Term Information

Effective Term	Spring 2022
Previous Value	*Autumn 2022*

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

We wish to add the option to offer this course as an online class offering.

What is the rationale for the proposed change(s)?

The NELC Department has decided to request approval to regularly offer this course in a distance learning format after having learned much about online

foreign language course instruction during the pandemic emergency.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

N/A

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Arabic
Fiscal Unit/Academic Org	Near Eastern Languages/Culture - D0554
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	1102.01
Course Title	Elementary Modern Standard Arabic II
Transcript Abbreviation	Elem MS Arabic 2
Course Description	Developing further language ability through learning how to perform certain functions orally and using them with fellow students; reading and writing passages reflecting their abilities. Classroom track. Not open to native speakers of Arabic.
Semester Credit Hours/Units	Fixed: 4

Offering Information

Length Of Course	14 Week, 12 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
Previous Value	*No*
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	Yes
Exam Type	Departmental Exams
Admission Condition Course	No

Off Campus   Never
Campus of Offering   Columbus, Marion

Prerequisites and Exclusions

Prerequisites/Corequisites   Prereq: 1101.01 or 4 cr hrs of 1101.51.
Exclusions   Not open to students with credit for 1102.02 or 4 cr hrs of 1102.51.
Electronically Enforced   No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code   16.1101
Subsidy Level   General Studies Course
Intended Rank   Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors
General Education course:
   Foreign Language; World Languages
The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes
- Describe people, activities, objects, and events
- Express time and directions; formulate questions; express opinions and preferences
- Use Arabic numerals
- Understand cultural differences inside and outside the Arabic-speaking world

Content Topic List
- Speaking and communicating in Basic Arabic
- Social interaction in Arabic
- Using an Arabic Dictionary
- Functional use of time, dates , and days of the week, in context.
- Expressing preferences
- Expressing frequency, exception, intention, uncertainty, and possibility

Sought Concurrence   No
Previous Value

Attachments

- Arabic 1102 (classroom syllabus).pdf: Classroom Syllabus

  (Syllabus. Owner: Smith,Jeremie S)

- ARABIC 1102 - Online Syllabus SP22- Elementary Modern Standard Arabic II.pdf: Online Syllabus

  (Syllabus. Owner: Smith,Jeremie S)

- Arabic 1102 Technical Review Checklist.docx: ASC Technical Review Checklist

  (Other Supporting Documentation. Owner: Smith,Jeremie S)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Smith,Jeremie S	04/22/2021 01:26 PM	Submitted for Approval
Approved	Levi,Scott Cameron	04/22/2021 01:30 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	04/27/2021 04:17 PM	College Approval
Pending Approval	Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Oldroyd,Shelby Quinn Hilty,Michael Vankeerbergen,Bernadette Chantal	04/27/2021 04:17 PM	ASCCAO Approval

THE OHIO STATE UNIVERSITY

Elementary Modern Standard Arabic II Online Syllabus ARABIC 1102

Spring 2022 (Full Term)
4 credit hours
Online

COURSE OVERVIEW

- **Course times and location:** Tuesdays, Wednesdays, Thursdays & Fridays in Zoom from ------------------------. EST.

- **Credit hours:** 4 credits

- **Mode of delivery:** Distance Learning

    Zoom Class link:

    will be added here

Instructor

- **Name:**

- **Email address:**

- **Phone number:**

- **Office location:**

    All Office hours will be held on the following link:

    will be added here

- **Office hours:** ------------- **& by appointment**

- **Preferred means of communication:**

    o My preferred method of communication for questions is **email.**

o My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to be sure you receive these messages.

Course Prerequisites

Arabic 1101 or permission of instructor

Course Description

This course is a continuation of the prior course Elementary Modern Standard Arabic I, Arabic 1101. It focuses on the further development of the fundamental skills of listening, speaking, reading and writing in Modern Standard Arabic. The goal of this course is to increase student's knowledge of the Arabic language with a focus on Modern standard Arabic and the culture through a communicative and interactive approach. In other words, although students will be expected to learn grammatical structures, the emphasis will be on functional use of the language.

Course Learning Outcomes

By the end of this course, students should successfully:
1) Speak about yourself, your life and your environment, initiate and sustain conversations on a number of daily-life topics (family, friends, studies, etc.…).
2) Read simple, authentic texts on familiar topics and understand the main ideas without using the dictionary.
3) Listen to and comprehend simple Arabic discourse dealing with familiar topics.
4) Write informal notes and short essays on familiar topics; fill in forms with basic information about yourself.
5) Learn the root and pattern system to be able to use an Arabic dictionary.
6) Demonstrate familiarity with some of the differences between formal and commonly spoken Arabic.
7) Demonstrate a general understanding of aspects of Arab culture connected to everyday life, including culturally important expressions. Write simple paragraphs about yourself and others; fill in forms with basic information about yourself.

General education goals and expected learning outcomes

1- General Education Requirement:
Successful completion of this course will earn you **four credits** towards the GE Foreign Language Requirements:

A- Goals: Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

B – GE Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak Arabic.
3. Students compare and contrast the cultures and communities of Arabic language with their own.

