـ	استراتيجيات التعليم والتعلم والتقييم Teaching, Learning and Assessment Strategies			



الرقم: ()

التاريخ:

المرفقات:

14	تم اختيار استراتيجيات التعليم وطرق التقييم بحيث تكون مناسبة للمخرجات	√
15	الاستراتيجيات واقعية وقابلة للتطبيق والتقييم	√
16	تم اختيار استراتيجيات متنوعة	√
17	عدد الاستراتيجيات مناسب	√
18	ملاءمة الاستراتيجيات للمقرر	√
19	تمت صياغة الاستراتيجيات بشكل إجمالي دفعة واحدة لكل محور من محاور المخرجات	√
20	شملت الاستراتيجيات الجانبين العملي والنظري	√
21	الاستراتيجيات تتفق مع لوائح التقييم في الجامعة	√
د	المحتوى Contents	
22	وجود محتوى نظري وعملي/تمارين (في حال وجوده في الخطة الدراسية)	√
23	تم توزيع المحتوى في تغطيته في 14 أسبوعا	√
24	عدد الساعات الفعلية Contact (نظري وعملي/تمارين) بحسب الخطط	√
25	توافق حجم وأهمية الموضوع مع الأسابيع والساعات	√
26	تم ربط المحتوى والمواضيع بالمخرجات (فنيا)	√
27	شمولية المحتوى لأهداف ومخرجات المقرر (علميا)	√
هـ	المعامل والتمارين Tutorial and Laboratories	
28	ارتباط المحتوى العملي بالمقرر	√
29	تم الالتزام بعدد الساعات وعدد الأسابيع في تغطية الجانب العملي بحسب الخطط	√
30	تحقيق الجانب العملي للمخرجات	√
31	طرق التدريس والتقييم مناسبة وكافية	√
32	التكاملية بينها وبين النظري وعدم وجود تكرار	√
و	المراجع Textbooks and References	
33	صحة وجود المراجع	√
34	عدد المراجع مناسب بحسب المحددات	√
35	تنوع المراجع وملاءمتها للمقرر	√
36	تم اختيار مراجع حديثة	√
37	ارتباط المراجع فعليا بالمحتوى	√
38	إضافة مصادر إلكترونية ما أمكن	√
و	خطة المقرر Course Plan	
39	خطة المقرر مكتملة بحسب القالب المعتمد	√
40	مخرجات التعلم المستهدفة على شكل قائمة وليست مصنفة	√
41	تم تحديد مواعيد التدريس والتقييم بحسب التقويم الجامعي	√
43	التركيز على المحتوى وعدم ربطه بالمخرجات	√
44	تم توزيع المحتوى في تغطيته في 16 أسبوعا شاملا الاختبار النصفى والنهائي	√

الرقم ()
التاريخ:
المرفقات:



إدارة ضمان الجودة والاعتماد
University of Science & Technology
Quality Assurance & Accreditation
Department

ثالثاً: ملحوظات المراجع:

• لا يوجد

رابعاً: حكم المراجع:

- توصيف وخطة المقرر مقبول واستوفى جميع المعايير (√)
- توصيف وخطة المقرر مقبول مبدئياً ويجب استكمال الملحوظات ()
- توصيف وخطة المقرر غير مقبول ويلزم إعادة تطويرها مرة أخرى ()

اسم المراجع: د. محمود اختر

7-6-14

التاريخ:

M

التوقيع:

مدير إدارة ضمان الجودة والاعتماد

الختم

التوقيع

جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والاعتماد
معتدلة

M



Course Specification

Faculty : All Faculties in University
Department: All Departments in University
Program : All Programs in University

I. General information about the course :						
1.	Course Title:	English (2)				
2.	Course Code and Number :	UST06				
3.	Credit Hours :	Lecture	Seminar/Tutorial	Practical	Training	Total
		-	-	4	-	4
4.	Study Level and Semester:	Level 1,2 (1 st & 2 nd semester) .				
5.	Pre-requisites (if any):	-				
6.	Co-requisites (if any) :	Short Stories & SRAs (Short Reading Activities)				
7.	Program in which the course is offered	All Programs in University				
8.	Teaching Language:	English				
9.	Study System :	Terms				
10.	Prepared by :	Taiseer Mufadhhal				
11.	Approval date :					
12.	Approved by:					

منسق متطلبات الجامعة

د. اسماعيل الشرعي

جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والاعتماد
معتمة

المراجع

د. محمود أختر

الموصف

الطيبير مفضل

II. Course Description

The current course provides students with the language basics of everyday English to help them communicate in different real life situations. The course focuses more on real life conversations and the basic grammars that will help each one in his major. Moreover the course provides students with plenty of writing and speaking practices. The updates of the book allow students to be posted with the latest language uses and functions that are easy and useable in real life situations.

