

## Term Information

Effective Term Summer 2024  
*Previous Value* Autumn 2022

## Course Change Information

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

Converting to Distance Learning

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

Many students are not on campus during the summer. Offering these courses online will increase the number of students able to participate.

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)?

None

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 East S Asian Lang/Culture - D0554  
College/Academic Group Arts and Sciences  
Level/Career Undergraduate  
Course Number/Catalog 1102.02  
Course Title Elementary Modern Standard Arabic II: Intensive  
Transcript Abbreviation Elem MSArabic2 Int  
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. Intensive track. Not open to native speakers of Arabic through regular course enrollment, transfer, or EM credit.  
*Previous Value* *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. Intensive classroom track. Not open to native speakers of Arabic through regular course enrollment, transfer, or EM credit.*  
Semester Credit Hours/Units Fixed: 4

## Offering Information

Length Of Course 8 Week, 7 Week, 6 Week, 4 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  
Greater or equal to 50% at a distance  
Less than 50% at a distance  
*Previous Value* *No*  
Grading Basis Letter Grade  
Repeatable No  
Course Components Lecture  
Grade Roster Component Lecture

**COURSE CHANGE REQUEST**  
1102.02 - Status: PENDING

Last Updated: Vankeerbergen, Bernadette  
Chantal  
02/06/2024

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<b>Credit Available by Exam</b>	Yes
<b>Exam Type</b>	Departmental Exams
<b>Admission Condition Course</b>	No
<b>Off Campus</b>	Never
<b>Campus of Offering</b>	Columbus, Lima, Mansfield, Marion, Newark, Wooster

## Prerequisites and Exclusions

<b>Prerequisites/Corequisites</b>	Prereq: Permission of department. Concur: 1101.02.
<b>Exclusions</b>	Not open to students with credit for 1102.01 or 4 cr hrs of 1102.51.
<b>Electronically Enforced</b>	Yes

## Cross-Listings

Cross-Listings

## Subject/CIP Code

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

## Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors  
General Education course:  
Foreign Language; World Languages

## Course Details

<b>Course goals or learning objectives/outcomes</b>	<ul style="list-style-type: none"><li>• Describe people, activities, objects, and events</li><li>• Express time and directions</li><li>• Formulate questions</li><li>• Express opinions and preferences</li><li>• Use Arabic numerals</li><li>• Understand cultural differences inside and outside the Arabic-speaking world</li></ul>
<b>Content Topic List</b>	<ul style="list-style-type: none"><li>• Speaking and communicating in Basic Arabic</li><li>• Conjugation of more complex verbs</li><li>• Social interaction in Arabic</li><li>• Using an Arabic Dictionary</li><li>• Use of time, dates, and days of the week, in context</li><li>• Expressing preferences</li><li>• Expressing frequency, exception, intention, uncertainty, and possibility</li></ul>
<b>Sought Concurrence</b>	No
<b>Previous Value</b>	

**Attachments**

- Revised ARABIC 1102.02 - Online Syllabus LABAKI.docx: DL Syllabus  
*(Syllabus. Owner: Carmichael, Phoebe Cullen)*
- Arabic 1102 Elementary Modern Standard Arabic II asc-distance-approval-cover-sheet-fillable\_3 (1).pdf: DL Cover Letter  
*(Cover Letter. Owner: Carmichael, Phoebe Cullen)*
- ARABIC 1102.02- In person Syllabus LABAKI 1.pdf: In-Person Syllabus  
*(Syllabus. Owner: Carmichael, Phoebe Cullen)*

**Comments**

- - The in-person syllabus submitted for comparative purposes is not the one for the .02 version of the course (intensive) but the one for the .01 version of the course (regular term). The subcommittee will need to see the .02 version of the syllabus when it was last taught in person to be able to ascertain that the DL version of the course is truly the equivalent of the .02 previously approved for in-person delivery. So please provide the in-person version of .02 instead of the in-person version of .01.
- Please be aware that the course description in curriculum.osu.edu still refers to this being the "Intensive classroom track". Mentioning "classroom" will be confusing to students once this course is approved for DL delivery. *(by Vankeerbergen, Bernadette Chantal on 01/17/2024 01:27 PM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Carmichael, Phoebe Cullen	12/18/2023 01:35 PM	Submitted for Approval
Approved	Liu, Morgan Yih-Yang	12/18/2023 04:11 PM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	12/22/2023 12:42 PM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	01/17/2024 01:28 PM	ASCCAO Approval
Submitted	Carmichael, Phoebe Cullen	01/29/2024 01:00 PM	Submitted for Approval
Approved	Liu, Morgan Yih-Yang	01/30/2024 10:16 AM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	02/06/2024 04:18 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Hilty, Michael Neff, Jennifer Vankeerbergen, Bernadette Chantal Steele, Rachel Lea	02/06/2024 04:18 PM	ASCCAO Approval



