

California University of Pennsylvania  
Guidelines for New Course Proposals  
University Course Syllabus  
Approved: February 21, 2013

Department of Modern Languages, Philosophy & Socio-Cultural Studies

A. Protocol

Course Name: Elementary Arabic I

Course Number: ARB 101

Credits: 3

Prerequisites: None

Maximum Class size (face-to-face): 35

Maximum Class size (online): 40

B. Objectives of the Course:

Upon successful completion of this course, students should be able to:

- Distinguish basic messages that consist of learned phrases and identify high frequency words and familiar material when incorporated into new phrases. (*Listening*)
- Construct simple personal messages using memorized words and phrases, compare and contrast between the sound systems of Arabic language and English. (*Speaking*)
- Assemble Arabic sounds to produce words and phrases and recognize familiar words by sight. (*Reading*)
- Connect Arabic letters and write complete and coherent everyday used phrases and reproduce from memory some familiar words or phrases demonstrating dictation in their writings. (*Writing*)
- Identify the Modern Standard Arabic language as being the form used throughout the Arab world.
- Describe and differentiate the Arab culture including religions, dress, food and everyday life, and differentiate among those of the Arab world and other countries.

C. Catalog Description:

This is the beginner level in Arabic. This course covers and emphasizes the development of the basic skills of the Arabic language and includes instruction in basic pronunciation, comprehension, communication, and grammar. Students will also become acquainted with the culture of the Arab world and establish a solid foundation for more advanced courses in Arabic.

D. Outline of the Course (Suggested):

Following is a list of topics that will be covered in this course:

- I. Overview of Arabic Language
  - a. Difference related to the English language

- b. Formal and spoken Arabic
  - 1. Levantine Colloquial
  - 2. Egyptian Colloquial
  - 3. Other Arabic Dialects
- c. Pronunciation of Arabic
- d. Transliteration system

## II. Arabic Alphabet and Numerals

- a. Alphabet
  - 1. The twenty eight Arabic letters
  - 2. Special characters used in Arabic
  - 3. Writing Styles
- b. Numerals 0- 10 and telling time

## III. Introduction to Prepositions of Location

- a. Under
- b. On
- c. Next to

## IV. Introduction to Roots and Patterns

- a. Recognizing patterns
- b. Roots and the Arabic dictionary

## V. Grammatical Endings

- a. Indefinite endings
- b. Definite endings
- c. Feminine endings

## VI. Vocabulary and conversation

- a. Greetings and Salutations
- b. Meeting people
- c. Introducing People
- d. Descriptions of objects, people, places, professions
- e. Everyday vocabulary
- f. Describing with Adjectives
- g. Making inquiries about people/places
- h. Personal descriptions and feelings
- i. Accepting/refusing invitations; making requests
- j. Expressions used with "Allah"

## VII. The Arabic Culture and People

- a. Christmas and other holidays in the Arab World

- b. The Coffee House
- c. Expressing Sympathy
- d. Proper Cultural Etiquettes
  - i. Shaking hands and saying "hello" and "good bye"
  - ii. Proper body language and expectations
  - iii. Appropriate ways to respond using language and gesture
  - iv. Guest and Hosts' Roles
  - v. Asking for things politely
  - vi. Forms of Address

#### VIII. Arabic Sources

- a. Arabic radio and television
- b. Arabic resources on the internet
  - i. Arabic videos
  - ii. Arabic websites

#### E. Teaching Methodology:

##### 1) Traditional Classroom Methodology:

Cooperative learning is the major teaching method in this course. The instructor will serve as a facilitator to the learning process in class. We will work together to learn more about Arabic language by keeping up with the required readings and doing the required class work. To this end, the instructor will use short lectures, videos, papers and presentations, homework, and class discussion. It is expected that all students will take part in these discussions.

##### 2) Online Methodology:

Quality Matters™ Statement – The online course follows the standards of the Quality Matters™ rubric.

This class will be offered online. Cooperative learning is the major teaching method in this course. The instructor will serve as a facilitator to the learning process in class. We will work together to learn more about Arabic language by keeping up with the required readings and doing the required class work. To this end, the instructor will use short lectures, videos, work papers and presentations, homework, and class discussion. It is expected that all students will take part in these discussions.

#### F. Texts (Suggested):

- Al-Tonsi Abbas, Al-Batal Mahmoud, Brustad, Kristen Alif Baa with DVDs: Introduction to Arabic Letters and Sounds (3rd. Edition) Georgetown University Press: Washington, D.C.

- Student are also expected to purchase a book key (\$24.95) to the online book exercises, login to the book's "Companion Website" at <http://www.alkitaabtextbook.com/books> and create an account. Course code and instructions were sent to students via email and are posted under the D2L course content.
- Additional readings will be available on D2L.