III. Course Aims:

For students undertaking this course, students at the end of this course will be able to:

1. communicate in simple and routine tasks on familiar topics and activities.
2. understand phrases and common vocabulary on common areas e.g. personal and family information, shopping, the local area, and employment.
3. understand the main point in short, clear, simple messages and announcements.
4. read very short, simple texts. Find specific, predictable information in advertisements, prospectuses, menus and timetables.
5. understand short simple personal letters.
6. write short, simple notes and messages.
7. write a simple personal letter, for example thanking someone.



جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والإعتماد
معتد

IV. Course Intended Learning Outcomes (CILOs) :

Knowledge and Understanding:	
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)	
Knowledge and Understanding PILOs	Knowledge and Understanding CILOs
After completing this program, students would be able to:	After completing this course, students would be able to:
All Programs in University	a1. Identify weather words, buildings, places in the city, months, dates, common verbs, common nouns, directions and objects in the house, etc ..
	a2. Recognize past simple tense, future tense, present continuous tense, object pronouns, questions, and the pronunciation of the words.

Intellectual Skills :	
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)	
Intellectual Skills PILOs	Intellectual Skills CILOs
After completing this program, students would be able to:	After completing this course, students would be able to:
All Programs in University	b1. Realize the different uses for the present simple tense, present continuous tense, future and past simple tense. Also the differences between future for prediction and future for planning.
	b2. Classify words to their categories.

Professional and Practical Skills	
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)	
Professional and Practical Skills PILOs	Professional and Practical Skills CILOs
After completing this program, students would be able to:	After completing this course, students would be able to:
All Programs in University	c1. Apply tenses to form correct sentences and write short paragraphs.
	c2. Use the vocabularies and phrases introduced in the materials to create life-like conversations..

Transferable (General) Skills :	
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)	
Transferable (General) Skills PILOs	Transferable (General) Skills CILOs
After completing this program, students would be able to:	After completing this course, students would be able to:
All Programs in University	d1. Work effectively in a team.
	d2. Give simple formal presentation.

V. Alignment of CILOs to Teaching and Assessment Strategies		
First: Alignment of Knowledge and Understanding CILOs		
Knowledge and Understanding CILOs	Teaching Strategies	Assessment Strategies
a1. Identify weather words, buildings, places in the city, months, dates, common verbs, common nouns, directions and objects in the house, etc ..	Lectures micro- assignments Problem solving Brainstorming session Discussions Games	Written Examinations evaluation micro- assignments Quizzes Observation
a2. Recognize past simple tense, future tense, present continuous tense, object pronouns, questions, and the pronunciation of the words.		

Second: Alignment of Intellectual Skills CILOs		
Intellectual Skills CILOs	Teaching Strategies	Assessment Strategies
b1. Realize the different uses for the present simple tense, present continues tense, future and past simple tense. Also the differences between future for prediction and future for planning.	Lectures micro- assignments Problem solving Brainstorming session Discussions Games	Written Examinations evaluation micro- assignments Quizzes Observation
b2. Classify words to their categories.		

Third: Alignment of Professional and Practical Skills CILOs		
Professional and Practical Skills CILOs	Teaching Strategies	Assessment Strategies
c1. Apply tenses to form correct sentences and write short paragraphs.	Lectures micro- assignments Problem solving Brainstorming session Discussions Games	Written Examinations evaluation micro- assignments Quizzes Observation
c2. Use the vocabularies and phrases introduced in the materials to create life-like conversations..		

