

ATTACHMENT 5.

Kingdom of Saudi Arabia
The National Commission for Academic Accreditation &
Assessment

T6. Course Specifications
(CS)

Course Specifications

Institution King Khalid University	Date March 2016
College/Department Faculty of Languages and Translation	

A. Course Identification and General Information

1. Course title and code: Writing 1, English 112	
2. Credit hours 3	
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) BA English	
4. Name of faculty member responsible for the course Matthew Paul G.	
5. Level/year at which this course is offered Level 1	
6. Pre-requisites for this course (if any) Secondary School Certificate	
7. Co-requisites for this course (if any) N/A	
8. Location if not on main campus	
9. Mode of Instruction (mark all that apply)	
a. traditional classroom XX	<input type="checkbox"/> What percentage? 90% <input type="checkbox"/>
b. blended (traditional and online)	<input type="checkbox"/> What percentage? <input type="checkbox"/>
c. e-learning XX	<input type="checkbox"/> What percentage? 10% <input type="checkbox"/>
d. correspondence	<input type="checkbox"/> What percentage? <input type="checkbox"/>
f. other	<input type="checkbox"/> What percentage? <input type="checkbox"/>
Comments:	

B Objectives

1. What is the main purpose for this course? To give students a foundation on which to build all their writing skills. Focus is placed on writing mechanics, especially at the sentence and paragraph levels.
2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field) Nil

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description: Students learn to write paragraphs legibly and correctly
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1. Topics to be Covered		
List of Topics	No. of Weeks	Contact hours
Describing another person	3	9
Describing yourself	3	9
Describing a place	3	9
Describing your own or another person's daily routine	2	6
Describing a scene or a photo	2	6

Telling a story	2	6

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours	45	0	0	0	0	45
Credit	3	0	0	0	0	3

3. Additional private study/learning hours expected for students per week.

3

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	Components of a sentence	Lecture, corrective feedback, students write themselves on the board	In class writing checked by instructor
1.2	Components of a paragraph	Lecture, corrective feedback, teacher solicited writing examples on the board	In class writing checked by instructor; HW, quizzes, exams
2.0	Cognitive Skills		
2.1	Correct Sentence structure	Emphasis on writing process through repeated practice	In class writing checked by instructor
2.2	Correct Paragraph structure	Emphasis on writing process through a variety of paragraph types	In class writing practice checked by instructor; HW, quizzes, exams
2.3	Process Writing	Give repeated "writing practice" classes that just focus on production	In class, corrected by teacher
3.0	Interpersonal Skills & Responsibility		
3.1	Develop student autonomy through their own writing	Make students do more than just memorize and parrot	In class writing practices
3.2			
4.0	Communication, Information Technology, Numerical		
4.1	Ability to express personal information through writing	Make students do more than memorize and parrot	In class writing practices
4.2			
5.0	Psychomotor		
5.1			
5.2			

5. Map course LOs with the program LOs. (Place course LO #s in the left column and program LO #s across the top.)

Course LOs #	Program Learning Outcomes (Use Program LO Code #s provided in the Program Specifications)											
	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2
1.1	xx				xx				xx			xx
1.2	xx				xx				xx			xx
2.1	xx				xx				xx			xx
2.2	xx				xx				xx			xx

2.3	xx				xx				xx			xx
3.1	xx				xx				xx			xx
4.1	xx				xx				xx			xx

6. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Quizzes, homework	varies	10%
2	Mid-term 1	7th week	20%
3	Mid-term 2	13th week	20%
4	Final Examination	16th week	50%
5			
6			
7			
8			

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

Faculty office hours of 7 hours per week

LEP program for individual tutoring

E Learning Resources

1. List Required Textbooks

Keep Writing 1, Keep Writing 2 – Richard Harrison, Pearson Education Ltd
2. List Essential References Materials (Journals, Reports, etc.) Oxford Advanced Learner’s Dictionary
3. List Recommended Textbooks and Reference Material (Journals, Reports, etc) --
4. List Electronic Materials, Web Sites, Facebook, Twitter, etc. Whatsapp and FB with fellow students and instructors
5. Other learning material such as computer-based programs/CD, professional standards or regulations and software. --

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) Classroom – 30 seats with projector
2. Computing resources (AV, data show, Smart Board, software, etc.) N/A
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) N/A

G Course Evaluation and Improvement Processes

<p>1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching</p> <p>Confidential student questionnaires</p>
<p>2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department</p> <p>Occasional in-class observations by the department chairman Peer observations</p>
<p>3 Processes for Improvement of Teaching</p> <p>In house workshops Working group meetings Training new instructors to the course</p>
<p>4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)</p> <p>Establishing guidelines for uniformity, objectivity, and fairness of evaluation standards by the department.</p> <p>Mutual checking of random samples of examination papers by coordinators and other teachers of the same course</p>
<p>5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.</p> <p>Regular meetings between teachers and course coordinators</p>

**Regular meetings by the Curriculum Review Committee
Departmental council meetings to discuss and finalize proposals made by the curriculum
review committee**

Name of Instructor: **Matthew Paul G.**

Signature: _____ Date Report Completed: **March 2016**

Name of Field Experience Teaching Staff _____

Program Coordinator: **Matthew Paul G.**

Signature: _____ Date Received: _____