Course Syllabus

According to JORDAN National Qualification Framework (JNQF)

Course Name: Study Skills

Course Number: 1081202

General Course Information:

Course title	**Study Skills**
Course number	**1081202**
Credit hours	**(3 CHs) theory**
Education type	**Hybrid***(2 Lectures Face – To - Face***+1 Lecture** *Asynchronous)*
Prerequisites/corequisites	-------
Academic Program	**B.A (English/Translation)**
Program code	**108**
Faculty	**Arts Faculty**
Department	**Department of English Language/ Translation**
Level of course	**First-year**
Academic year /semester	**2023/2024- First Semester**
Awarded qualification	**B.A (English language/Translation)**
Other department(s) involved in teaching the course	**-**
Language of instruction	**English**
Date of production/revision	**22-10-2023**

Course Coordinator:

Coordinator's name	**Dr. Bilal Alderbashi**
Office No	**2410 (Third Floor)**
Office Phone extension number	**Ext. 2410**
Office Hours	**Sun. (11.00-13.00)/ Mon. (10.00-11.00)/ Tues. (12.00-13.00)/ Wed. (09.00-11.00)/ Thu. (BY APPOINTMENT).**
Email	**bilal.aderbashi@iu.edu.jo**

Other Instructors:

Instructor name	
Office No	
Office Phone extension number	
Office Hours	
Email	

Course Description *(English/Arabic)*:

English	- How to learn and study - Attitudes about studying - Motivational skills - Setting goals for yourself - Learning survival strategies - Taking classroom notes - Time control and concentration - Building a powerful memory - Taking exams. - Understanding word parts, using dictionary.

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s Council (05) Decision No. (06) Date: 18/10/2021.
ty Assurance Council Session (03) Decision No. (03) Date:05/10/2021.

Arabic	• كيف تتعلم وتدرس. • بعض السلوكيات اتجاه الدراسة. • المهارات التحفيزية. • تحديد الأهداف لنفسك. • تعلم بعض الاستراتيجيات. • تدوين الملاحظات الصفية. • ضبط الوقت والتركيز. • بناء ذاكرة قوية. • التقدم للامتحانات. • فهم الكلمات باستخدام القاموس.

Textbook: *Author(s), Title, Publisher, Edition, Year, Book website.*

> 1. Tom Burns & Sandra Sinfield (2016). Essential Study Skills. Sage Publishing, London, UK.
> 2. John Langan (2001). Reading and Study Skills. McGraw-Hill Education, New Jersey.

References: *Author(s), Title, Publisher, Edition, Year, Book website.*

> Required book (s), assigned reading and audio-visuals:
> Cottrell,S. (2008). The Study Skills Handbook. Palgrave Macmillan, Basingstoke, Uk.

Course Educational Objectives (CEOs):

1.	To recognize a range of effective learning and studying strategies.
2.	To gain knowledge on importance of motivation, setting goals and positive attitudes.
3.	To recognize a range of effective strategies to improve memory and exam performance.
4.	To recognize a range of effective strategies to improve word skills in English.

Intended Learning Outcomes (ILO's):

1.	Subject Intended learning outcomes (ILOs) describe what students are expected to know and be able to do at the end of the course. These outcomes are related to the knowledge, skill and competence that students acquire:	Relationship to CEOs	Contribution to PLOs	Bloom Taxonomy Levels*	Descriptors**
A	**Knowledge and Understanding:**				
A1	To change study habits by applying new effective learning and studying strategies.	1	1,5	1,6	K,C
B	**Intellectual skills:**				
B1	To improve memory and exam performance.	3	2,8	3,4	K,C
C	**Subject specific skills:**				
C1	To improve word skills in English and expand vocabulary.	4	3,7	2,3	K,S
D	**Transferable skills:**				
D1	To set study goals and monitor motivation and attitudes towards learning.	2	4,6,8	3,4	S,C

*Bloom Taxonomy Levels

Level #	1	2	3	4	5	6
Level Name	Knowledge	Comprehension	Application	Analysis	Evaluation	Synthesis

