



The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Study & Research Skills
2	Course number	2205103
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	Nil
5	Program title	Bachelor's Degree in Applied English
6	Program code	
7	Awarding institution	University of Jordan
8	Faculty	Faculty of Foreign Languages
9	Department	Department of Linguistics
10	Level of course	First Year
11	Year of study and semester (s)	First year, first semester
12	Final Qualification	BA
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	English
15	Date of production/revision	2015

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

Tasnim Al Naimi
Tasneem.alnaimi@gmail.com

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

18. Course Description:

As stated in the approved study plan.

This course focuses on developing basic skills in information retrieval, study skills, and language research. It is specifically concerned with time management, dictionary skills, reading skills, note-taking, basic research techniques including the labara as well the internet.

A- Aims:

The course aims at equipping students with the ability to think clearly, critically, analytically, and creatively; empowering them to be responsible citizens with a strong commitment to ethics, academic and professional integrity, pride in their identity, and respect for the different other; establishing patterns of life-long learning in preparation for further professional development by communicating competently; and developing professional skills that contribute to the common good of themselves and their society.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...

1. Communicate effectively with others
2. use different kinds of dictionaries effectively
3. write with clarity, precision, in a variety of forms and for a variety of audiences
4. skim and scan academic texts
5. apply basic research skills that would develop their critical and analytical abilities and life-long learning habits
6. use research and study skills to solve problems and to improve their own academic performance
7. evaluate print and electronic publications before they use them
8. apply language concepts and ethical values that they learned in their respective programs of study.
9. use basic skills that would enable them to enrol in local and international graduate programs
10. overcome exam anxiety
11. discuss, argue, and persuade
12. work in groups or individually
13. think critically and analytically

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Time Management	1- 2	Tasnim	2, 9, 12	Written exam	Textbook unit (1) p. 8-15
Dictionary Skills	3-5	Tasnim	2, 5, 11, 12	Written exam	Textbook unit (2) p.17-33 Handouts
Examination Skills	6	Tasnim	10	Written exam	Textbook
Reading Skills	7-11	Tasnim	4, 6, 8, 9, 12	Written exam	Textbook unit (3) Handouts
Note Taking Skills	12	Tasnim	3, 6, 8, 9, 13	Written exam	Textbook unit (4) Handouts
Basic Research Techniques	13	Tasnim	3, 5-7,11, 12	Written exam	Textbook unit (5)
Learning Through Discussions	14	Tasnim	12, 13	Written exam	Textbook unit (7)

21. Teaching Methods and Assignments:

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

Lectures: Three hours per week

Assignments: Students are required to do certain exercises that follow each chapter and then to discuss them in the classroom

Oral Presentation: Each student is expected to deliver a presentation which will be determined later during the semester.

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Mid-Term	Material covered in weeks 1-6	30%
Quiz & Assignment	Reading Skills & Research Techniques	20%
Final Exam	Material covered through the semester	50%

23. Course Policies:

A- Attendance policies:

Only the number of absences allowed by the university is accepted. Low attendance influences the participation mark (An absent student cannot participate).

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

Mid-term and finals can be made up with an official excuse. Quizzes can **never** be made up no matter how justified your absence was.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

E- Grading policy:

F- Available university services that support achievement in the course:

24. Required equipment:

25. References:

A- Required book (s), assigned handouts:

- Mike and Smith, Glenda. (1990). **A study skills Handbook**. Oxford. Oxford University Press.
- Wallace, J Michael. (2004). **Study skills in English**. Cambridge. Cambridge University Press.

B- Recommended books, materials, and media:

26. Additional information:**Name of Course Coordinator:**

Date:

Head of curriculum committee/Department:

Signature:

Head of Department: Dr Riyadh

Signature:

Head of curriculum committee/Faculty:

Signature:

Dean: Dr. Adnan Al-SmadiSignature: Copy to:Head of Department
Assistant Dean for Quality Assurance
Course File