# Elementary Modern Standard Arabic II Intensive Online Syllabus

AR 1102.02 (-----) – Summer Term II 2024/ 6-week session  
Online

## Course Information

- **Course times and location:** This course is 100% online. Five required synchronous (real time) sessions **on** Mondays, Tuesdays, Wednesdays, Thursdays & Fridays in Zoom (real-time) from\_\_\_. EST plus weekly Carmen interaction.
- **Credit hours:** 4 credits
- **Mode of delivery:** Distance Learning
- **Course Zoom link:**  
[will be added here](#)

## Instructor

- **Name:**
- **Email:**
- **Online Office hours ----- & by appointment. Office hours Zoom Link:**  
[will be added here](#)
- **Preferred means of communication:**
  - My preferred method of communication for questions is **email**.
  - My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your [notification preferences](#) ([go.osu.edu/canvas-notifications](http://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.

### **1- General Education Requirement:**

Successful completion of this course will earn you four credits towards the GE World Languages Requirements:

#### **A- Goals:**

1. Successful students will demonstrate linguistic and cultural competence by accomplishing real-world communicative tasks in culturally appropriate ways in a language other than their first language.
2. Successful students will demonstrate knowledge of target culture(s) and attitudes on cultural diversity reflective of an interculturally competent global citizen.

#### **B - Expected Learning Outcomes:**

Successful students are able to:

- 1.1 Achieve interpersonal communication by initiating and sustaining meaningful spoken and/or written communication in culturally appropriate ways with users of the target language while actively negotiating meaning to ensure mutual comprehension.
- 1.2 Achieve interpretive listening/viewing and/or reading by comprehending the main idea and relevant details of a variety of texts (live, recorded, written) in a language other than their first language.
- 1.3 Achieve presentational speaking/signing and/or writing by delivering live, recorded and/or written presentations in a language other than their first language for varied purposes using information, ideas and viewpoints on a variety of topics.
- 2.1 Demonstrate familiarity with the products, practices and perspectives (the 3 Ps) of target culture(s) and be able to discuss in an informed and respectful way the diversity of the 3Ps across cultures and individuals.
- 2.2 Identify and demonstrate attitudes on cultural diversity reflective of an interculturally competent global citizen (such as respect, openness, curiosity and adaptability).

## 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.
- 8) Discuss (in English and Arabic) a variety of topics related to Arab culture and society and make comparisons and contrasts with your own culture.

## How This Online Course Works

**Mode of delivery:** This course is 100% online. The course entails **five required sessions** of 55 minutes each where you must be logged into Carmen Zoom (real-time) at the scheduled time of class. This course meets synchronously (in real-time) on Canvas Zoom weekly on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays from **--. EST.**

Due to the interactive nature of our classes, all students are encouraged to turn their camera on at all times during the classes. Students and instructors 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.

**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](http://go.osu.edu/credit%20hours) (go.osu.edu/credit hours), students should expect around 10 hours per week of time spent on direct instruction (5 sessions) and indirect instruction (5 sessions: instructor content and online Carmen activities, for example) in addition to **20 hours** of homework (reading and assignment preparation, for example) to receive a grade of C average.

### Attendance and participation requirements:

Because this is a 100% **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/real-time) CarmenZoom class sessions and Canvas for attendance: Required five times weekly at the time of class.**

This is a fully online class, and you are required to complete **asynchronous class**



**assignments** and attend **Five synchronous class sessions**, which will be held through Carmen Zoom on the following Zoom link:

**will be added here**

These sessions will be held on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays from **--.EST.** during Summer 2024. 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 \(https://advocacy.osu.edu/\)](https://advocacy.osu.edu/), [Student Life Disability Services \(https://slds.osu.edu/\)](https://slds.osu.edu/) and the [Office of Institutional Equity \(https://equity.osu.edu/\)](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 in the synchronous/real-time sessions 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 four days of synchronous sessions) 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 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 synchronous classes (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 10 total absences from the synchronous sessions (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 prior to your taking the next test.**

- **Online Office hours:**  
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!)**

**NESA Free Online Tutoring sessions:** Review sessions led by the NESA tutors. Pronunciation practice sessions will also be held regularly according to the NESA tutors' schedule.