Fourth: Alignment of Transferable (General) Skills CILOs		
Transferable (General) Skills CILOs	Teaching Strategies	Assessment Strategies
d1. Work effectively in a team. d2. Give simple formal presentation.	Lectures micro- assignments Problem solving Brainstorming session Discussions Games	Written Examinations evaluation micro- assignments Quizzes Observation

VI. Course topics and sub-topics (theoretical and practical) with contact hours and alignment to CILOs					
Topics/Units of Course Contents					
First: Theoretical Aspects					
No.	Course Topics/Units	Sub-topics	No. of Weeks	Contact Hours	CILOs
1	Life at the end of the world	<ul style="list-style-type: none"> Word order in questions Can/can't Common verbs Weekdays and weekends Free time activities Countries and nationalities. 	1	8	a1 b2 c2
2	What are they doing?	<ul style="list-style-type: none"> Present continuous Present simple Verb phrases The weather Writing a letter and an email. 	1	8	a1 a2 b2 c2
3	In the jungle of Guatemala	<ul style="list-style-type: none"> There is /there are There was /there were Hotels language Prepositions of place1 Prepositions of place 2 Simple past Simple past :regular verbs 	1	8	a1 a2 b1 b2 c1

[Handwritten signature]

[Handwritten signature: Kaiser]

4	Before they were stars	<ul style="list-style-type: none"> • Simple past: irregular verbs • Common verbs • Daily routine verbs • Sentence stress • Past events 	1	8	a1 a2 b2 c2
5	It changed my life	<ul style="list-style-type: none"> • Object pronouns • Simple past :review • Common verbs 3 • Expressing opinion 	1	8	d2 d1 b2
6	Trip of a lifetime	<ul style="list-style-type: none"> • Strong stress • Talking about music • Future :be going to • Review of the tenses (present, past, future) • Future time expressions • Verb collocations • Future plans 	1	8	a1 a2 d2 d1 b2
7	All over the world	<ul style="list-style-type: none"> • Verb to be (affirmative) • Subject pronouns I, you, etc. • Verb to be (negative and interrogative). • Possessive adjectives. 	1	8	c2 a2
8	What a life	<ul style="list-style-type: none"> • Classroom language • Days of the week, numbers • Greetings in the world • Sentence stress • Classroom language 	1	8	a1 b2 c2 d1
9	Are you the next American idol	<ul style="list-style-type: none"> • Adjectives • Colors, modifiers • Imperatives • Plurals • Expressing feelings • Long and short vowels • Connected speech • American VS British differences. 	1	8	a2 a1 b2 c2 d1
10	Reading in English	<ul style="list-style-type: none"> • Simple present (positive , negative) • Simple present (interrogative) • Word order in questions • Jobs • Verb phrases • Expressing likes and dislikes. 	1	8	a1 a2 b2 c1 c2

جامعة العلوم والتكنولوجيا
 إدارة ضمان الجودة والاعتماد
 مستخدم
 2023/01/14

M

Jaisan

11	Sun and the City	<ul style="list-style-type: none"> • Sentence stress. • possessive's • prepositions of time • everyday activities • adverbs and expressions of frequency. • Linking and sentence stress. 	1	8	a1 a2 b2 c1 c2
12	Times we love	<ul style="list-style-type: none"> • Can/can't • Present continuous • Simple present or present continuous? • Verb phrases • The weather and the seasons. • Sentence stress. 	1	8	a1 a2 b2 c1 c2
13	Stars and Strips	<ul style="list-style-type: none"> • Object pronouns • Gerunds • Collocations • Phone language • The date • Ordinal numbers • Consonant clusters 	1	8	a1 b2 c1 c2 a2 d2
14	Final exam		1	8	a1 a2 b1 b2 c1 c2
Total number of weeks and hours			14	112 contact hours 56 credit hours	

VII. Teaching strategies :

1	Lectures
2	Games
3	Pair work
4	micro- assignments
5	Brainstorming session
6	Problem solving and language puzzles.
7	Group work
8	Presentations
9	Discussions
10	Debates
11	Competition

جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والإعتماد
مختبر

[Handwritten signature]

[Handwritten signature: Jaiser]

VIII. Tasks and Assignments :				
No.	Task/Assignment	CILOs	Week due	Mark
1	micro- assignments (1)	b1	1,2,3,4,	2
2	micro- assignments (2)	b2	1,2,3,4	2
3	Workbook	c1	1,2,3,4,5	6

IX. Learning Assessment:					
No.	Assessment Tasks	Week due	Mark	Weight	Aligned CILOs
1	Homework/Tasks/Assignments	2 ,3 ,4 , 5	10	10%	b1 , b2 c1 , d1
2	Quiz 1	2	5	5%	a1
3	Story quiz 1	2	15	7.5%	a2 b1 d1
4	Quiz 2	4	5	5%	a2
5	Story quiz 2	4	15	7.5%	a1 a2 b1 b2
6	Oral skills	1,2,3,4,5	10	10%	a2 b1 d1
7	Participation	1,2,3,4,5	10	10%	a1 a2 b1 d1
8	Writing assignments	1,2,3,4,5	15	15%	a1 a2 b1
9	Final exam	5	100	30%	a1 a2 b1 b2 c1 c2
Total			100	100%	

