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: Intermediate Arabic II
   Course Number: ARB 204
   Credits: 3
   Prerequisites: ARB 203
   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:

   • Demonstrate the ability to read texts on familiar topics and understand the main idea
     without using the dictionary,
   • Utilize speaking skills to express yourself and environment, and sustain conversations on
     a number of topics (e.g., family, friends, study, etc.)
   • Practice written transactions connected to daily life and write short letters and essays, and
   • Examine many aspects of Arabic culture, such as social and religious customs and
     traditions, family life, and education.
   • Build a foundation for more advanced courses in Arabic.

C.   Catalog Description:
   Intermediate Arabic II is the continuation of Intermediate Arabic I. This course provides
   additional practice to help students attain a higher level of skill development (e.g.,
   listening, speaking, reading and writing) and linguistic accuracy. This course adopts a
   skills-based approach in which students gain mastery of the language through the use of
   authentic materials taken from various sources (books, periodicals, videos and radio
   documentaries). The selection of the materials is based on the complexity of the tasks and
   the students' professional and personal interests. Teaching vocabulary and grammar is
   integrated to the skills-based activities, and is incorporated in the class activities as an aid
   to overcome any communication problems. Teaching techniques are student-centered,
   with the instructor as the facilitator. Instructions will be conducted mostly 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 & Culture

 a. The ability to perform Arabic language functions in real life situations
 b. Communicative phrases, dialogue, and reading passages.
 c. Geography of countries, ethnic food, clothing, and customs.

II. Numerals
  a. The use of ordinal numbers as adjectives
  b. Describing the weather and converting temperature scales
  c. Expressing degrees and frequency

III. Verb system.
  a. Expressing activities in the past, present, future & progressive tenses
  b. Reporting speech
  c. Expressing sequence, frequency, and exception
  d. Negating future tense
  e. Expressing possibility
  f. Verbal nouns

IV. Practical Applications
  a. Comparative and superlative degrees
  b. Expressing exceptions
  c. Expressing uncertainty
  d. Descriptions of objects
  e. Reading newspapers and advertisements
  f. Field trip to local Arabic restaurant, store or Islamic center

 V. Communication

  a. Arabic sources on the internet
  b. Arabic radio and television

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^{TM} Statement – The online course follows the standards of the Quality Matters^{TM} 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):

- Brustad, Kristen, Mahmoud Al-Batal, and Abbas Al-Tonsi:Al-Kitaab fii Tacallum al-'Arabiyya, with DVDs, PART ONE, 3rd Edition. Washington, D.C.: Georgetown University Press

- 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) <u>each semester</u> 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.

No, it will not be proposed for consideration as menu course for General Education in Humanities and 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.