**Graduate Teaching Assistant office hours:** TBD





# COURSE MATERIALS AND TECHNOLOGIES

## Required Materials and/or Technologies.

### Required Textbooks with website:

Textbooks (available in hardcover, paperback, and as an eTextbook) for each of the third edition are available through VitalSource.com. - Al Kitaab textbooks are also available from <https://ohiostate.bncollege.com/>



### 1- **Course Material:**

1. *Al-Kitaab Part One with Website, Third Edition.* Brunstad, al-Batal, and al-Tonsi, Georgetown University Press.

- NB: If you have already purchased the standalone textbook and are unable to return it, you may purchase access to the Lingco companion website separately by clicking on the links below. The “card” version is a print card with a scratch-off code, and the “code” version is electronically sent to the student upon purchase. Email codes will be delivered by Hopkins Fulfillment Service (HFS):
- <https://alkitaabtextbook.com/companionwebsites/for-independent-learners/>
- Click here to learn more about connecting to your instructor’s course: <https://alkitaabtextbook.com/for-students/>.
- More information will be posted on Canvas.
- Dictionary: A Dictionary of Modern Written Arabic by Hans Wehr. 4th Edition recommended, but earlier editions are acceptable. (Available online)
- 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: All students are required to type in Arabic when completing the Al Kitaab Companion Website assignments.

# 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](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto: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](https://go.osu.edu/canvasstudent))
- CarmenZoom virtual meetings ([go.osu.edu/zoom-meetings](https://go.osu.edu/zoom-meetings))
- Recording a slide presentation with audio narration ([go.osu.edu/video-assignment-guide](https://go.osu.edu/video-assignment-guide))
- Recording, editing, and uploading video ([go.osu.edu/video-assignment-guide](https://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](https://go.osu.edu/office365help).

## Carmen access

You will need to use BuckeyePass ([buckeyepass.osu.edu](https://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](https://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](https://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](https://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%
<b>Total</b>	<b>100%</b>

See course schedule below for due dates.

## Descriptions of Major Course Assignments

### - Active Participation and Preparation:

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 online 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.

### **Participating in discussion forums: Five or more times per week**

As part of your participation, each week you can expect to post at least five times as part of our class discussion on the week's topics.

### - Homework:

You are expected to spend an average of 20 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.

Write or type (18-point font size- Times New Roman or Simplified Arabic) using alternate lines/double-spaced.

- 3- Include the lesson, page and drill number.
- 4- 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.
- 5- Assignments could be either typed (font 18, double space) or handwritten (neatly and clearly)
- 6- Make sure to skip a line and leave some blank margins for comments on your answers.
- 7- 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.*

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



- **Midterm Exam (online):** The midterm exam will be held **synchronously** and will test the following: Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

### - **Two Online/Asynchronous Oral Presentations:**

Students will be assigned as part of homework/classwork many short practice presentations during the course, but they will be required to submit 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.

- **Final Exam (online):** The Final exam will be held **synchronously** and will test the following: Vocabulary, grammar, and the listening, reading, and writing skills. Detailed information will be posted on Carmen before the Final exam.

## 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 \(HELP\)](tel:614-688-4357) 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 [your notification preferences \(go.osu.edu/canvas-notifications\)](https://go.osu.edu/canvas-notifications) to ensure you receive these messages.
- **Discussion board:** I will check and reply to messages in the discussion boards Mondays to Fridays weekly.
- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **three days**.



## Other Course Policies

### Academic integrity and collaboration:

- Online Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be your own original work.
- Online Quizzes: You must complete all quizzes yourself, without any external help or communication.
- 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.
- Online 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.
- 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.

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



# 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.

- **Class Participation:** Since much of the curriculum is built around activities conducted during class time (such as listening, reading, and speaking), active participation in class is an absolute requirement for all students. Remember to prepare well before coming to class so you can participate in the online class activities based on students' at-home preparation.
- **Arabic is the language of our classroom;** you are expected to speak in Arabic from the time you enter the online 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, you are encouraged to turn your camera on. When in breakout rooms or small-group discussions, you are encouraged to 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](https://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\:** 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](#) for specific guidelines about collaboration and academic integrity in the context of this online class.