X. Learning Resources
<p>Textbooks</p> <ol style="list-style-type: none"> 1. Oxenden Clive, Koenig Latham, & Boyle Mike,(2013) American English File Starter. Oxford, University Press. 2. Grechen Bitterlin, Johanson Dennis, price Donna & Ramirez Sylvia,(2008)Ventures Basic, Cambridge University press.
<p>Essential References: (short stories)</p> <ol style="list-style-type: none"> 1. Rabley Stephen, (1998)The Fire Boy, Pearson Education Limited. 2. Bronte Charlotte, (1992) Jane Eyre. Longman Group UK Limited. 3. Thompson Lesley,(2006)The Real McCoy & Other Ghost Stories, Oxford-university Press.
<ol style="list-style-type: none"> 1. http://education.cambridge.org/mena/learning-stage/teacher 2. https://elt.oup.com/learning_resources/?cc=global&selLanguage=en&mode=hub

XI. Course Policies :

Based on university regulations, the following aspects should be figured out:

1.	(Class Attendance) : <ul style="list-style-type: none">• Students are required to attend all class lectures.• A Student is dismissed from the course if she/he exceeds the maximum number of absences (10 hours with or without an excuse)
2.	(Tardy) : <ul style="list-style-type: none">• Attendance will be taken every lecture at the first 10 minutes and any student come after that will be considered absent.
3.	(Exam Attendance/Punctuality) : <ul style="list-style-type: none">• Student should be in the examination hall before 15 minutes from the beginning of the exam.• Late students are not allowed to get into the examination hall after the first 30 minutes and will be considered absent.• Makeup exams will be offered to students who miss a scheduled exam because of illness, death in the family or university-sponsored activity, but written documentation must be provided.• A Student should present their IDs in the exam hall otherwise he/she is not allowed to take the exam.
4.	(Assignments & Projects) : <ul style="list-style-type: none">• All assignments must be done on their time. Late assignments will not be accepted.• Projects are assumed to be submitted on or before the dead-lines.• Teachers have to check students' workbooks regularly.
5.	(Cheating) : <ul style="list-style-type: none">• Cheating is strictly prohibited behavior.• ILC regulations will be pursued and enforced on any cheating student.
6.	(Plagiarism) : <ul style="list-style-type: none">• Plagiarism is defined as “copying or stealing someone else’s words or ideas and claiming or presenting them as if they were your own.”• ILC regulations will be pursued and enforced on any plagiarism attempt.
7.	(Other policies) : <ul style="list-style-type: none">• Students in class are required to turn off all cell phones, iPods,• Students are not allowed to eat or drink inside the building of ILC.• Teachers are not allowed to accept any student who are not in their class list.

بسم العلوم والتكنولوجيا
ادارة ضمان الجودة والاعتماد
مختبر

Jaisseer

M



Course Syllabus

Faculty : all faculties in university

Department: all departments in university

Program : all programs in university

I. General information about the course instructor :							
Name	Taiseer Almufadhal	Office Hours(8 Hours Weekly)					
Location & phone number	Sana'a 00967- 7111 364 88	Sat	Sun	Mon	Tue	Wed	Thu
Email	taiseeroo@gmail.com	√	√	√	√	√	-

II. General information about the course:					
1. Course Title :	English (2)				
2. Course Code and Number :	UST06				
3. Credit Hours :	Credit Hours				Total
	Theoretical	Seminar/Tutorial	Practical	Training	
	-		4	-	4
4. Study Level and Semester:	Level 1 , 2 (1 st & 2 nd semester).				
5. Pre-requisites (if any):	None				
6. Co-requisites (if any):	Short stories + SRAs (Short Reading Activities)				
7. Program in which the course is offered:	All Programs in University				
8. Teaching Language:	English				
9. Instruction location:	ILC Main building and Girls branch				

منسق متطلبات الجامعة

د. اسماعيل الشرعي

المراجع

د. محمود أختري

الموصف

أ/ تيسير مفضل

III. Course Description

The current course provides students with the language basics of everyday English to help them communicate in different real life situations. The course focuses more on real life conversations and the basic grammars that will help each one in his major. Moreover the course provides students with plenty of writing and speaking practices. The updates of the book allow students to be posted with the latest language uses and functions that are easy and useable in real life situations.

