**MASTER SYLLABUS AND DEPARTMENTAL POLOCIES**

**FOR ARABIC 2312**

**Course and Instructor Information** (Please see: “Developing your Syllabus” section)

Course number, synonym, instructor’s name, office hours, etc.

**Course Description** (Copy exactly)

This course will continue to reflect the emphasis of Arabic 2311 on Modern Standard Arabic (MSA). You will continue to build on the skills and strategies acquired in Arabic 2311 for all listening, reading, speaking, writing and culture modalities. In addition to increased vocabulary repertoire, a greater emphasis will be placed on grammatical accuracy, thus providing a firm base to deal with more complex sentence structure, and larger spoken and written texts dealing with topics of general and professional interest.

*Prerequisite for Arabic 2312*: You must have credit for a three-hour college or university course equivalent to ACC Arabic 2311 with a grade of A, B, C. High school, community/continuing education credit, conversation credit, and previous knowledge are not acceptable substitute for the required prerequisite. You must present proof of this credit to your instructor by the twelfth day of ACC classes or you will be withdrawn from this course and may risk losing any refund.

**Required Texts/Materials** (All instructors should use the following books for Arabic 2312)

1. ***Al-Kitaab fii Ta’allum al-‘Arabiyya*** *with DVDs: A Textbook for Arabic (Part Two)* by Kristen Brustad, Mahmoud Al-Batal and Abbas Al-Tonsi , 2nd Edition, Georgetown University Press, 2004.

2. Arabic-English Dictionary: *The Hans Wehr Dictionary of Modern Written Arabic,* Edited by J.M. Cowan

**Instructional Methodology** (Instructors may change the description)

This course is taught in the classroom as a lecture/discussion course. Each lesson will begin with an introduction of in-context vocabulary and relevant cultural concepts, followed by a video of the lesson’s main text. The texts come from printed rather than audiovisual media. Explanation of major grammar points is followed by practice exercises which will help reinforce material content along with learning strategy and skill development. Many of the exercises are listening, reading and writing based. Speaking skills will be centered around the discussion of the main topics of the texts. Some activities will lend themselves to collaborative learning both in and out of class while others may be assigned as homework. Your active participation in group work is required for the success of the class. Accuracy of pronunciation will be emphasized throughout the course. The written assignments will be helpful in developing both reading and writing skills. The DVDs will aid you in the comprehension and pronunciation of Arabic. You should allow at least two to three hours of study outside of class for each hour in class.

**Course Rationale** (Copy exactly)

In addition to offering the fundamentals of the Arabic language, this course is intended to fulfill one semester of the foreign language requirement as needed for Associate Degree plans and transfer credit to four-year institution. The number of courses required varies from discipline and institution.

**Arabic 2312 Learning Outcomes**  (Instructors may modify the top section and add additional objectives to the list)

The main objective of the course is to help students to continue developing skills in the areas of listening, speaking, reading and writing in the Arabic language at an advanced level. You will be able to read and write more complex materials and also be able to handle a wider range of everyday conversational situation. Your ability to understand and communicate will develop along with your knowledge of the vocabulary and grammatical structures of the language. You should allow two or three hours a day for the study of Japanese (at least two hours outside of class for each hour in class).

If you take the time to acquire vocabulary actively and develop your speaking and writing skills along with your reading and listening, you will be able to attain an intermediate proficiency and be able to:

1. Build on the communication foundation laid in previous Arabic classes.
2. Expand themes to include general and professional topics.
3. Read a range of styles in Arabic, from formal to informal and journalistic to expository.
4. Use context and grammar to identify the form and guess the meaning of unfamiliar words.
5. Read, write, and speak with increasing grammatical accuracy.
6. Write at the paragraph level and may be beyond.

**Discipline Learning Outcomes for Arabic**

After four semesters of Arabic, students should be able to:

* apply a variety of reading strategies to read a range of styles in Arabic from formal to informal and with economical and intelligent use of a dictionary;
* understand texts of general interest;
* use a variety of listening strategies in order to comprehend and understand oral speech and state the main idea and some detail when listening to a passage on familiar material or authentic selections;
* initiate and sustain conversations about self, life, and environment with native speakers who are accustomed to conversing with learners of Arabic as a foreign language and to paraphrase if necessary while demonstrating accuracy in the basic sentence structures and being aware of the sequence of tenses and use of prepositions and articles;
* write informal notes, essays, and opinion pieces on familiar topics;
* be familiar with the differences in sounds and basic structures between formal and spoken Arabic;
* understand aspects of Arab culture connected to everyday life.