G. Assessment Activities:

1) Traditional Classroom Assessment:	
Quizzes/Exams	30%
Homework	20%
Paper(s) & Presentation(s)	20%
Class Discussions/Participation	30%
2) Online Assessment:	
Quizzes/Exams	30%
Homework	20%
Paper(s) & Presentation(s)	20%
Class Discussions/Participation	30%

H. Accommodations for Students with Disabilities:

**Accommodations for Students with Disabilities**

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Hall – Room 105
- Phone: (724) 938-5781

- Fax: (724) 938-4599
- Email: osdmail@cup.edu
- Web Site: <http://sai.calu.edu/osd>

- I. Supportive Instructional Materials, e.g. library materials, web sites, etc.  
Video and audio tapes dealing with Arabic culture will be made available.

Additional Information for Course Proposals

- J. Proposed Instructors:  
Qualified Instructor to teach Arabic.

- K. Rationale for the Course:

Arabic language is one of the most critical languages in this world. After 9/11, the federal government, Congress, and the Academic community acknowledged the shortage of Arabic speaking personnel to deal with terrorism. With the war in Iraq and the deployment of thousands of military personnel, the need of people with knowledge of this language is evident. Arabic is needed for communication in these situations. Professionally prepared Cal U college graduates who are fluent in this language will have a greater chance to be hired in both the public and private sectors since a large number of American companies are doing business in the Middle East.

- L. Specialized Equipment or Supplies Needed:  
Specialized equipment or supplies are not needed for course instruction.

- M. Answer the following questions using complete sentences:

1. Does the course require additional human resources? (Please explain)  
*The course does not require additional human resources.*
2. Does the course require additional physical resources? (Please explain)  
*No, additional physical resources are not required.*
3. Does the course change the requirements in any particular major?  
(Please explain)  
*No, the course does not change any major requirements.*
4. Is the course replacing an existing course? (If so, list the course)  
*No, the course does not replace an existing course.*
5. How often will the course be taught?  
*The course will be offered every year.*

6. Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)  
*No, it does not duplicate an existing course in another Department or College.*
  7. What is the recommended maximum class size for this course?  
*The recommended maximum class size for this course is 35 face to face and 40 online.*
- N. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.  
*No, the proposed course does not include substantial material that is traditionally taught in another discipline.*
- O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.

It will be proposed for consideration as menu course for General Education in Humanities and Cultural Awareness.

We are requesting Elementary Arabic I (ARB 101) to be included in the general education menu because it is a course that satisfies the rubric “Humanities.” Students who want to take this class have been asking about using it to satisfy their “Humanities” requirement. This class introduces students to Arabic language. They learn four skills in another language: reading, writing, listening and speaking as well as general cultural information about the customs and traditions of the peoples of the Arab world. Thus, it fits perfectly under the general heading of “Humanities.”

We are requesting Elementary Arabic I (ARB 101) to be included in the general education menu because it is a course that satisfies the rubric “Multi-Cultural Awareness.” Students who want to take this class have been asking about using it to satisfy their multi-cultural awareness requirement. This class introduces students to Arabic language. They learn four skills in another language: reading, writing, listening and speaking as well as general cultural information about the customs and traditions of the peoples of the Arab world. Thus, it fits perfectly under the general heading of “Multi-Cultural Awareness.”

- P. Provide Approval Form (electronically).

## Additional Guidelines

The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1. Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.
2. Be sure that you have completed and attached the Application to Establish a New Course form and/or the Advisement Sheet Revision form and that the **appropriate signatures** have been affixed. Please send through the process electronically (the preferred method) or by paper. No items will be placed on the agenda until the Chair of the UCC is in possession of these forms.
3. Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include an electronic copy (MS Word or PDF) of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal.
4. When submitting materials for consideration by the Curriculum Committee, you must provide an electronic copy of each item to be reviewed to the Chairperson.
5. All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.
6. Any department requesting a course name change, number change, prefix changes, credit changes, etc. must submit this request on the Application to Establish a New Course Form and submit electronically.
7. New advisement sheets, major proposals, minors, or changes to advisement sheets will become effective the fall semester following committee approval. **The advisement sheets must also include the committee approval date and the effective date on the advisement page.** Submit this request on the Advisement and /or Program Changes form.
8. New courses will become effective the semester following committee approval.
9. Any references listed must be in the appropriate bibliographic format for the discipline.

10. Online courses must follow the Quality Matters™ rubric and is posted on the UCC website. Be sure that you include the online teaching methodology statement (refer E.2 above) that refers to the Quality Matters™ rubric.
11. All course objectives must follow Bloom's Taxonomy learning domains located on the UCC website.