IV. Course Aims:

For students undertaking this course, the aims are to:

1. Introduce students to important concepts and basics in English language.
2. Knowledge of the basic vocabularies and phrases used by native speakers in everyday conversation.
3. Help students to apply the rules and grammars in the book, every students in his major, to present academic presentation and write their assignment reports.
4. Improve the pronunciation of the students in order to get clearer and more understandable.

V. Course Intended Learning Outcomes (CILOs) :

After completing this program, students would be able to:

1. Identify alphabets, numbers, months colors, dates, family ,people, common adjectives , common verbs and personal information.
2. Recognize present simple tense, pronouns, questions, and the pronunciation of the words.
3. Realize the different uses for the present simple tense, present continues tense, and past simple tense.
4. Classify words to their categories.
5. Apply tenses to form simple correct sentences.
6. use the vocabularies and phrases introduced in the materials to create simple real life conversations..
7. Work in team
8. Give simple formal presentation.

جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والإعتماد
مستند

M

Jaiser

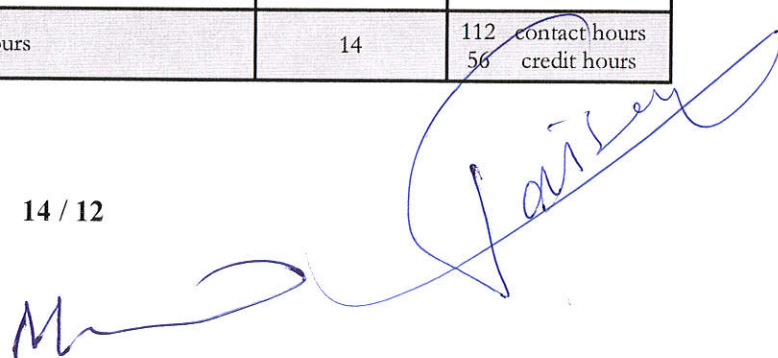
VI. Course topics and sub-topics (theoretical and practical) with contact hours and alignment to CILOs

Topics/Units of Course Contents				
First: Theoretical Aspects				
No.	Course Topics/Units	Sub-topics	No. of Weeks	Contact Hours
1	Life at the end of the world	<ul style="list-style-type: none"> • Word order in questions • Can/can't • Common verbs • Weekdays and weekends • Free time activities • Countries and nationalities. 	1	8
2	What are they doing?	<ul style="list-style-type: none"> • Present continuous • Present simple • Verb phrases • The weather • Writing a letter and an email. 	1	8
3	In the jungle of Guatemala	<ul style="list-style-type: none"> • There is /there are • There was /there were • Hotels language • Prepositions of place 1 • Prepositions of place 2 • Simple past • Simple past :regular verbs 	1	8
4	Before they were stars	<ul style="list-style-type: none"> • Simple past: irregular verbs • Common verbs • Daily routine verbs • Sentence stress • Past events 	1	8
5	It changed my life	<ul style="list-style-type: none"> • Object pronouns • Simple past :review • Common verbs 3 • Expressing opinion 	1	8
6	Trip of a lifetime	<ul style="list-style-type: none"> • Strong stress • Talking about music • Future :be going to • Review of the tenses (present, past, future) • Future time expressions • Verb collocations • Future plans 	1	8
7	All over the world	<ul style="list-style-type: none"> • Verb to be (affirmative) • Subject pronouns I, you, etc. • Verb to be (negative and interrogative). • Possessive adjectives. 	1	8

جامعة العلوم والتكنولوجيا
 إدارة ضمان الجودة والإمتداد
 ص ٢٤

8	What a life	<ul style="list-style-type: none"> Classroom language Days of the week, numbers Greetings in the world Sentence stress Classroom language 	1	8
9	Are you the next American idol	<ul style="list-style-type: none"> Adjectives Colors, modifiers Imperatives Plurals Expressing feelings Long and short vowels Connected speech American VS British differences. 	1	8
10	Reading in English	<ul style="list-style-type: none"> Simple present (positive , negative) Simple present (interrogative) Word order in questions Jobs Verb phrases Expressing likes and dislikes. 	1	8
11	Sun and the City	<ul style="list-style-type: none"> Sentence stress. possessive's prepositions of time everyday activities adverbs and expressions of frequency. Linking and sentence stress. 	1	8
12	Times we love	<ul style="list-style-type: none"> Can/can't Present continuous Simple present or present continuous? Verb phrases The weather and the seasons. Sentence stress. 	1	8
13	Stars and Strips	<ul style="list-style-type: none"> Object pronouns Gerunds Collocations Phone language The date Ordinal numbers Consonant clusters 	1	8
14	Final exam		1	8
Total number of weeks and hours			14	112 contact hours 56 credit hours

