

The University of Jordan

Faculty: Foreign Languages
Semester: Spring

Department: Linguistics
Academic Year: 2014/2015

Field Training (2205490)

Credit hours	3 hours	Level	4th year	Prerequisite	completion of 75 credit hours
Coordinator/ Lecturer	Ms. Nour Suleiman	Office number		Office phone	
Course website		E-mail	Nour.suleiman@yahoo.com	Place	

Office hours					
Day/Time	Sunday	Monday	Tuesday	Wednesday	Thursday
12:30-2		***		***	

Course Description

The course provides prospective graduates with training in public & private sectors as well as organizations inside and outside the country for the purpose of enhancing their linguistic and communicative skills. Training is supervised by experienced professionals in such organization as well as faculty members from the department.

Learning Objectives

- Sound understanding of the sub-disciplines of linguistics and its applications
- The linguistic competence needed for effective communication with others
- The knowledge and skills needed for working in a variety of industries and professions (e.g., tourism, hotels, mass media, business, judiciary, health, and diplomacy)
- Appreciation for the principles of language learning and teaching
- The theoretical knowledge and practical skills needed for translating and interpreting
- Appreciation for literary texts
- Basic research skills that would develop their critical and analytical abilities and life-long learning habits

- Integrity and a high level of commitment to ethics and academic and professional standards
- Benefit from the Department's cooperation with similar institutions locally and internationally
- Competence that would enable them to enroll in local and international graduate programs
- The ability to cope with the technologies in their fields of specialization

Intended Learning Outcomes (ILOs):

Successful completion of the course should lead to the following outcomes:

A. Knowledge and Understanding: Student is expected to know the following aspects of the work place:

A1- Work requirements

A2- Resources available in the workplace

A3- Career structure

A4- Organizational structure of the institution

A5- Available opportunities

A6- Links of the organization with other national or international organizations

B. Intellectual Analytical and Cognitive Skills: Student is expected to

B1- Explore the possibility of finding a job related to their study

B2- Demonstrate abilities to use English in related domains

B3- Demonstrate positive attitudes towards work in general and careers related to Applied English in particular.

B4- Demonstrate skills related to the workplace including team work, leadership, meeting deadlines, and working under pressure.

C. Subject- Specific Skills: Students is expected to

C1- Social skills that include:

a- Accepting other people's opinions

b- Expressing personal opinions without hurting the feelings of others

c- Expressing agreement and / or disagreement

d- Maintaining a short conversation in English

e- Maintaining friendly relationships with colleagues and superiors.

C2- Linguistic skills which include:

a- Using appropriate terminology related to the workplace

b- Using appropriate and accurate written and spoken English in relation to the work environment

C3- Professional skills which include:

a. Using computer skills

b. Attending meetings and note-taking

c. Writing reports and memos

d. Telephone skills

- e. Giving presentations using IT tools
- f. Team-work skills
- g. Meeting deadlines and working under pressure

D. Transferable Key Skills: Students is expected to achieve the following values:

- D1- Punctuality
- D2- Commitment
- D3- Mutual respect
- D4- Team work
- D5- Collegiality
- D6- Leadership
- D7- Tolerance
- D8- Self-esteem

Teaching/Learning Methods

Teaching Method	ILO/s
Lectures and Discussions:	
Homework and Assignments:	A1-A6, C2a-C2b, C3c, D2
Projects:	
Presentation	

Course Contents

Content	Reference	Week	ILO/s

Learning Methodology

Projects and Assignments

- 1- Daily journals.
- 2- Students must have a folder left at workplace where students can keep sign-in-sheets, office meetings notes (Not-Taking Booklet), work information, work data and collection such as brochures/pamphlets, samples of students' accomplishments and works.

Evaluation

- 1- **(10%= semester progress evaluation by Field training Supervisor= Form 2)**
Students receive an on going evaluation as the semester goes on by the work site supervisor.
- 2- **(30% Instructor's Evaluation (Form 1).** Faculty member makes evaluation visits and/or calls to discuss students' progress and to get feedback from the site supervisor. Availability and commitment to work and application of skills proper to work are seriously evaluated.
- 3- **(20%= Portfolio).** Students submit a portfolio demonstrating evidence of achieving course objectives. The portfolio includes: **work sign-in sheet (form 3)**, samples of students work, brochures, pictures and any other material produced by the student and related to work ... (See the table). Content, quality& quantity of the portfolio are evaluated. The portfolio must be finalized two weeks prior to the university's final

examinations, and brought to the instructor's office on the scheduled day of the portfolio defense (discussion).

- a) A very detailed **table of contents**. Your portfolio must be very well organized and as shown in the table of content; topics headings and page number must be included.
- b) All the student's accomplished works during the training period
- c) The student's field training **supervisor's evaluation form** signed by the supervisor, and it must be **sealed with the official organization seal and placed in a confidential and sealed envelope**.
- d) **The Sign-In-Sheet sealed** with the official organization seal and signed by the student and the field training supervisor.
- e) **An official certificate of attendance** that indicates that the exact number of hours that **match the sign-in sheet**.
- f) Any other **data or information** the students have collected during the training period.
- g) Any **documented excuses** like medical reports or anything else that justifies your absence(s) from your work site during the training period.

- 4- **(20%= Oral Discussion of the Portfolio)**. Students will be scheduled to meet with their instructor in his/her office to discuss the portfolio and the report. **All the meetings must be scheduled during the last two weeks of the Semester.** Students' knowledge of the portfolio components and language fluency are seriously evaluated.
- 5- **(10% = daily Journal)**. A daily journal must be kept registering everything a student does at work. **The journal should be submitted each Thursday.**
- 6- **(10%= Students Progress Report)**. Students must submit **a report** indicating how training has influenced their personal and professional development. Content of the report and language are seriously evaluated. The report must **be placed in the student's portfolio. The report must be based on the student's note book.**

Report Components:

The report is a collection of daily accumulative experiences. The report must be a **minimum of 5 pages.** **The report must include the following sections:**

- 1- An overview of the student's field training experiences including a job description and technicalities of the job.
- 2- Interesting experiences of training during that period
- 3- Uninteresting experiences of training
- 4- Conclusions, recommendations and suggestions based on the training period.

Main Reference/s:

References:

Intended Grading Scale

0-39	F
45-49	D⁻
50-54	D
54-69	D⁺
60-64	C⁻
65-69	C
70-73	C⁺
74-76	B⁻
77-80	B
81-84	B⁺
85-89	A⁻
90-100	A

Notes:

- Concerns or complaints should be expressed in the first instance to the module lecturer; if no resolution is forthcoming, then the issue should be brought to the attention of the module coordinator (for multiple sections) who will take the concerns to the module representative meeting. Thereafter, problems are dealt with by the Department Chair and if still unresolved the Dean and then ultimately the Vice President. For final complaints, there will be a committee to review grading the final exam.
- For more details on University regulations please visit:
<http://www.ju.edu.jo/rules/index.htm>