### Ohio State's Academic Integrity Policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's [Code of Student Conduct](#) ([studentconduct.osu.edu](http://studentconduct.osu.edu)), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with 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>.**

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

- [Committee on Academic Misconduct](http://go.osu.edu/coam) ([go.osu.edu/coam](http://go.osu.edu/coam))
- [Ten Suggestions for Preserving Academic Integrity](http://go.osu.edu/ten-suggestions) ([go.osu.edu/ten-suggestions](http://go.osu.edu/ten-suggestions))
- [Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) ([go.osu.edu/cardinal-rules](http://go.osu.edu/cardinal-rules))



## 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.

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.



## 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 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 aforementioned 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](https://ccs.osu.edu) or calling [614-292-5766](tel: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](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

## Religious accommodations

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.



## Campus Free Speech policy

Our [Shared Values](#) include a commitment to diversity and innovation. Pursuant to these values, the university promotes a culture of welcoming differences, making connections among people and ideas, and encouraging open-minded exploration, risk-taking, and freedom of expression. As a land-grant institution, the university takes seriously its role in promoting and supporting public discourse. To that end, Ohio State is steadfastly committed to protecting the First Amendment right to free speech and academic freedom on its campuses, and to upholding the university's academic motto — "Education for Citizenship." The [Campus Free Speech policy](#) adopted in May supports this commitment.

## Student Academic Services

A full overview and contact information for the student academic services offered on the OSU main campus can be found here: <http://advising.osu.edu/welcome.shtml>

## Student Services

An overview and contact information for student services offered on the OSU main campus can be found here: <http://ssc.osu.edu>

# 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 (SLDS). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services.**

## Disability Services Contact Information

- Phone: [614-292-3307](tel:614-292-3307)
- Website: [slds.osu.edu](http://slds.osu.edu)
- Email: [slds@osu.edu](mailto:slds@osu.edu)
- In person: [Baker Hall 098, 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.

- [CarmenCanvas accessibility](http://go.osu.edu/canvas-accessibility) (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- [CarmenZoom accessibility](http://go.osu.edu/zoom-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	June 17-June 21	Introduction & Review Lessons 1- 4 مراجعة عامة للدروس من 1 إلى 4 Al-Kitaab 1 Lesson 5 الطقس حار جداً في الصيف المفردات الاستماع والقصة القواعد: Definite and Indefinite: noun- إضافة adjective phrases The demonstrative pronouns هذا وهذه The numbers الأعداد Adverbs	Quiz 1 (ONLINE)
Week 2	June 24- June 28	Al-Kitaab 1 Lesson 6 معيد بكلية التجارة المفردات الاستماع والقصة القواعد: The dual المثنى Masdar المصدر Why: لماذا	Quiz 2 (ONLINE)
Week 3	July 2-3-July 5 July 4 (Independence Day- No class)	Al-Kitaab 1 Lesson 7 الله يرحمها المفردات الاستماع والقصة القواعد: The superlative أفعال The prepositions and adverbs and possessive pronouns Fronted predicate الخبر المقدم Present tense conjugation Review & Midterm Exams	Midterm Exams (ONLINE) (8 & 9) & Oral Presentation I (ONLINE) July 5



Week	Dates	Lessons	Quizzes/ Exams/Presentations
Week 4	July 8-July 12	Al-Kitaab1 Lesson 8 المستقبل للتجارة المفردات والاستماع والقصة القواعد: The past tense الفعل الماضي The Root and pattern الجذر والوزن The Past and Present and maSDar: دراسة الفعل: الماضي والمضارع والمصدر	Quiz 3 (ONLINE)
Week 5	July 16- July 19	Al-Kitaab 1 Lesson 9 جدتي توظني في السادسة والنصف المفردات الاستماع والقصة القواعد: The present tense المضارع المرفوع Ordinal numbers الأعداد الترتيبية Al-Kitaab 1 Lesson 10 بيت العائلة المفردات الاستماع والقصة	Quiz 4 (ONLINE)
Week 6	July 22- July 26 (last day of classes)	Al-Kitaab 1 Lesson 10 بيت العائلة القواعد: Conditionals إذا - لو The Comparative أفعال The subjunctive المضارع المنصوب Review & Oral Presentation II & Final exam	Oral Presentation II (ONLINE) & Final Written Exam (ONLINE) July 26