C. Formal Assessment of Learning Outcomes

1) Learning outcome number 1 is assessed through the following measures:
a. Speaking: Participation grade and class presentations.
b. Listening: Assignments and exams.
c. Reading: Assignments and exams.
d. Writing: Class presentations, homework assignments, and exams.

2) Learning outcome number 2 is assessed through the following measures:
a. Quizzes, class presentations, and exams.

3) Learning outcome number 3 is assessed through the following measures:
a. Class presentations, quizzes, and exams.

How This Online Course Works

Mode of delivery: This course is 100% online. The course entails four required sessions where you must be logged in to Carmen Zoom at the scheduled time of class. This course meets synchronously (in real-time) on Canvas Zoom weekly on Tuesdays, Wednesdays, Thursdays & Fridays from <mark>------------</mark>. EST.
Due to the interactive nature of our classes, all students are required to turn their **camera on** at all times during the classes. Students are encouraged to use a 'virtual background,' if they feel that such a background would protect their privacy. Students have the option to appear in an audio-only mode during recording.

Pace of online activities: This course is divided into weekly modules that are released on Sunday for the upcoming week. Students are expected to keep pace with assigned homework and weekly deadlines listed on Canvas in Course Assignments.

Credit hours and work expectations: This is a 4 credit-hour course. According to Ohio State bylaws on instruction (go.osu.edu/credit hours), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to **8 hours of homework** (reading and assignment preparation, for example) to receive a grade of C average.

Attendance and participation requirements:

Because this is an **online course**, your attendance is based on your online activity and participation. The following is a summary of students' expected participation:

- **Participating in live (Synchronous) CarmenZoom class sessions and Canvas for attendance**: **Required four times weekly at the time of class.**

  This is a **fully online class**, and you are required to attend **synchronous "live" class sessions**, which will be held through Carmen Zoom on the following Zoom link:

  <mark>Add link</mark>
  These sessions will be held on Tuesdays, Wednesdays, Thursdays & Fridays from <mark>------</mark>. EST., during Spring 2022. Carmen Zoom class sessions may be recorded for later viewing. If the session is recorded, links for recordings will be made available on the weekly module on Carmen. Additionally, you are also expected to log in to the course on Carmen (Canvas) weekly to complete course assignments.

  Students in **special situations or those requiring specific, long-term or other accommodation** are expected to contact the instructor as soon as possible and should seek support from appropriate university offices including but not limited to: Student Advocacy (https://advocacy.osu.edu/), Student Life Disability Services (https://slds.osu.edu/) and the Office of Institutional Equity (https://equity.osu.edu/).

Arabic Program Policy

Attendance is mandatory and it will be taken daily. Successful language learning requires frequent interaction, diligent preparation and active participation. Just as a basketball team, a violin student, or a serious runner must practice daily in order to excel, so must you in learning a language. For this reason, it is imperative that you attend class faithfully. Each day that you are absent will affect your performance on the tests, quizzes and homework. By missing class or coming to class unprepared, you are less likely to learn the material, will be unable to achieve your own language learning goals, and will deprive your classmates of opportunities to learn as well. Repeated and/or lengthy, unexcused absences will result in the filing of an absence report with your college office.

Absences/Make up Policy/Policy on Attendance and Chronic Tardiness

Daily class attendance is crucial for the development of your language skills and, therefore, for your success in this course. **Regular attendance is required**. Absences will be closely monitored and fall into two categories: *excused* absences and *non-excused* absences.
I. Absences may only be excused for an acceptable, verifiable reason. Excused absences are strictly limited to the following: 1) medical emergencies; 2) family emergencies; 3) officially excused university-related absences for athletes, band members, etc.; 4) military orders; 5) jury duty (and such). Original (i.e. not photocopied or scanned) official documentation (such as a note from an emergency department, a university athletic division, government institution, etc.) must be presented to the instructor for the absence to be excused. Such documentation typically provides a phone number that can be called for verification. Personal notes from friends or relatives will not be accepted as official documentation. Documentation should be presented to your instructor as soon as possible. Repeated and/or lengthy, absences will result in the filing of an absence report with your college office and/or advisor.
Notes:
- The falsification of official documents is a serious offense that will be reported to COAM. See the discussion on Academic Misconduct below.
- Should you be absent the day of a *quiz* or an *exam*, you must present official, documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero!
- The Explanatory Statement for Absence from Class or Absence Excuse Form available on the "Advice Nurse" page of the Student Health Services is *NOT* an acceptable excuse.

II. Over the course of the semester, you will be allowed four (4) **non-excused absences** of 55 minutes (equivalent to one (1) week of class) without the need for official documentation. These days ***should not*** be interpreted as free days! ***Use them wisely!*** They should be reserved for foreseeable or unforeseeable events, such as non-emergency medical issues, weddings, job interviews, vacations, car trouble, etc.
Note:
- Homework due or assigned on days you choose to use your four non-excused absences will NOT be excused. Homework is still expected to be turned in on time (through email, for example).

