

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: Selected Topics in Arabic Language and Culture
Course Number: ARB 480
Credits: 3-12
Prerequisites: Advanced Arabic II or Permission of Instructor
Maximum Class size (face-to-face): 35
Maximum Class size (online): 40

B. Objectives of the Course:

At the conclusion of this course, students should be able to:

- Identify and summarize critical issues/events related to the Arabic language and culture.
- Define, recognize, describe, and produce examples of core concepts fundamental to the course topic.
- Compare and contrast major perspectives within the area of study.
- Identify basic research methodologies used in this area of specialization.
- Apply concepts and techniques to issues and problems related to the subject matter.
- Demonstrate knowledge of professional behavior (e.g., ethics, multicultural awareness) through discussion and evaluation of relevant course activities.

C. Catalog Description:

This course provides students the opportunity to explore and research Arabic language and culture-related topics of interest that are not available as regular course offerings of the university.

D. Outline of the Course (Suggested):

The outline of the course will need to be developed relative to the specific needs of the course.

- I. Introduction to the Topic
- II. Historical Overview
- III. Research Foundations/Methods
- IV. Theoretical Perspectives
- V. Conclusions and Recommendations

VI. Professional and Ethical Issues

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.

E. Texts (Suggested):

- Readings and research samples will be available on D2L.

F. Assessment Activities:

1) Traditional Classroom Assessment:

Quizzes/Exams	20%
Homework	20%
Paper(s) & Presentation(s)	30%
Class Discussions/Participation	30%

2) Online Assessment:

Quizzes/Exams	20%
Homework	20%
Paper(s) & Presentation(s)	30%
Class Discussions/Participation	30%

G. 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>

- H. 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

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

J. Rationale for the Course:

Fields of study are broad and dynamic, and a vehicle is needed with which to provide students with cutting edge information or diverse information that is not available in current course offerings. This course would be one vehicle by which to provide such information focusing on students' individual interests and career paths.

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

L. 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.