بالتوفيق إن شاء الله





## Example: WEEK 1 Homework Schedule sample

<p><b>3-4</b> <b>hours</b></p>	<p>Due Wednesday</p> <p>1- Review the vocabularies lists from the chapters 1-4. Review Lessons 1-4, read Maha's stories (Lessons1-4 posted in week 1) Prepare Activity 2 review from Canvas for class tomorrow. Complete the classroom vocabulary (posted in the course guidelines section): drill 1. No submission.</p> <p>2- Review Lessons 1 - 4 (Grammar concepts + conjugation p.74-78) complete the grammar drills in review activity 2- No submission. Prepare Activity 3 verbs 1-4 and complete it. No submission.</p> <p>3- Review: Correct Activity 2 -Vocabulary and Grammar review - from the following document posted on Canvas: Week 1 Answer Key Vocabulary &amp; Grammar Review Activity 2 .pdf Write down any questions that you have. You are welcome to ask us during class or office hours.</p> <p>4- Review Lessons 1 - 4 (Vocabulary and Grammar concepts + conjugation p.66 past tense كان) &amp; Review the verbs in lessons 1-4- Prepare review activity 4for class tomorrow.</p> <p>5- Lesson 5: - Listen to and study the vocabulary from pages 92 and 93 in Formal only - Study Notes on Vocabulary usage page 93 and listen to and study 2: بالنسبة ل - Listen to the sentences in drills 2 p. 94 and 7 p. 97. <b>Submit online.</b></p>	<p>Tuesday June 18</p>
<p><b>3-4</b> <b>hours</b></p>	<p>Due Thursday</p> <p>1- Review the vocabulary and come prepared to practice them in class Prepare Drills 2 page 94 and 7 page 97: Listen to the sentences and choose 5 sentences from drill 2 and 5 sentences from drill 7 to write out in Arabic with an English translation for each immediately below or above it. Check them out on Canvas (Answer Keys) and correct your mistakes with a different color. <b>Submit online.</b></p> <p>2- Listen to the story الجوّ حارّ جدّاً في الصيف, drill 16, pages 103-104. Do the fill in the blanks # 3 page 104 and <b>Submit online.</b> Fill in the blanks in your book or copy the paragraph. You should have the paragraph in class.</p> <p>3- Study Grammatical Notes pages 97-98: Drill: 8 (submit in class – do not do it before I give my lecture)</p> <p>4- Study Grammatical Notes pages 99-100: Drill: 10 prepare it for class; no submission.</p> <p>5- Start studying the numbers. Grammatical Notes page 102</p> <p>6- Listen to Maha and practice reading the story الجوّ حارّ جدّاً في الصيف several times.</p> <p>7- Study the numbers. Grammatical Notes page 102.</p> <p>8- Prepare Activity 4 Counting 11 to 100.</p>	<p>Wednesday June 19</p>



	<p>9- Grammar: prepare the Adverbs pages 104-105. Do drill 17. <b>Submit online.</b></p> <p>10-Read the cultural notes about Fairuz page 110 and listen to the song.</p>	
<p><b>3-4</b> <b>hours</b></p>	<p>Due Friday: For QUIZ 1 Online on Friday, June 21: Follow guidelines posted on Canvas, Modules, week 1: It will cover Lesson 5 and parts of what we reviewed in week 1. It consists of 2 sections: Section 1: vocabulary (Lesson 5) and listening (numbers, p. 102) Section 2 –grammar: this covers the grammar we did in week one &amp; grammar in Lesson 5: adjectival phrases/sentences (pp. 97-01) and adverbs (pp. 104-105)</p>	<p>Thursday June 20</p>





# Elementary Modern Standard Arabic II Intensive In-Person Syllabus

AR 1102.01 (-----) – Summer Term II 2024/ 6-week session

## Course Information

- **Course times and location:** Five required sessions on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays in ----Classroom from \_\_\_\_\_ to \_\_\_\_\_ (110mn). EST.
- **Credit hours:** 4 credits
- **Mode of delivery:** In-person

## Instructor

- Name:
- Email:
- Office hours ----- & by Online /In-person appointments upon request.
- Office: -----
- **Preferred means of communication:**
  - My preferred method of communication for questions is **email**.
  - My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your [notification preferences](https://go.osu.edu/canvas-notifications) (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.