· Participation on days you choose to use your four non-excused absences will NOT be excused.

III. Any non-excused absences beyond four (4) (i.e., beginning with the fifth) **will result in a one-percent deduction from the final grade per absence.** For example, if your overall grade is 92% (A-) and you have seven (7) non-excused absences (three beyond the four allowed), your final assigned course grade will be 89% (B+) [i.e., 92% – 3% = 89%].

IV. **Students with more than 16 total absences (excused AND non-excused combined) will not receive a passing grade for the course**, regardless of the reasons for the absences, since in-class communicative activities cannot be made up.

V. Tardiness in excess of 5 min. may be treated as an absence, at the discretion of the instructor. Tardiness to class also robs you of your opportunity to learn the language.

The 80% Rule:

Language study is cumulative**. If you do not know what is in Chapter 1, you really cannot go on to Chapter 2** (whereas, by contrast, you can open up a history text in the middle and start reading with relatively full comprehension). Thus, we consider 80% to be the minimum mastery level you should achieve to enable you to continue. Less than that puts you in the "C" range or below; while passing, it is not a very solid foundation to build on. **So, if on a test or a quiz you achieve less than 80%, you must see your instructor at least once, privately during office hours, to go over the mistakes you made on your test. This must be done <u>prior</u> to your taking the next test.**

Preparation and Participation:

Please be fully prepared for class. Learning a language is a process that requires the effort of the student more than anything else. Preparing for class includes knowing the vocabulary of the lesson being studied, reading the explanation of grammar, doing homework, etc. This course revolves around an interactive class environment. Show that you are prepared by participating in pair work and group work and by responding to questions from the teacher and other students, making comments and giving your opinion. All students are expected to participate positively and constructively in all class activities.

You are expected to spend an average of **8 hours** or more on out of class assignments per week. Assignments are divided into 2 categories:

    a- Preparation for class
    b- Assignments for submission.
    Both are essential for your success in this class. Homework is posted weekly on Canvas, but it is your responsibility to check after class for any update done to the homework schedule. You should also download the requested handouts as instructed in the schedule for class use. You will also be asked to record homework so please familiarize yourself with the recording software on Canvas.

Students should come to class fully prepared and with all homework assignments completed.

    1- Homework assignments must be completed and turned in on Canvas by the indicated deadline. Do not send the files to my OSU email unless you are instructed to do so.
    2- Please write legibly and upload your file or type your answers in the assignment box.
    3- Write or type (18-point font size- Times New Roman or Simplified Arabic) using alternate

lines/double-spaced.
4- Include the lesson, page and drill number.
5- Submit homework in the relevant assignment on Canvas when instructed to do so. You should type in Arabic when completing the assignments online on Al Kitaab companion website. Repeat drills until you get 85-100% correct answers.
6- Assignments could be either typed (font 18, double space) or handwritten (neatly and clearly)
7- Make sure to skip a line and leave some blank margins for comments on your answers.
8- You will also be asked to record homework (mp3 files or similar files. Familiarize yourself with the recording software on Canvas).
9- You will be graded on the overall quality of your work, not on the number of correct or incorrect answers as long as your homework shows that you are trying your best effort. However, you will lose points on mistakes that you keep making after being corrected in previous homework assignments.
10- Check CANVAS regularly before and after class for updates and for Homework Assignments.
11- It is important to follow up on comments on your homework. I strongly encourage you to ask me if some comments or suggestions on your homework might be unclear to you.
12- Late homework, as well as homework that does not conform to these guidelines, will not be accepted without a valid excuse.

Widespread and recurring homework mistakes will be discussed regularly in class.

- **Office hours**: **optional**
  Office hours are optional, but all students are encouraged to seek help when needed and to meet with the instructor for feedback outside class.

- Extra Resources (**Optional but strongly recommended for all students!**)

  NELC Free Tutoring sessions: Review sessions led by the NELC tutors.
  Pronunciation practice sessions will also be held regularly according to the NELC tutors' schedule.
  Graduate Teaching Assistant office hours: TBD

- **Participating in discussion forums**: **once or more times per week**
  As part of your participation, each week you can expect to post at least once as part of our class discussion on the week's topics.

COURSE MATERIALS AND TECHNOLOGIES

Required Materials and/or Technologies.

Textbooks

Required

- *Al-Kitaab Part One, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.*
Available from the Al-Kitaab Website:

https://alkitaabtextbook.com/

eTextbooks for each of the third edition Al-Kitaab Arabic Language Program books are now available through VitalSource.com

- **Audio and video materials:** Learners using the Al-Kitaab textbooks can continue to use the freely available audio and video materials on alkitaabtextbook.com

Al-Kitaab Part One, Third Edition (ISBN 978-1-62616-814-5)
- PERPETUAL ACCESS: $79.95
- 365-DAY RENTAL: $59.93
- 180-DAY RENTAL: $43.97
- 120-DAY RENTAL: $39.98

- Please note that the Al Kitaab textbooks are also available from https://ohiostate.bncollege.com/
- *More information will be posted on Canvas regarding the Al Kitaab Webcompanion.*

- More online Resources: In this class we will use **Canvas** to distribute course materials, communicate online, post assignments, and post grades. Important course information and updates will be posted regularly on Canvas so be sure to check our course frequently.

