# Syllabus

| 1 | Course title | Field Training |
|---|---|---|
| 2 | Course number | 2201490 |
| 3 | Credit hours | 3 |
| | Contact hours (theory, practical) | 3 |
| 4 | Prerequisites/corequisites | None |
| 5 | Program title | Bachelor's Degree in English Language and Literature |
| 6 | Program code | 22010 |
| 7 | Awarding institution | University of Jordan |
| 8 | School | School of Foreign Languages |
| 9 | Department | Department of English Language and Literature |
| 10 | Level of course | Fourth Year Students |
| 11 | Year of study and semester (s) | 2021/2022, Second Semester |
| 12 | Final Qualification | BA |
| 13 | Other department (s) involved in teaching the course | None |
| 14 | Language of Instruction | English |
| 15 | Teaching methodology | ☑Blended ☑Online. ☑Face to face |
| 16 | Electronic platform(s) | ☑e-learning ☑Microsoft Teams ☐Skype ☐Zoom ☐Others………… |
| 17 | Date of production/revision | February, 2022 |

**18 Course Coordinator:**

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## 20 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.

## 21 Course aims and outcomes:

A- Aims: (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.

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.

B- Intended Learning Outcomes (CLOs):

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

# Syllabus

| 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 |
| 1 | Identify the following aspects of the workplace: work requirements, sources available in the workplace, career structure, organizational structure of the institution, available opportunities, links of the organization with other national or international organizations | | X | X | X | X | X | | X | X | X | | X | | | | X | X | X | | |
| 2 | Explore the possibility of finding a job related to their study. | | X | X | X | X | X | | X | | X | | X | | | | X | X | X | | |
| 3 | Demonstrate abilities to use English in related domains and demonstrate positive attitudes towards work in general and careers related to Applied English in particular. | | X | | | X | X | | | X | | | X | | | | X | X | X | | |
| 4 | Demonstrate skills related to the workplace including team work, leadership, meeting | | X | | | X | X | X | X | X | | | X | | | | X | X | X | | |

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| | deadlines, and working under pressure. | | | | | | | | | | | | | | |
| 5 | Identify and follow the following values: punctuality, commitment, mutual respect, team work, collegiality, leadership, tolerance, self-esteem | X | | X | X | X | | X | | X | | | X | X | X |
| | | | | | | | | | | | | | | | |

- **Teaching methods include**: Synchronous lecturing/meeting; Asynchronous lecturing/meeting, discussion, and forums.
- **Assessment methods include**: 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

## 22. Topic Outline and Schedule:

| Week | Lecture | Topic | Course Learning Outcomes | Teaching Methods*/platform | Evaluation Methods** | References |
|---|---|---|---|---|---|---|
| 1 | 1.1 | Work requirements | 1 | Face to facevides, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 1.2 | Work | 1 | Face to face and discussion, videos, | Assignments, Presentation and | Assigned |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | requirements | | presentations, field visits/ Microsoft team | Field study | Textb ooks |
| | 1.3 | Work requirements | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| 2 | 2.1 | Sources available in the workplace | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| | 2.2 | Sources available in the workplace | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| | 2.3 | Sources available in the workplace | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| 3 | 3.1 | Career structure | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| | 3.2 | Career structure | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |
| | 3.3 | Career structure | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assign ed Textb ooks |

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| 4 | 4.1 | Organizational structure of the institution | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 4.2 | Organizational structure of the institution | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 4.3 | Organizational structure of the institution | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 5 | 5.1 | Available opportunities | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 5.2 | Available opportunities | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 5.3 | Available opportunities | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 6 | 6.1 | Links of the organisation with other national or international organisations | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 6.2 | Links of the organisation with other national or international | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft | Assignments, Presentation and Field study | Assigned Textbooks |

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| | | organisations | | team | | |
| | 6.3 | Links of the organisation with other national or international organisations | 1 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 7 | 7.1 | Exploring the possibility of finding a job related to students' study | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 7.2 | Exploring the possibility of finding a job related to student's study | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 7.3 | Exploring the possibility of finding a job related to their study | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 8 | 8.1 | How to demonstrate positive attitudes towards work in general and careers related to Applied English in particular. | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 8.2 | How to demonstrate positive attitudes towards work in general and careers related to Applied English | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |

