
COURSE Syllabus

Course Name: Study Skills

Course Number: 1081202

General Course Information:

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)
Instructor's Name:
Office Phone: 2045
Office No.:
Office Hours: Sun (2-3), Mon (8-9.30), Tues (11-12), Wed (12.30-2), Thu (12-1)
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Office Hours:
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Other Instructors:

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):

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):

	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 studying strategies.	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:

Topic	Weeks	Achieved ILOs
Orientation and Introduction pp. (1-6)	1	A1
How to learn and study pp. (7-27)	2	A1
Motivation skills pp. (28-46)	3	D1
Learning survival strategies pp. (47-55)	4	A1
Taking classroom notes pp. (56-89)	5	A1
Time management pp. (90-111)	6	A1
Building a powerful memory pp. (112-129)	7	B1
Taking exams pp. (130-158)	8	B1
Understanding word parts pp. (159-178)	9	C1
Using the dictionary pp. (179-188)	10	C1
Word pronunciation pp. (189-194)	11	C1
Spelling improvement pp. (195-206)	12	C1
Vocabulary development pp. (207-214)	13	C1
Vocabulary development pp. (215-222)	14	C1
Revision pp. (1-222)	15	
Final exam	16	

Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:
<ul style="list-style-type: none"> • Lectures
<p>A- Attendance policies:</p> <ul style="list-style-type: none"> • Classroom discussions and group work • The maximum allowed absences is 15% of the lectures.
<p>B- Absences from assignments and handing in assignments on time:</p> <p>Written assignments</p> <p>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.</p>
<p>C- Academic Health and safety procedures</p> <p>D- Honesty policy regarding cheating, plagiarism, and misbehaviour: Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.</p>

Course Policies:

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.

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

Required equipment:

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- 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):

Assessment Tools implemented in the course:

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 () 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:

Course Coordinator	Anas Awwad	Completed Date	16 / 10 / 2019
		Signature	
Received by (Department Head)		Received Date	/ /
		Signature	