Recommended/optional

- Arabic typing practice:
http://www.yamli.com/arabic-keyboard/

- -Recommended online dictionary for this class: "Lughatuna," (http://livingarabic.com/dictionaries) which is available on desktop computers for free and can also be downloaded as an app for a small price.

Course Technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)
- Recording a slide presentation with audio narration (go.osu.edu/video-assignment-guide)
- Recording, editing, and uploading video (go.osu.edu/video-assignment-guide)

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:
- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).

- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

DIGITAL FLAGSHIP

Digital Flagship is a student success initiative aimed at helping you build digital skills for both college and career. This includes offering an engaging collection of digital tools and supportive learning experiences, university-wide opportunities to learn to code, and a Design Lab to explore digital design and app development. Digital Flagship resources available to help Ohio State students include on-demand tutorials, The Digital Flagship Handbook (your guide for all things tech-related), workshops and events, one-on-one tech consultations with a peer or Digital Flagship staff member, and more. To learn more about how Digital Flagship can help you use technology in your courses and grow your digital skills, visit go.osu.edu/dfresources.

Grading and Faculty Response

How your grade is calculated

ASSIGNMENT CATEGORY	POINTS
Attendance\Active Participation	15%
Homework	20%
4 Online Quizzes	20%
Midterm Exam (online)	15%
2 Oral Presentations	15%
Final Exam (online)	15%
Total	100%

See course schedule below for due dates.

Descriptions of Major Course Assignments

- Description: **Two Oral Presentations:**

Students will have two major oral presentations. The oral presentations are a key component of your final grade. The evaluation of the oral presentation will be based on the creativity of the topic chosen, the vocabulary and grammatical usage in addition to both fluency and accuracy. I will look for structures and expressions presented in class:

You are encouraged to use note cards and visual aids. However, I strongly discourage reading your presentation. Students are expected to choose the topic. The instructor may provide you with suggestions that might help you with your topic. Detailed information will be posted on Carmen in due time.

Academic integrity and collaboration:

Presentations: You must complete the oral presentations yourself and\or with your group, without any additional, external help or communication. The guidelines will be posted on Carmen for each presentation, but please let me know if you have any questions.

- Description: **4 Online Quizzes:** These quizzes will test the vocabulary and grammar related to the lessons. Detailed information will be posted on Carmen before each quiz.

Academic integrity and collaboration:

Quizzes: You must complete all quizzes yourself, without any external help or communication.

- Description: **Midterm Exam (online):** The midterm exam will test the following: Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.
Academic integrity and collaboration:
- Your written assignments should be your own original work. You should follow the instructions posted on Canvas.

- Description: **Final Exam (online):** The Final exam will test the following: Vocabulary, grammar, and the listening, reading, and writing skills. Detailed information will be posted on Carmen before the Final exam.
Academic integrity and collaboration:
- Your written assignments should be your own original work. You should follow the instructions posted on Canvas.

More on Academic integrity and collaboration:
- Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be your own original work.
- Group activities and assignments: This course includes group work and pair work. The guidelines for individual and group work will be made available on Carmen for each activity and assignment, but please let me know if you have any questions.
- Collaboration and informal peer-review: The course includes many opportunities for formal collaboration with your classmates. Listen to your classmates and give them feedback on their comprehensibility.

Late Assignments

Late submissions will not be accepted without a valid excuse (check course syllabus page 5). Please refer to Carmen for due dates.

Grading Scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70–72.9: C-
67–69.9: D+
60–66.9: D
Below 60: E

Instructor Feedback and Response Time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Preferred contact method:** If you have a question, please contact me first through my Ohio State email address. I will reply to emails within **24-48 hours on days when class is in session at the university**.

- **Class announcements:** I will send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check <u>your notification preferences</u> (go.osu.edu/canvas-notifications) to ensure you receive these messages.

- **Discussion board:** I will check and reply to messages in the discussion boards once mid-week and once at the end of the week.

- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **seven days**.

Other Course Policies

Discussion and Communication Guidelines

The following are my expectations for how we should communicate as a class. Above all, **please remember to be respectful and thoughtful**.

- **Arabic is the language of our classroom;** you are expected to speak in Arabic from the time you enter the classroom. Maintaining our Arabic speaking learning environment is beneficial to everyone. Students are required to use Arabic as much as possible in class. Unwillingness to use Arabic in class will reflect negatively on your grade.

- **Synchronous sessions**: During our Zoom sessions I ask you to use your real name and a clear photo of your face in your Carmen profile. **During our full-group lecture time, your camera should be on.** When in breakout rooms or small-group discussions, you should have cameras and mics on as it will help you get the most out of activities. You are always welcome to use the free, Ohio State-themed virtual backgrounds (go.osu.edu/zoom-backgrounds). Remember that Zoom and the Zoom chat are our classroom space where respectful interactions are expected.