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| | | in particular. | | | |
| | 8.3 | How to demonstrate positive attitudes towards work in general and careers related to Applied English in particular. | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 9 | 9.1 | workplace skills: team work, leadership, meeting deadlines, and working under pressure. | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 9.2 | Workplace skills: team work, leadership, meeting deadlines, and working under pressure. | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 9.3 | Workplace skills: team work, leadership, meeting deadlines, and working under pressure. | 2 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| 10 | 10.1 | Maintaining friendly relationships with colleagues and superiors | 4 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |
| | 10.2 | Maintaining friendly relationships with colleagues and superiors | 4 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks |

| | | Maintaining friendly relationships with colleagues and superiors | 4 | Face to face and discussion, videos, presentations, field visits/ Microsoft team | Assignments, Presentation and Field study | Assigned Textbooks | |
|---|---|---|---|---|---|---|---|
| | 10.3 | | | | | | |

## 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 |
|---|---|---|---|---|---|
| Assignments | 20 | Training tasks and skills | 1-5 | Bi-weekly | Face to face / Microsoft Team |
| Field study | 20 | 1-15 | 1-5 | 1-15 | Workplace |
| Term paper | 35 | 1-15 | 1-5 | 15 | On campus |
| Presentation | 25 | 1-15 | 1-5 | 15 | On campus |

## 24 Course Requirements

**Students should have a computer, internet connection, webcam, and account on a Microsoft Teams.**

## 25 Course Policies:

**A- Attendance policies:**
As per the University Regulations.

**B- Absences from exams and submitting assignments on time:**
As per the University Regulations.

**C- Health and safety procedures:**
Please attend all exercise and follow the safety instructions on the walls and the student's booklet.

**D- Honesty policy regarding cheating, plagiarism, misbehavior:**
As per the University Regulations.

**E- Grading policy:**

As explained above in 23.

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

Please ask me or your academic advisor for any help or support.

## 26 References:

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

D.Lester, James and D.lester.Jr. James. *Writing Research Papers: A CompleteGuide*. I I th ed. New York: Pearson, 2005.

G.Gibladi. *MLA Handbook for Writers of Research Papers*. New York: TheModern Language association of America,20

L.Patten, Mildred. *Understanding Research Methods: An Overview Q/ theEssentials*. 4th ed. California:

Barbara Gastel, Robert A. Day. *How to Write and Publish a Scientific Paper.* 2022.

## 27 Additional information:

## 28. Rubrics

**Rubric for Oral Presentation**

| Category | Weight | Unacceptable | Satisfactory | Good | Score |
|---|---|---|---|---|---|
| Identify & Explain Errors | 30% | The topic and research questions presented by the student are not explained clearly. | There is some explanation provided by the student of the topic and research questions | Topic and research questions are identified and fully explained in great detail by the student. | |

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| | | presented, but it is not enough. | Appropriate vocabulary is used in explanations. | |
| Correct Work/Solution | 30% | No work is shown by the student that correctly provides a solution to the problem identified. | The work presented to solve this problem is insufficient. | Work presented fully explains the correct procedure to provide a solution for the problem. Appropriate vocabulary is used in explanations. | |
| Problem Solving Strategy | 30% | Strategy, tools and procedures to deal with the topic and research questions are not provided. | Strategy, tools and procedures to deal with the research questions are not detailed enough. | Strategy and tools to deal with the research questions are fully explained. Appropriate vocabulary is used in explanations. | |
| Neatness and presentation skills | 10% | The presentation is sloppy or unorganized. There is visible evidence that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc. | The presentation is somewhat organized. It is somewhat notable that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc. | The presentation is very easy to follow, is very organized, and is neat. It is very clear that the student has practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc. | |
| Instructor's Comments: | | | | | |

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**Assignment Score** _____

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

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

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

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

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