** Descriptor (National Qualification Framework Descriptors): K : Knowledge, S: Skill, C: Competency.

Program Learning Outcome (PLOs):

Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the (<u>English language / Translation</u>) program will demonstrate:		Descriptors**	
		K	S	C
1.	Acquiring the basic oral skills in English	√		
2.	Getting the knowledge needed in the domain of oral and written translation	√		
3.	Understanding other related knowledge disciplines	√		
4.	Having the ability to adapt to various work environments and conditions		√	
5.	Having the ability to communicate in various ways and methods.			√
6.	Having the ability to solve problems in the field of translation			√
7.	Having the ability to analyze various texts.		√	
8.	Reinforcing and developing critical thinking skills			√

** Descriptors according to the national qualifications framework (K: knowledge, S: skill, C: Competency)

Weekly Schedule *(please choose the type of teaching)*

☐ **Face to Face**

☑ **Hybrid** *(2 Lectures Face – To - Face **+1 Lecture** Asynchronous)*

☐ **Hybrid (1 Lectures** *Face – To - Face **+1 Lecture** Asynchronous)*

☐ **Online** *(2 Lectures Synchronous **+1 lecture Asynchronous**)*

Week	First Lecture (Monday 2:00-3:30)	Second Lecture (Wednesday 2:00-3:30)	Ach. ILOs	Ach. PLOs	Descriptors**
1	Orientation and Introduction	How to approach each chapter	A1	1,5	K,C
2	How to learn and study	What is learning?	A1	1,5	K,C
3	Motivational skills	Setting goals for yourself: Long-Term and Short-Term	D1	4,6,8	C,S

4	Learning survival strategies	The advice and Experience of a Successful Student	A1	1,5	K,C
5	Taking classroom notes	The importance of attending class	A1	1,5	K,C
6	Time management	Time control and concentration	A1	1,5	K,C
7	Building a powerful memory	The first 7 steps	B1	2,8	K,C
8	Taking objective exams	What to study	B1	2,8	K,C
9	Midterm Exam				
10	A brief guide to important word skills	Understanding word parts	C1	3,7	K,S
11	Using the dictionary	Practice in using the dictionary	C1	3,7	K,S
12	Word pronunciation	Two major rules for dividing words into syllables	C1	3,7	K,S
13	Spelling improvement	Using electronic aids	C1	3,7	K,S
14	Learning key words in major subjects and vocabulary development	Regular reading and Using context clues	C1	3,7	K,S
15	Final Exam				

* **K: Knowledge, S: Skills, C: Competency**

Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:
- **Lectures**
- **Discussion Forums**
- **Quizzes**
- **Reports**

Course Policies:

A- Attendance policies:

   The maximum allowed absences is 15% of the lectures.

B- Absences from exams and handing in assignments on time:

   Midterm exam can be retaken based on approval of excuse by the instructor's discretion.

   Not handing assignment on time will incur penalties.

C- Academic Health and safety procedures

D- Honesty policy regarding cheating, plagiarism, and misbehaviour:

   Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.

E- Grading policy:

- All homework is to be posted online through the e-learning system.

- Exams will be marked within 72 hours and the marked exam papers will be handed to the students.

- Online Activities (Course Videos, Practice labs, Discussion Forums, Quizzes) **30%**

- Midterm **20%**

- Final Exam **50%**

F- Available university services that support achievement in the course: **E-Learning Platform, Labs, Library.**

Required equipment:

- **Laptop**
- **Access to the IU E-Learning Platform at: https://elearn.iu.edu.jo/**
- **Textbook and all course material**
- Multi-media classroom (data show and other technical equipment)

Assessment Tools implemented in the course:

- Final Exam
- Midterm Exam
- Quizzes
- Homework

Responsible Persons and their Signatures:

Course Coordinator	Dr. Bilal Alderbashi	Completed Date	22-10-2023
		Signature.	

Received by (Department Head)	Dr. Aseel Alshbeekat	Received Date	**22-10-2023**
		Signature	