- **Writing and\or recording style\s**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write or record using good grammar, spelling, and punctuation.

- **Tone and civility**: Let us maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm does not always come across online.

- **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.

- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

- **Help with Arabic:** Please feel free to contact me or the NELC tutors if you need to work more on your language skills outside the classroom. We are ready and willing to help you in overcoming any difficulties that you might encounter as you learn Modern Standard Arabic.

Academic Integrity Policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term

"academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct **http://studentlife.osu.edu/csc/**.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- *Ten Suggestions for Preserving Academic Integrity (*go.osu.edu/ten-suggestions*)*

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here:
https://contactbuckeyelink.osu.edu/

Advising resources for students are available here:
http://advising.osu.edu

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Land Acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greeneville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here:

https://mcc.osu.edu/about-us/land-acknowledgement

Your mental health

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614-292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

Accessibility accommodations for students with disabilities

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

Course Schedule (Subject to modifications)

Refer to the Carmen Canvas course for up-to-date due dates and more details.

Week	Dates	Lessons	Quizzes/Exams/Presentations
Week 1	**Jan 11-Jan 14**	Introduction & Review Lessons 1- 4 مراجعة عامّة للدّروس من 1 إلى 4	
Week 2	**Jan 18-Jan 21**	Al-Kitaab 1 Lesson 5 **الطقس حار جدًا في الصيف** المفردات الاستماع والقصّة	
Week 3	**Jan 25-Jan 28**	Al-Kitaab 1 Lesson 5 القواعد: Definite and Indefinite: إضافة\noun-adjective phrases The demonstrative pronouns هذا وهذه The numbers الأعداد Adverbs	**Quiz 1 (online)**
Week 4	**Feb 1-Feb 4**	Al-Kitaab 1 Lesson 6 **معيد بكلّية التّجارة** المفردات الاستماع والقصّة	
Week 5	**Feb 8 - Feb 11**	Al-Kitaab 1 Lesson 6 القواعد: The dual المثنّى Masdar المصدر Why: لماذا	
Week 6	**Feb 15-Feb 18**	Al-Kitaab 1 Lesson 7 **الله يرحمها** المفردات الاستماع والقصّة	**Quiz 2 (online)**
Week 7	**Feb 22-Feb 25**	Al-Kitaab 1 Lesson 7 القواعد: The superlative أفعل The prepositions and adverbs and possessive pronouns Fronted predicate الخبر المقدّم Present tense conjugation	
Week 8	**Mar 1-Mar 4**	Al-Kitaab1 Lesson 8 **المستقبل للتّجارة** المفردات الاستماع والقصّة	

THE OHIO STATE UNIVERSITY

College of Arts and Sciences
Near Eastern Languages and Cultures

Week	Dates	Lessons	Quizzes/ Exams/Presentations
Week 9	**Mar 8-Mar 11**	Review & Midterm Exams	**Midterm Exams (online) (Mar 9 & 10) & Oral Presentation I**
Week 10	**Mar 14-Mar 18**	**Spring Break (M-F)**	
Week 11	**Mar 22-Mar 25**	Al-Kitaab 1 Lesson 8 القواعد: The past tense الفعل الماضي The Root and pattern الجذر والوزن The Past and Present and maSDar: دراسة الفعل: الماضي والمضارع والمصدر	
Week 12	**Mar 29-Apr 1**	Al-Kitaab 1 Lesson 9 **جدّتي توقظني في السّادسة والنّصف** المفردات الاستماع والقصّة	**Quiz 3 (online)**
Week 13	**Apr 5-Apr 8**	Al-Kitaab 1 Lesson 9 القواعد: The present tense المضارع المرفوع Ordinal numbers الأعداد الترتيبيّة	
Week 14	**Apr 12-Apr 15**	Al-Kitaab 1 Lesson 10 **بيت العائلة** المفردات الاستماع والقصّة	**Quiz 4 (online)**
Week 15	**Apr 19-Apr 22**	Al-Kitaab 1 Lesson 10 القواعد: Conditionals إذا - لو The Comparativeأفعل The subjunctive المضارع المنصوب	**Review & Oral Presentation II**
Exam week:	**Exam week: Apr 27-May 3 (W-T)**	(date\time will be posted when Final Exam calendar SP22 will be available)	Final Exam (online)

بالتّوفيق إن شاء الله

THE OHIO STATE UNIVERSITY/NELC   **Spring 2020**

ARABIC 1102: Elementary Modern Standard Arabic II (4 credits)

Classroom: Enarson Hall 246 TWHF

Office: Hagerty Hall 378

Email: brincka.1@buckeyemail.osu.edu

Office Hours: Tues & Thurs 2:00-3:00 or by appointment

Course Description and Objectives

This course is a continuation of the prior course Elementary Modern Standard Arabic I, Arabic 1101. It focuses on the further development of the fundamental skills of listening, speaking, reading and writing in Modern Standard Arabic. The goal of this course is to increase student's knowledge of the Arabic language with a focus on Modern standard Arabic and the culture through a communicative and interactive approach. In other words, although students will be expected to learn grammatical structures, the emphasis will be on functional use of the language.

