**COURSE Syllabus**

**Course Name: Study Skills**

**Course Number: 1081202**

# General Course Information:

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| Course title | Study Skills |
| Course number | 1081202 |
| Credit hours (theory, practical) | 3 Hours |
| Contact hours (theory, practical) | 45 Hours |
| Prerequisites/corequisites | ---- |
| Academic Program | English Language / Translation |
| Program code | 02 / 08 |
| Awarding institution | Isra University |
| Faculty | Arts |
| Department | English Language / Translation |
| Level of course | 1-1 |
| Academic year /semester | 2019/2020 – First Semester |
| Awarded qualification | Bachelor |
| Other department(s) involved in teaching the course | English Language and Literature |
| Language of instruction | English |
| Date of production/revision |  |

**Course Coordinator:**

Coordinator's Name: Anas Awwad Office No.: 104 (Ground Floor) Office Phone: 2045

Office Hours: Sun (2-3), Mon (8-9.30), Tues (11-12), Wed (12.30-2), Thu (12-1)

Email: anas.awwad@iu.edu.jo

**Other Instructors:**

Instructor’s Name: Office No.:

Office Phone: Office Hours: Email:

**Course Description:**

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.

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

1. Tom Burns & Sandra Sinfield (2106). 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:

Stella Cottrell (2008). The Study Skills Handbook. Palgrave Macmillan, Basingstoke, Uk.

# Course Educational Objectives (CEOs):

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

**Intended Learning Outcomes (ILO’s):**

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| --- | --- | --- | --- |
|  | Intended Learning Outcomes (ILO’s) | **Relationship to CEOs** | **Contribution to PLOs** |
| **A** | **Knowledge and Understanding:** |
| A1 | Change study habits by applying new effective learning and studyingstrategies. | **1** | **d** |
| A2 |  |  |  |
| **B** | **Intellectual skills:** |
| B1 | Improve memory and exam performance. | **3** | **a** |
| B2 |  |  |  |
| **C** | **Subject specific skills:** |
| C1 | Improve word skills in English and expand their vocabulary. | **4** | **a** |
| C2 |  |  |  |
| **D** | **Transferable skills:** |
| D1 | Set study goals and monitor motivation and attitudes towards learning. | **2** | **d** |
| D2 |  |  |  |

**Topic Outline and Schedule:**

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| --- | --- | --- |
| **Topic** | **Weeks** | **Achieved ILOs** |
| Orientation and Introductionpp. (1-6) | 1 | A1 |
| How to learn and studypp. (7-27) | 2 | A1 |
| Motivation skillspp. (28-46) | 3 | D1 |
| Learning survival strategiespp. (47-55) | 4 | A1 |
| Taking classroom notespp. (56-89) | 5 | A1 |
| Time managementpp. (90-111) | 6 | A1 |
| Building a powerful memorypp. (112-129) | 7 | B1 |
| Taking examspp. (130-158) | 8 | B1 |
| Understanding word partspp. (159-178) | 9 | C1 |
| Using the dictionarypp. (179-188) | 10 | C1 |
| Word pronunciationpp. (189-194) | 11 | C1 |
| Spelling improvementpp. (195-206) | 12 | C1 |
| Vocabulary developmentpp. (207-214) | 13 | C1 |
| Vocabulary developmentpp. (215-222) | 14 | C1 |
| Revisionpp. (1-222) | 15 |  |
| **Final exam** | 16 |  |

**Teaching Methods and Assignments:**

Development of ILOs is promoted through the following teaching and learning methods:

* Lectures
* Classroom discussions and group work
* Written assignments

**Course Policies:**

A- Attendance policies:

The maximum allowed absences is 15% of the lectures. B- Absences from exams and handing in assignments on time:

First Exam and second 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.

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

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

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

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E- Grading policy:

**Required equipment:**

**Assessment Tools implemented in the course:**

**☑** First Written Exam.

**☑** Second Written Exam.

**☑** Final Written Exam.

* Quizzes.

**☑** Homework.

* Integrative Projects.
* Case Study.

**☑** Written Reports.

**☑** Participation in Lecture.

* Practice in the Lab.
* Illustrative Presentations.
* Oral Exams.
* Others (identify):

**Program Learning Outcome (PLOs):**

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| --- |
| **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 () program will demonstrate** |
| **a.** | Acquiring the basic language skills in English. |
| **b.** | Gaining the necessary knowledge in simultaneous & consecutive interpretation. |
| **c.** | Understanding the different fields of knowledge. |
| **d.** | Having the ability to adapt to various work environments and conditions. |
| **e.** | Using different ways of contact and communication. |
| **f.** | Having the ability to solve translation problems. |
| **g.** | Having the ability to analyse various texts. |
| **h.** | Enhancing critical thinking skills. |

**Responsible Persons and their Signatures:**

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| --- | --- | --- | --- |
| **Course Coordinator** | **Anas Awwad** | **Completed Date** | **16 / 10 / 2019** |
|  | **Signature** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Received by**(Department Head) |  | **Received Date** | / / |
|  | **Signature** |  |