

California University of Pennsylvania
Guidelines for New Course Proposals
University Course Syllabus
Approved: September 11, 2014

Department of Modern Languages, Philosophy & Socio-Cultural Studies

A. Protocol

Course Name: Arabic Conversation

Course Number: ARB 311

Credits: 3

Prerequisites: ARB204

Maximum Class size (face-to-face): 30

Maximum Class size (online): 30

B. Objectives of the Course:

After completing this course, students will:

- Identify and apply a repertoire of expressions and sentence patterns for communication, such as talking about oneself and one's daily activities.
- Be able to interpret and translate a native speaker's conversation on familiar topics.
- Acquire knowledge about Arabic-speaking countries and customs.

C. Catalog Description:

Arabic conversation is designed for students who want to acquire a speaking knowledge of the language with a focus on communication, comprehension, and cultural information about Arabic customs. In this course, students will engage in "real-time" discussions, debate, presentations, and reporting activities.

D. Outline of the Course may include the following topics in "real time" 1 hour online sessions:

1. Greetings & introductions
- 2: The bank
- 3: Traveling and Family
- 4: The hotel
- 5: Food: fruit & vegetables

- 6: Restaurant & cooking
- 7: Entertainment
- 8: The telephone and numbers
- 9: The post office
- 10: Shopping & debate (consumer issue)
- 11: Health: The doctor, hospital & human body, and debate (health issue)
- 12: Hobbies and sports
- 13: Asking and giving directions
- 14: Governments & debate (government issue)
- 15: Work and employment in Arabic-speaking countries

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 communicating in Arabic 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.

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 speaking in Arabic language by keeping up with the required readings and doing the required class work. To this end, the instructor will require a "real-time" 1-hour session online per week for 15 weeks, short lectures, videos, individual & group work speaking scenarios and presentations, homework, debates and class discussion. It is expected that all students will take part in these discussions and debates.

F. Suggested Texts:

- Shukri B. Abed & Arwa Sawan (2011): Introduction to Spoken Standard Arabic- A conversational course on DVD, Part One
- Shukri B. Abed & Arwa Sawan (2013): Introduction to Spoken Standard Arabic- A conversational course on DVD, Part Two

Additional readings will be available on D2L.

G. Assessment Activities:

1) Traditional Classroom Assessment:

Conversation sessions & Debates	40%
Discussions/Participation	20%
Individual & Group Recorded Speaking Scenarios	30%
Presentation	10%

2) Online Assessment:

Online Conversation sessions & Debates	40%
Online Discussions Participation	20%
Online Individual/Group Recorded Speaking Scenarios	30%
Online Presentation	10%

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 Building – Room 105
- Phone: (724) 938-5781
- Fax: (724) 938-4599

- Email: osdmail@calu.edu
- Web Site: www.calu.edu (search “disability”)

- 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:

President George W. Bush said in January, 2006: “*Learning a language—somebody else’s language—is a kind gesture. It’s a gesture of interest. It really is a fundamental way to reach out to somebody and say, I care about you. I want you to know that I’m interested not only in how you talk but also in how you live.*” The students will become familiar with a repertoire of expressions and sentence patterns for communication, such as talking about oneself and one’s daily activities within their social, historical, and cultural contexts.

- 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 requirement.
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 once a 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 30.

- 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 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.