1- General Education Requirement

Successful completion of this course will earn you four credits towards the GEC Foreign Language Requirements as described in the ASC MANUAL (2014-15) GE Goals & Expected Learning Outcomes as follows:

A- Goals
Students demonstrate skills in communication across ethnic, cultural, ideological, & national boundaries, and appreciate other cultures and patterns of thought.

B - Expected Learning Outcomes
1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak Arabic.
3. Students compare & contrast Arabic cultures/ communities with their own.

C. Formal Assessment of Learning Outcomes
1) Learning outcome number 1 is assessed through the following measures:
        a.   Speaking: Participation grade and class presentations.

b.   Listening: Assignments and exams.
c.   Reading: Assignments and exams.
d.   Writing: Class presentations, homework assignments, and exams. 2)
Learning outcome number 2 is assessed through the following measures:
a. Quizzes, class presentations, and exams.
3) Learning outcome number 3 is assessed through the following measures:
a. Class presentations, quizzes, and exams.

2- Objectives

By the end of this semester you will be able to:

1) Speak about yourself, your life and your environment, initiate and sustain conversations on a number of daily-life topics (family, friends, studies, etc…).

2) Read simple, authentic texts on familiar topics and understand the main ideas without using the dictionary.

3) Listen to and comprehend simple Arabic discourse dealing with familiar topics.

4) Write informal notes and short essays on familiar topics; fill in forms with basic information about yourself.

5) Learn the root and pattern system to be able to use an Arabic dictionary.

6) Demonstrate familiarity with some of the differences between formal and commonly spoken Arabic.

7) Demonstrate a general understanding of aspects of Arab culture connected to everyday life, including culturally important expressions.

3- Course Material

1) Al-Kitaab fii Ta'allum al-'Arabiyya, Part 1, third edition *by Brustad, K., Mahmoud alBatal & Abbas al-Tonsi.*

2) Online Resources:
Al-Kitab Website: Access all the audio and visual materials at this link:
   https://alkitaabtextbook.com/part1/

NOTE: We will not be using the Companion Website to submit any homework this semester. All homework will be submitted in class, or when instructed, through Carmen.

3) There is no standard dictionary for this class, however, I highly recommend "Lughatuna," (http://livingarabic.com/dictionaries) which is available on desktop computers for free and

can also be downloaded as an app for a small price. In my years of learning Arabic, this has been one of the best resources. Once you get the hang of how it works, it is far superior to Google Translate or impractical hardcover dictionaries.

4) More online Resources: In this class we will use Canvas to distribute course materials, communicate online, post assignments, and post grades. Important course information and updates will be posted regularly on Canvas so be sure to check our course frequently. Arabic typing practice: http://www.yamli.com/arabic-keyboard/

4- Requirements and Policies
a-Disability Services
The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs.

b- Academic Misconduct
It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

c- Mental health statement
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the afore mentioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at

614--292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1--800--273-TALK or at suicidepreventionlifeline.org.

d- Sexual misconduct/relationship violence

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

e- Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

A,b,c,d,e,,(ASC Syllabus Template approved by the ASC CCI 5/9/08; revised ASCC 4/11/14; revised 11/13/15, Summer 2016 and Summer 2017)

Student Responsibilities

Attendance

Successful language learning requires frequent interaction, diligent preparation and active participation. Just as a basketball team, a violin student, or a serious runner must practice daily in order to excel, so must you in learning a language. For this reason, it is imperative that you attend class faithfully. Each day that you are absent will affect your performance on the tests, quizzes and homework. By missing class or coming to class unprepared, you are less likely to learn the material, will be unable to achieve your own language learning goals, and will deprive your classmates of opportunities to learn as well. Repeated and/or lengthy, unexcused absences will result in the filing of an absence report with your college office. Class participation will be assessed using the scale in the end of this syllabus. Tardiness to class also robs you of your opportunity to learn the language.

Participation

This course revolves around an Arabic interactive class environment. Show that you are prepared by participating in pair work/group work, by responding to questions from the instructor/ other students, and by sharing your opinion. All students should participate positively and constructively in all class activities.

Arabic is the language of our classroom: Speaking Arabic and avoiding English in class is very important for your proficiency development. You are expected to use Arabic from

the time you enter the classroom. Maintaining our **Arabic speaking learning environment** is beneficial to everyone and will count towards your participation grade. You will have the option of using English during office hours. During class time, all cell phones need to be switched off/ airplane mode. No visitors are allowed in class without prior written permission from the instructor. *<u>You must attend your own section.</u>*

Absences/Make up Policy/Policy on Attendance and Chronic Tardiness
Daily class attendance is crucial for the development of your language skills and, therefore, for your success in this course. **Regular attendance is required**. Absences will be closely monitored and fall into two categories: *excused* absences and *non-excused* absences.

