

1	<b>Course title</b>	Study & Research Skills
2	<b>Course number</b>	2201103
3	<b>Credit hours</b>	3
	<b>Contact hours (theory, practical)</b>	3
4	<b>Prerequisites/corequisites</b>	-
5	<b>Program title</b>	Bachelor's Degree in Applied English
6	<b>Program code</b>	2201
7	<b>Awarding institution</b>	University of Jordan
8	<b>School</b>	School of Foreign Languages
9	<b>Department</b>	Department of English Language and Literature
10	<b>Level of course</b>	First year
11	<b>Year of study and semester (s)</b>	2020/2021 Fall semester
12	<b>Final Qualification</b>	BA
13	<b>Other department (s) involved in teaching the course</b>	-
14	<b>Language of Instruction</b>	English
15	<b>Teaching methodology</b>	<input type="checkbox"/> Blended <input type="checkbox"/> Online ✓ <input type="checkbox"/> Face to Face Teaching ✓
16	<b>Electronic platform(s)</b>	✓ <input type="checkbox"/> e-learning    ✓ <input type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	<b>Date of production/revision</b>	Spring 2020/2021

**18 Course Coordinator:**

Name:

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### 19 Other instructors:

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### 20 Course Description:

As stated in the approved study plan.

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

### 21 Course aims and outcomes:

A- Aims :

The course aims at developing basic study skills required for successful Higher Education study. It provides students with techniques, strategies and skills helpful in becoming more efficient in note taking, text reading, using dictionaries, and taking exams. It includes identification of preferred learning style and development of skills in scheduling study time, library and Internet research and critical thinking.

B- Program Learning Outcomes: (PLOs)

1. Demonstrate a mastery of the basic concepts and theories of linguistics in general and in the following linguistic fields, in particular, i.e. phonetics, phonology, morphology, syntax, semantics, discourse analysis, psycholinguistics and sociolinguistics.
2. Develop English language skills by engaging students in a wide range of communicative tasks and activities in academic and non-academic contexts.
3. Discuss general issues concerning nature and function of English language with reference to relevant acquisition principles and implications for teaching and learning.

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4. Apply professionally the basic translation principles, skills and techniques to translate texts of various genres from Arabic into English and vice versa.
5. Communicate effectively and appropriately in both spoken and written forms by employing the main technical terms and the basic linguistic features of English in relation to specific fields, namely business, tourism, mass media, hotels, medicine, science and technology.
6. Produce spoken and written texts for a specific disciplinary context using appropriate structure and language features.
7. Utilize scientific research methodologies, higher order thinking skills, critical thinking and creativity in analyzing and observing issues related to the knowledge and skills of the English language.
8. Analyze critically English and Arabic languages in terms of various linguistic levels in different types of discourse and across different social contexts.
9. Use information and communication technology to access databases and international information to develop knowledge, skills, and to generate new knowledge in applied English field.
10. Show respect of cultural diversity, ethics and professional behavior through interacting with and demonstrating appreciation of different literary and linguistic works from a variety of cultures.

#### C- Course Learning Outcomes (CLOs):

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

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No .	Course Learning Outcomes	Program Outcomes										Assessment Tools												
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	10		
1.	Apply preferred learning styles to enhance learning potential.		X			X	X							X	X	X							X	X
2.	Utilize time management techniques to create a study schedule and manage procrastination.		X			X	X									XX							X	X
3.	Demonstrate an understanding of using a dictionary to locate and define words, develop awareness of the information they can find in a dictionary, and build awareness of using guide words.		X			X	X							X	X	X							X	
4.	Apply examination skills: time management; identifying what is required in the question; reading exam instructions; planning your answer.		X			X	X							X	X	X							X	
5.	Employ effective textbook reading strategies for college learning.		X			X	X	X						X	X	X							X	
6.	Apply strategies for taking notes from texts and lectures.		X			X	X							X	X	X							X	
7.	Utilize library catalog and databases as well as Internet resources for information and academic research purposes.		X			X	X	X						X	X	X							X	
8.	Exploit articles and other sources through paraphrasing and quoting while avoiding plagiarism.		X			X	X							X	X	X							X	
9.	Write a list of references using APA and MLA style sheets.		X			X	X							X	X	X							X	
	Exploit articles and other sources through		X			X	X																	

