

1	Course title	Practical Training(French)
2	Course number	2202490
3	Credit hours	1
	Contact hours (theory, practical)	1
4	Prerequisites/corequisites	Successful completion of 90 study hours
5	Program title	B.A in French and English
6	Program code	2202
7	Awarding institution	University of Jordan
8	School	Faculty of Foreign Languages
9	Department	Department of French
10	Level of course	Fourth year requirement. Graduation requirement
11	Year of study and semester (s)	First year, Second semester
12	Final Qualification	BA
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	French
15	Teaching methodology	<input checked="" type="checkbox"/> X Classe <input checked="" type="checkbox"/> X Blended <input type="checkbox"/> X Online
16	Electronic platform(s)	<input checked="" type="checkbox"/> e-learning <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	Date of production/revision	1-2-2024

18 Course Coordinator:

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20 Course Description:

As stated in the approved study plan.

This course aims to provide opportunities for students to train in various institutions and bodies inside and outside Jordan to enhance the language and communication skills that they acquired during their studies. The training is supervised by experienced professionals in those institutions as well as by the faculty members of the department.

21 Course aims and outcomes:

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A- Aims:

1. Encourage students to get into the practical field by evaluating their ability to translate any text, in the different specialty areas.
2. Acquire the skills of analysis, synthesis and revision.
3. Practice translation
4. Know how to distinguish between the various types of texts to be translated

B- Intended Learning Outcomes (ILOs):

Upon successful completion of this course, students will be able to:

PLOs ILOs of the course	PLO (1)	PLO (2)	PLO (3)	PLO (4)
	x		X	
	x	X	X	
	x			X
	x			X
	x	X		X

22. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods* /platform	Evaluation Methods**	Resources
1	1.1	<ul style="list-style-type: none"> - Introduction to the local and regional markets : opportunities and challenges. - Introduction to the internship, its stages, objectives and expected results 	1.2.3.4	e-learning Microsoft Teams	- Group work	-online French resources :

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	1.2	Presentation of the different training opportunities, distribution of students and explanation of the missions to be accomplished	1.2.3.4	e-learning Microsoft Teams	- Group work	
	1.3	Internship progress	1.2.3.4	=	The teacher evaluates the performance of each student by inquiring about his/her level from the managers offering the training course. -The teacher follows the training course	
2	2.1	Internship progress	1.2.3.4	=	- Group work	
	2.2	Internship progress	1.2.3.4	=	The teacher evaluates the performance of each student by inquiring about his/her level from the managers offering the training course. -The teacher follows the training course	
	2.3	Internship progress	1.2.3.4		The teacher evaluates the performance of each student by inquiring about his/her level from the managers	

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					offering the training course. -The teacher follows the training course	
3	3.1	Internship progress	1.2.3.4	=	Monitor the participation of each student and her interaction with her colleagues	
	3.2	Internship progress	1.2.3..4	=		
	3.3	Internship progress	1.2.3.4	=		
4	4.1	Internship progress	1.2.3.4			
	4.2	Internship progress	1.2.3.4	=		
	4.3	Internship progress	1.2.3..4			
5	5.1	Internship progress	1.2.3.4			
	5.2	Internship progress	1.2.3.4	=		
	5.3	Internship progress	1.2.3.4			
6	6.1	Internship progress	1.2.3..4			
	6.2	Internship progress	1.2.3.4			
	6.3	Internship progress	1.2.3.4			
7	7.1	Internship progress	1.2.3.4			
	7.2	Internship progress	1.2.3..4			
	7.3	Internship progress	1.2.3.4			
8	8.1	Internship progress	1.2.3.4			
	8.2	Internship progress	1.2.3.4			
	8.3	Internship progress	1.2.3..4			
9	9.1	Internship progress	1.2.3.4			
	9.2	Internship progress	1.2.3.4			
	9.3	Internship progress	1.2.3.4			
10	10.1	Internship progress	1.2.3..4			