I. Absences may only be excused for an acceptable, verifiable reason. Excused absences are strictly limited to the following: 1) medical emergencies; 2) family emergencies; 3) officially excused university-related absences for athletes, band members, etc.; 4) military orders; 5) jury duty (and such). Original (i.e. not photocopied or scanned) official documentation (such as a note from an emergency department, a university athletic division, government institution, etc.) must be presented to the instructor for the absence to be excused. Such documentation typically provides a phone number that can be called for verification. Personal notes from friends or relatives will not be accepted as official documentation. Documentation should be presented to your instructor as soon as possible. Repeated and/or lengthy, absences will result in the filing of an absence report with your college office and/or advisor.

Notes:
- The falsification of official documents is a serious offense that will be reported to COAM. See the discussion on Academic Misconduct below.
- Should you be absent the day of a *quiz* or an *exam*, you must present official, documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero!
- The Explanatory Statement for Absence from Class or Absence Excuse Form available on the "Advice Nurse" page of the Student Health Services is *NOT* an acceptable excuse.

II. Over the course of the semester, you will be allowed four (4) **non-excused absences** of 55 minutes (equivalent to one (1) week of class) without the need for official documentation. These days ***should not*** be interpreted as free days! ***Use them* *wisely!*** They should be reserved for foreseeable or unforeseeable events, such as nonemergency medical issues, weddings, job interviews, vacations, car trouble, etc.

Notes:
- Homework due or assigned on days you choose to use your 4 non-excused absences will NOT be excused. Homework is still expected to be turned in on time (through email).
- Participation on days you choose to use your 4 non-excused absences will NOT be excused.

III.   Any non-excused absences beyond four (4) (i.e., beginning with the fifth) **will result in a one-percent deduction from the final grade per absence.** For example, if your overall grade is 92% (A-) and you have seven (7) non-excused absences (three beyond the four allowed), your final assigned course grade will be 89% (B+) [i.e., 92% – 3% = 89%].

IV.   **Students with more <mark>than 12 total absences</mark> (excused AND non-excused combined) will not receive a passing grade for the course**, regardless of the reasons for the absences, since in-class communicative activities cannot be made up.

V.   Tardiness in excess of 5 min. may be treated as an absence, at the discretion of the instructor.

Homework
Assignments are divided into 2 categories:
    a- Preparation for class
    b- Assignments for submission (Hand-In & Online Work)

Both are essential for your success in this class. Homework is posted weekly on Canvas but it is your responsibility to check after class for any update done to the homework schedule. You should also print out the requested handouts as instructed in the schedule for class use. Students should come to class every day **fully prepared** and with all homework assignments completed.

To prepare for the learning that takes place through practice in class, you will listen to, read and study new material at home. Expect to spend an average of 2 hours on learning new material, writing homework, and reviewing every night. The assigned homework on the companion website is required homework. Failure to complete that online portion of the homework will result in points being deducted from your homework grade. Homework assignments (online and written) should be submitted by the start of class.

Homework submissions must conform to the following guidelines:

1- Include your **name in Arabic**, the **date, lesson, page and drill number**.

2- Hand-write **legibly** and **neatly** your assignments for class submission.

3- Write on **triple-spaced lines**, stapled pages, with all jagged notebook paper spiraled edges cut off/ removed.

4- Leave three blank lines at the bottom of your assignment for instructor's comments.

5- Submit homework in the relevant assignment on Canvas when instructed to do so. You should type in Arabic when completing the assignments online on Al Kitaab companion website. Repeat drills until you get 85-100% correct answers.

6- **Late homework assignments without prior permission from your instructor, as well as homework that does not conform to these guidelines, will not be accepted**. Widespread and recurring homework mistakes will be discussed regularly in class.

Exams/ Quizzes: The 80% Rule

Language study is cumulative**. If you do not know what is in Chapter 1, you really cannot go on to Chapter 2** (whereas, by contrast, you can open up a history text in the middle and start reading with relatively full comprehension). Thus, we consider 80% to be the minimum mastery level you should achieve to enable you to continue. Less than that puts you in the "C" range or below; while passing, it is not a very solid foundation to build on. **So, if on a test or a quiz you achieve less than 80%, you must see your instructor at least once, privately during office hours, to go over the mistakes you made on your test. This must be done <u>prior</u> to your taking the next test.**

Grading Policy Grade Distribution

Homework	20%
Attendance & Participation	20%
4 Quizzes	20%
Midterm Exam	15%
2 Oral Presentations	10%
Written Final Examination	15%

Grading Scale:

100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-60	below 60
A	**A-**	**B+**	**B**	**B-**	**C+**	**C**	**C-**	**D+**	**D**	**E**

Other Grading Policy Details in Sections with Anderson

-SP19: Attendance/ Participation: 56 class sessions this semester= 56 points

-SP19: Assignments: 4 points possible per week (14 weeks)= 62 points

-Recorded are both Hand-In Assignments &Online Assignments

-Distribution of the week's points (Hand-In/Online) will be decided weekly by instructor