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paraphrasing and quoting while avoiding plagiarism.																				
Outline and briefly explain each of the stages in the research process.	X			X	X															
<ul style="list-style-type: none"> <li>● <b>Teaching methods include:</b> Synchronous lecturing/meeting; Asynchronous lecturing/meeting, discussion, and forums.</li> <li>● <b>Assessment methods include:</b> 1. quizzes, 2. assignments, 3. midterm, 4. projects, 5. interview, 5. case studies, 6. presentation, 7. filed study 8. term papers, 9. student portfolio, 10. final exam</li> </ul>																				

22. Topic Outline and Schedule:

Week	Lecture	Topic	Course Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous/ Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Orientation: Course Syllabus	***	Face to Face/ Group A	MS Teams for live streaming	Synchronous	***	***
	1.2	Learning Styles	1	Face to Face/ Group B	MS Teams for live streaming		Exam	Handout
	1.3	Time management (1) - What is it?	2	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Textbook / unit (1)

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		<ul style="list-style-type: none"> <li>- What are the benefits of managing time?</li> <li>- What skills are required for effective time management?</li> <li>- Establishing a routine</li> </ul>						
2	2.1	<p>Time management (2)</p> <ul style="list-style-type: none"> <li>- Making timetables</li> </ul>	2	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (1)
	2.2	<p>Dictionary Use</p> <ul style="list-style-type: none"> <li>- What a dictionary includes? (Front, body, and back matters)</li> </ul>	3	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Handout (1)
	2.3	<p>Dictionary Use</p> <ul style="list-style-type: none"> <li>- What a dictionary includes? (Front, body, and back matters) – Cont'd</li> <li>- Types of Dictionaries</li> </ul>	3	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam + Writing assignment	Handout (1)

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3	3.1	Dictionary Use - A Guide on How to Use the Dictionary (1)	3	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Handout (1)
	3.2	Dictionary Use - A Guide on How to Use the Dictionary (2)	3	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Handout (1)
	3.3	Dictionary Use - A Guide on How to Use the Dictionary (3)	3	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Handout (1)
4	4.1	Dictionary Use - A Guide on How to Use the Dictionary (4) - Exercises	3	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Homework + Exam	Handout (1) + Textbook / unit (2)
	4.2	Dictionary Use - Exercises	3	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Homework + Exam	Handout (1) + Textbook / unit (2)
	4.3	Dictionary Use - Exercises	3	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam + Writing assignment	Handout (1) + Textbook / unit (2)

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5	5.1	Dictionary Use - Exercises		Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Handout (1) + Textbook / unit (2)
	5.2	Dictionary Use - Exercises	3	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Handout (1) + Textbook / unit (2)
	5.3	Dictionary Use - Exercises	3	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Handout (1) + Textbook / unit (2)
6	6.1	Examination Skills - dealing with test anxiety	4	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Homework + Exam	Handout (2)
	6.2	Examination Skills - test taking strategies - revision for exams	4	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Handout (2) + Textbook / unit (8)
	6.3	Examination Skills - Pacing yourself in the examination	4	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Textbook / unit (8)
7	7.1	Examination Skills - Where the marks come from? - Deciding what sort of	4	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Homework + Exam	Textbook / unit (8)



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		answer is required						
	7.2	Reading skills - Intensive and Extensive Reading	5	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Handout 1
	7.3	Reading skills - Reading Strategies: Skimming & Scanning	5	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Handout 1
8	8.1	Reading skills - Predicting - Skimming 4	5	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam + Writing assignment	Textbook / unit (3)
	8.2	Reading skills - Using the Index	5	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Homework + Exam	Textbook / unit (3)
	8.3	Reading skills - Surveying a text's beginnings and endings - Scanning and searching	5	Online Meeting for Groups A & B	MS Teams	Synchronous	Homework + Exam	Textbook / unit (3)
9	9.1	Reading skills - Careful Reading and Finding Structure	5	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (3)

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	9.2	Reading skills - Outline & Diagram Notes - Reading Comprehension Exercises		Face to Face/ Group B	MS Teams for live streaming	Synchronous	Assignment + Exam	Textbook / unit (3)  Handout (2)
	9.3	Basic research techniques - Preparing to research a topic	7-11	Online Meeting for Groups A & B	MS Teams	Synchronous	Homework + Exam	Textbook / unit (5)
10	10.1	Basic research techniques - Sources of Information - Using Keywords (1)	7-11	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (5)
	10.2	Basic research techniques - Using Keywords (2) - Keywords troubleshooting	7-11	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (5)
	10.3	Basic research techniques Library Search (1)	7-11	Online Meeting for Groups A & B	MS Teams	Synchronous	Homework + Exam	UJ's e-library website
11	11.1	Basic research techniques	7-11	Face to Face/ Group A	MS Teams for live	Synchronous	Homework + Exam	UJ's e-library website