**General Education Students Learning Outcomes**

Upon completion of the general education component of an associate’s degree, students will demonstrate competence in:

* **Civic and Cultural Awareness** - Analyzing and critiquing competing perspectives in a democratic society; comparing, contrasting, and interpreting differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices
* **Critical Thinking -** Gathering, analyzing, synthesizing, evaluating and applying information.
* **Personal Responsibility** - Identifying and applying ethical principles and practices; demonstrating effective learning, creative thinking, and personal responsibility.
* **Interpersonal Skills -** Interacting collaboratively to achieve common goals.
* **Written, visual and oral communication** – Communicating effectively, adapting to purpose, structure, audience, and medium.

**Grading System** (follow guidelines carefully)

Although grading criteria are different for each instructor, the course must include at least three exams at regular intervals, as well as a comprehensive final exam. At the instructor’s discretion quizzes, conversation activities and short written compositions may compose part of the final grade. Oral testing must be included during the semester.

At least ten percent (10%) of the final grade in languages courses must be allotted to homework activities or quizzes based on them.

**Sample Grading System: Grade scale**

Class Participation/Attendance 10% 90 – 100 A

3 Tests (15% each) 45% 80 – 89 B

Quizzes/Homework 15% 70 – 79 C

Comprehensive Final Exam 20% 60 – 69 D

Oral Exam 10% 0 – 59 F

**Course Policies** (Instructors may add additional policies)

***Attendance / Participation***

(Instructors should insert their policies on attendance and participation here.)

***Withdrawals***

Due to the emphasis on oral practice, attendance is mandatory and will be checked daily. Departmental policy allows instructors to drop students with more than **three** absences. Leaving class prior to class dismissal without the instructor’s approval will be counted as an absence. However, if you decide to withdraw from the class, **it is your responsibility to fill out the forms to drop the course**. If you do not do the paperwork yourself, you risk receiving an F at the end of the semester. The last day to withdraw is \_\_\_\_\_\_\_\_\_\_\_\_\_.

Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

Due to state law, a charge of $60 per credit hour ($300 for a 5-credit course and $180 for a 3-credit course) will be added to the regular tuition for a course in which you have already been officially registered twice before. You are considered officially registered after the 12th day of classes in the spring and fall, and after the 4th day of classes in the summer. The only foreign language course exempted from "the rule of three" is SPAN 0041- Spanish Lab.

Learning a foreign language requires a substantial amount of time and discipline, and these classes often have high drop rates. Therefore, it is extremely important that you carefully consider whether you have the time and dedication to successfully complete this course this semester. Otherwise, make sure that you drop it before the end of the add/drop period.

***Missed or late work***

(Instructors should insert their policies on missed or late work here.)

***Incompletes***

ACC policy states that incomplete (I) grades can only be given when there is a verifiable case of emergency occurring after the last day to withdraw. In the event you are granted an incomplete, the necessary work to complete the course should be turned in before the end of the following semester. Failure to do so will result in a grade of F for the course.

***Scholastic Dishonesty***

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at http://www.austincc.edu/current/needtoknow

***Freedom of Expression***

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

***Student Rights and Responsibilities***

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

***Student discipline***

All students are expected to respect others in class and behave in a non-disruptive manner. Please refer to the section on student discipline in the ACC *Student Handbook* for student discipline guidelines. The *Student Handbook* is available at <http://www.austincc.edu/handbook>.

***Students with Disabilities***

Each ACC campus offers support services for students with documented disabilities.  Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD).   Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be provided.   Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at<http://www.austincc.edu/support/osd/>

***Safety***

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

***Use of ACC email***

All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

***Copyright violations***

By college policy, there shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material. Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals.

***Student And Instructional Services***

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at:  [http://www.austincc.edu/s4/](http://www.austincc.edu/current/)

Links to many student services and other information can be found at: http://www.austincc.edu/current/

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.autincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

***Testing Center Policy***

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

* [**ACC Photo ID**](http://www.austincc.edu/support/admissions/student_id.php)
* Course Abbreviation (e.g., ENGL)
* Course Number (e.g.,1301)
* Course Synonym (e.g., 10123)
* Course Section (e.g., 005)
* Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

**Class Outline** (See Sample syllabus for an example of a daily schedule of work)

Lessons 1-4 must be covered in Arabic 2312.

The following schedule of work is for classes meeting twice weekly, thirty-one times per semester. After allotting six days for testing, twenty-five days remain for instruction. You should spend approximately the number of days indicated below on each unit. The days listed below total **twenty-five.** However**,** you should try to allocate approximately **two days** for review or other activities. The instructor may want to use some of the class-time to show a subtitled movie or an animated film.

Introduction/review 2 days

Lesson 1 5 days

Test 1 1 day

Lesson 2 5 days

Test 2 1 day

Lesson 3 5 day

Test 3 1 day

Lesson 4 5 days

Movie 1 day

Cultural Activity 1 day

Review 1 day

Oral Performances 2 days

Final Exam 1 day

31 days

Testing Center

The Testing Center hours and Faculty and Student Summary Guide for Use of ACC Testing Centers are on the web at http://www.austincc.edu/testtr/.