  -Hand-In Assignments are due in class, the next class unless otherwise indicated

  -Online Assignments will be checked at the end of the week for completion

-Work must be submitted by class time Friday to avoid point deduction

Extra Credit Opportunity

-up to 3% of final grade possible

-one event per week, any Arabic/ Middle Eastern themed event on campus…
-up to 12 weeks (12 events) awarded
-requires a submission slides (.pptx) to share with your classmates
-slides can include pictures with Arabic captions, drawings/graphics or posters in Arabic, short Arabic movies reviews, newly learned expressions, etc. -Slides must include:

<div align="center">

YOUR NAME
EVENT NAME
ORGANIZATION NAME
DATE
LOCATION
…a summary of the event & what you learned
…minimum 3-4 slides

</div>

- *Name (save) your .pptx file appropriately so its contents/ relevance are clear to your classmates* o Carmen → Discussion: Our Shared Knowledge of Arabic Language & Culture: Event Slides

- Remember to view your classmates' slides! Let's pool our resources to learn as much as possible!

Keys to Succeeding in this Course

- Mistakes are good! Welcome them!
- Have read & know the syllabus
- Attend every class, be prepared to <u>actively</u> participate
- Expect to do homework, in Arabic, every day
- Read texts <u>in advance</u>: class time shouldn't be your 1st contact with new material
- Know that regularly arriving to class late is disrespectful
- Submit your work punctually, knowing that no exceptions (late work) are granted
- Carefully consider the instructor's feedback and incorporate it into your practice
- Be proactive in your learning
- Always be aware of your overall course grade/ attendance

I- <u>Course Schedule</u>

Weeks		Lessons	Quizzes/ Exams/Presentations
Week 1	**Jan 7-Jan 10**	Introduction & Review Lessons 1- 4	
Week 2	**Jan 14-Jan 17**	Al-Kitaab 1 Lesson 5	
Week 3	**Jan 21-Jan 24**	Al-Kitaab 1 Lesson 5	**Quiz 1**
Week 4	**Jan 28-Jan 31**	Al-Kitaab 1 Lesson 6	
Week 5	**Feb 4-Feb 7**	Al-Kitaab 1 Lesson 6	
Week 6	**Feb 11-Feb 14**	Al-Kitaab 1 Lesson 7	**Quiz 2**
Week 7	**Feb 18-Feb 21**	Al-Kitaab 1 Lesson 7	
Week 8	**Feb 25-Feb 28**	Al-Kitaab1 Lesson 8	**Review**
Week 9	**Mar 3-Mar 6**	Al-Kitaab 1 Lesson 8	**Midterm (Mar 5 & 6) & Oral Presentation I**
Spring Break	**Mar 10-Mar 13**	**SPRING BREAK**	
Week 10	**Mar 17-Mar 20**	Al-Kitaab 1 Lesson 8/9	
Week 11	**Mar 24-Mar 27**	Al-Kitaab 1 Lesson 9	**Quiz 3**
Week 12	**Mar 31-Apr 3**	Al-Kitaab 1 Lesson 9/10	
Week 13	**Apr 7-Apr 10**	Al-Kitaab 1 Lesson 10	**Quiz 4**
Week 14	**Apr 14-Apr 17**	Al-Kitaab 1 Lesson 10	**Review & Oral Presentation II**
Exam Week			**Final Exam**

*Instructor reserves the right to modify the schedule/syllabus. Students will be notified in writing of any changes and provided with an updated schedule/ syllabus.

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بالتوّفيق إن شاء الله !

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Maintaining Awareness of My Course Grade

Homework	20%
Attendance & Participation	20%
4 Quizzes	20%
Midterm Exam	15%
2 Oral Presentations	10%
Written Final Examination	15%

My quiz scores:

Quiz 1	Quiz 2	Quiz 3	Quiz 4

My exam scores:

Midterm	Final

My oral presentation scores:

Presentation 1	Presentation 2

I missed class on:

Excused	4 Unexcused	Beyond 4…

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Arabic 1102
Instructor: TBD
Summary: Elementary Modern Standard Arabic II Online

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			• Office 365 • Carmen
6.2 Course tools promote learner engagement and active learning.	X			• Carmen Discussion Forums • Synchronous lectures via Zoom. • Al-kitaab online tools
6.3 Technologies required in the course are readily obtainable.	X			All tech is readily accessible and available.
6.4 The course technologies are current.	X			The majority of the tech is web based and updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No 3rd party tools are used
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8HELP are provided.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			No 3rd party tools are used.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.

8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser.

Reviewer Information
- Date reviewed: 4/19/21
- Reviewed by: Ian Anderson

Notes: Camera on requirement may create some major push back. We have no standing of enforcing that as a rule.

[a]The following statement about disability services (recommended 16 point font):
The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus. http://advising.osu.edu

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. https://contactbuckeyelink.osu.edu/