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		Library Search (2)			streaming			
	11.2	Basic research techniques - Search Engines: Google - Logging Sources (1)	7-11	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (5) + Handout
	11.3	Basic research techniques - Logging Sources (2)	7-11	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Textbook / unit (5) + Handout
12	12.1	Basic research techniques - Exploiting Sources: quoting & summarizing (1)	7-11	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Homework + Exam	Textbook / unit (5) + Handout
	12.2	Basic research techniques - Exploiting Sources: quoting & summarizing (2)	7-11	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (5) + Handout
	12.3	Basic research techniques - Exploiting Sources: quoting &	7-11	Online Meeting for Groups A & B	MS Teams	Synchronous	Exam	Textbook / unit (5) + Handout

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		summarizing (3)						
13	13.1	Basic research techniques - Plagiarism	7-11	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Homework + Exam	Textbook / unit (5)
	13.2	Note-taking skills - The purpose of note-taking - Modes of recording	6	Face to Face/ Group b	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (4)
	13.3	Note-taking skills - Note-taking using symbols and abbreviations - Taking notes from a text - Note-taking equipment	6	Online Meeting for Groups A & B	MS Teams	Synchronous	Homework + Exam	Textbook / unit (4)
14	14.1	Note-taking skills - Discourse markers (1)	6	Face to Face/ Group A	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (4)
	14.2	Note-taking skills - Discourse markers (2) - Lecture organization	6	Face to Face/ Group B	MS Teams for live streaming	Synchronous	Exam	Textbook / unit (4)

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	14.3	Revision	All CLOs	Online Meeting for Groups A & B	MS Teams	Synchronous	Homework + Exam	
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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 Outcomes	Period (Week)	Platform
Assignments	10	Different topics related to course material	All ILOs	Throughout the semester	Moodle
Tasks	10	Critical Reading Skills + Writing a short summary	5,6	To be scheduled	Moodle
Mid term	30	Learning Styles + Time Management + Dictionary Skills + Examinations Skills	1,2,3,4	To be scheduled	On campus
Final Exam	50	Reading Skills + Basic Research Techniques + Note-taking Skills	5,6,7,8,9	To be scheduled	On campus

**24 Course Requirements**

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

### 25 Course Policies:

#### A- Attendance policies:

There will be synchronous and asynchronous lectures. The synchronous lecturing will be held on Sun and Tues. asynchronous lectures will be held by using Microsoft Teams .You are expected to take part in all the synchronous lectures and keep track of the asynchronous meetings.

#### B- Absences from exams and submitting assignments on time:

The midterm and the final exam can be made up only with an official excuse. Assignments should be submitted online using the Moodle platform before the assigned deadline. Overdue assignments will not be accepted.

#### C- Health and safety procedures:

Students should use face masks and keep social distance all the time inside and outside the classroom

#### D- Honesty policy regarding cheating, plagiarism, misbehavior:

Plagiarism (Copy & Paste, Not Including Sources, Not Citing Sources Correctly, Incorrectly Paraphrasing) will not be tolerated. Any instance of plagiarism will result in 0 grade for that assignment.

#### E- Grading policy:

The tasks will be evaluated based on a certain rubric which will be shown to students.

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

Moodle – The University's e-learning platform - and Microsoft Teams.

### 26 References:

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

Mike and Smith, Glenda. (1990). *A study skills Handbook*. Oxford. Oxford University Press.

2- Wallace, J Michael. (2004). *Study skills in English*. Cambridge. Cambridge University Press.

3- HANDOUTS

B- Recommended books, materials and media:

Cottrell, Stella (2013). *The study skills handbook*. 4<sup>th</sup> ed. Basingstoke : Palgrave Macmillan

Allan, Barbara (2010). *Study Skills Handbook*. 7<sup>th</sup> ed. Hull University Business School, UK

**27 Additional information:**

Name of Course Coordinator: -----Signature: ----- Date: -----

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

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

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

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