إدارة ضمان الجودة والإعتماد
 معتمد
 جامعة الملك سعود



VII. Teaching Strategies

- | | |
|---|---|
| 1- Lectures
2- Games
3- Pair work
4- micro- assignments
5- Brainstorming session
6- Problem solving and language puzzles.
7- Group work | 8- Presentations
9- Discussions
10- Debates
11- Competitions |
|---|---|

VIII. Tasks and Assignments :

No.	Task/Assignment	Week due	Mark
1.	micro- assignments (1)	1,2,3,4,	2
2.	micro- assignments (2)	1,2,3,4	2
3.	Workbook	1,2,3,4,5	6

IX. Learning Assessment:

No.	Assessment Tasks	Week due	Mark	Weight
1	Homework/Tasks/Assignments	2 ,3 ,4 , 5	10	10%
2	Quiz 1	2	5	5%
3	Story quiz 1	2	15	7.5%
4	Quiz 2	4	5	5%
5	Story quiz 2	4	15	7.5%
6	Oral skills	1,2,3,4,5	10	10%
7	Participation	1,2,3,4,5	10	10%
8	Writing assignments	1,2,3,4,5	15	15%
9	Final exam	5	100	30%
Total			100	100%

X. Learning Resources.

Textbooks

- Oxenden Clive, Koenig Latham, & Boyle Mike,(2013) American English File Starter. Oxford, University Press.
- Oxenden Clive, Koenig Latham, & Boyle Mike,(2013) American English File 1. Oxford, University Press.

Essential References: (short stories)

- O. Henry, (2000)The Gift of the Magi, Pearson Education Limited.
- Vicary Tim , (1994) Mutiny on the Bounty. Oxford university Press.

3. <http://education.cambridge.org/mena/learning-stage/teacher>

4. https://elt.oup.com/learning_resources/?cc=global&sellLanguage=en&mode=hub

XI. Course Policies :	
Based on university regulations, the following aspects should be figured out:	
8.	(Class Attendance) : <ul style="list-style-type: none"> • Students are required to attend all class lectures. • A Student is dismissed from the course if she/he exceeds the maximum number of absences (10 hours with or without an excuse)
9.	(Tardy) : <ul style="list-style-type: none"> • Attendance will be taken every lecture at the first 10 minutes and any student come after that will be considered absent.
10.	(Exam Attendance/Punctuality) : <ul style="list-style-type: none"> • Student should be in the examination hall before 15 minutes from the beginning of the exam. • Late students are not allowed to get into the examination hall after the first 30 minutes and will be considered absent. • Makeup exams will be offered to students who miss a scheduled exam because of illness, death in the family or university-sponsored activity, but written documentation must be provided. • A Student should present their IDs in the exam hall otherwise he/she is not allowed to take the exam.
11.	(Assignments & Projects) : <ul style="list-style-type: none"> • All assignments must be done on their time. Late assignments will not be accepted. • Projects are assumed to be submitted on or before the dead-lines. • Teachers have to check students' workbooks regularly.
12.	(Cheating) : <ul style="list-style-type: none"> • Cheating is strictly prohibited behavior. • ILC regulations will be pursued and enforced on any cheating student.
13.	(Plagiarism) : <ul style="list-style-type: none"> • Plagiarism is defined as “copying or stealing someone else’s words or ideas and claiming or presenting them as if they were your own.” • ILC regulations will be pursued and enforced on any plagiarism attempt.
14.	(Other policies) : <ul style="list-style-type: none"> • Students in class are required to turn off all cell phones, iPods, • Students are not allowed to eat or drink inside the building of ILC. • Teachers are not allowed to accept any student who are not in their class list.

جامعة العلوم والتكنولوجيا
إدارة ضمان الجودة والإعتماد
مختتم
2023/10/10

M

J. al-Say