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	10.2	Internship progress	1.2.3.4			
	10.3	Internship progress	1.2.3.4			
11	11.1	Internship progress	1.2.3.4			
	11.2	Internship progress	1.2.3..4			
	11.3	Internship progress	1.2.3.4			
12	12.1	Internship progress	1.2.3.4			
	12.2	Internship progress	1.2.3.4			
	12.3	Internship progress	1.2.3..4			
13	13.1	Internship progress	1.2.3.4			
	13.2	Internship progress	1.2.3.4			
	13.3	Internship progress	1.2.3.4			
14	14.1	Internship progress	1.2.3..4			
	14.2	Internship progress	1.2.3.4			
	14.3	Internship progress	1.2.3.4			
15	15.1	Submission of each student a detailed report on the internship carried out	1.2.3.4			
	15.2	Presentation: each student must make a presentation of his/her detailed report on the internship carried out. Students must provide of examples (videos of teaching, exams preparation and corrections, translations, booking, contracts etc.) of acquired skills and accomplished tasks during his/her work	1.2.3..4			
	15.3		1.2.3.4			

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- Teaching methods include: Synchronous lecturing/meeting; Asynchronous lecturing/meeting
- Evaluation methods include: Homework, Quiz, Exam, pre-lab quiz...etc

23 Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	Intended Learning Outcome	Period (Week)	Platform
Weekly reports are evaluated. 15 marks for each report. The student must submit 2 reports during the semester	30	Written field training report	Evaluate the performance of female students.	Evaluation throughout the field training semester	e-learningMicrosoft Teams
Evaluation of the final field training report: 50 marks . 15 marks will be devoted to an oral presentation of the field training experiment. 15 marks for the report written by the student	50	Written field training report	-The teacher evaluates the performance of each student by inquiring about her level from the managers offering the training course -The teacher follows the training course	Evaluation throughout the field training semester	e-learningMicrosoft Teams
20 marks will be allocated to the institution that receives the student during the field training 10 extra marks will be given to all students how managed to signe an authentic contract in the place where he / she was trained	20	Written field training reportfrom the managers offering the training course	- The teacher evaluates the performance of each student by inquiring about her level from the managers offering the training course -The teacher follows the		

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			training course.		
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24 Course Requirements

(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

PC

Internet

Microsoft Teams Program

The University of Jordan platform

25 Course Policies:

A- Attendance policies:

Continuous follow-up of students during field training. Track their reports on a weekly basis.
Conducting remote meetings to explain problems and challenges

B- Absences from exams and submitting assignments on time:

The student's absence from field training in any institution deprives him of the course. Submitting a weekly report is mandatory

C- Health and safety procedures:

Requiring students to adhere to public safety measures during the training period and to assume individual responsibility

D- Honesty policy regarding cheating, plagiarism, misbehavior:

Professionally presenting the course report, including the general introduction, all weekly reports, analysis and translation, and then a conclusion that summarizes all aspects that the student benefited from in field training.

E- Grading policy:

Rate through weekly reports. In addition to the final evaluation of the entire work submitted.

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

Applying the University of Jordan's instructions accurately

26 References:

A- Required book(s), assigned reading and audio-visuels:

-Mémoire et rapport de stage : Méthodologie approfondie
de Sophie Boutillier et Dimitri Uzunidis | 2015

B- Recommended books, materials and media:

- Méthodologie du rapport de stage
de Jean Picano | 2017

27 Additional information:

Active follow-up of the distance learning process. Make sure to attend and repair assignments on a daily basis. Encouraging students to self-learning and follow the best educational sites

Name of Course Coordinator: -Akram ODEH-----Signature: --A. Odeh -----
-- Date: -----1-.3-2024---

Head of Curriculum Committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of Curriculum Committee/Faculty: ----- Signature: -----

Dean: ----- Signature: -----