### **1- General Education Requirement:**

Successful completion of this course will earn you four credits towards the GE World Languages Requirements:

#### **A- Goals:**

1. Successful students will demonstrate linguistic and cultural competence by accomplishing real-world communicative tasks in culturally appropriate ways in a language other than their first language.
2. Successful students will demonstrate knowledge of target culture(s) and attitudes on cultural diversity reflective of an interculturally competent global citizen.

#### **B - Expected Learning Outcomes:**

Successful students are able to:

- 1.1 Achieve interpersonal communication by initiating and sustaining meaningful spoken and/or written communication in culturally appropriate ways with users of the target language while actively negotiating meaning to ensure mutual comprehension.
- 1.2 Achieve interpretive listening/viewing and/or reading by comprehending the main idea and relevant details of a variety of texts (live, recorded, written) in a language other than their first language.
- 1.3 Achieve presentational speaking/signing and/or writing by delivering live, recorded and/or written presentations in a language other than their first language for varied purposes using information, ideas and viewpoints on a variety of topics.
- 2.1 Demonstrate familiarity with the products, practices and perspectives (the 3 Ps) of target culture(s) and be able to discuss in an informed and respectful way the diversity of the 3Ps across cultures and individuals.
- 2.2 Identify and demonstrate attitudes on cultural diversity reflective of an interculturally competent global citizen (such as respect, openness, curiosity and adaptability).

## 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.
- 8) Discuss (in English and Arabic) a variety of topics related to Arab culture and society and make comparisons and contrasts with your own culture.

## How This In-person Course Works

**Mode of delivery:** This course will be conducted in person: (Campus 75-100% - Online 0-24%). A limited amount of direct online instruction and interaction will be delivered online if deemed necessary. Students will be notified well in advance about any direct online instruction. The course entails five required sessions of 110 minutes each where you must attend class in-person at the scheduled time of class. This course meets weekly on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays: ----- (EST) in -----Classroom Bldg

**Pace of online activities:** This course is divided into **weekly modules on Carmen Canvas** 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 10 hours per week of time spent on direct instruction ((instructor content and Carmen activities, for example) in addition **to 20 hours** of homework (reading and assignment preparation, for example) to receive a grade of C average.

Attendance and participation requirements:

Because this is an in-person course, your attendance is based on your attendance in-person in the classroom and on your online activity and participation online. Additionally, you are also expected to log in to the course on Carmen (Canvas) weekly to complete course assignments. The following is a summary of students' expected participation:

- Participating in class sessions on Campus: Required five times weekly at the time of class.

This is an in-person class, and you are required to complete **class assignments** and attend **Five class sessions of 110mn each**, which will be held on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays from **--EST.**, during Summer 2024. Additionally, you are also expected to log into 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 \(https://advocacy.osu.edu/\)](https://advocacy.osu.edu/), [Student Life Disability Services \(https://slds.osu.edu/\)](https://slds.osu.edu/) and the [Office of Institutional Equity \(https://equity.osu.edu/\)](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 in the classroom 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 two days of intensive sessions) 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 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 classes of 55 minutes each (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) classes of 55 minutes each 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 10 total absences (of 55 minutes each) from the classes (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 prior to your taking the next test.**

- **Office hours:**  
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!)**

**NESA Free Tutoring sessions:** Review sessions led by the NESA tutors.  
Pronunciation practice sessions will also be held regularly according to the NESA tutors' schedule.

**Graduate Teaching Assistant office hours: TBD**



# COURSE MATERIALS AND TECHNOLOGIES

## Required Materials and/or Technologies.

### Required Textbooks with website:

Textbooks (available in hardcover, paperback, and as an eTextbook) for each of the third edition are available through VitalSource.com. - Al Kitaab textbooks are also available from <https://ohiostate.bncollege.com/>



### 1- **Course Material:**

1. *Al-Kitaab Part One with Website, Third Edition.* Brustad, al-Batal, and al-Tonsi, Georgetown University Press.

- NB: If you have already purchased the standalone textbook and are unable to return it, you may purchase access to the Lingco companion website separately by clicking on the links below. The “card” version is a print card with a scratch-off code, and the “code” version is electronically sent to the student upon purchase. Email codes will be delivered by Hopkins Fulfillment Service (HFS):
- <https://alkitaabtextbook.com/companionwebsites/for-independent-learners/>
- Click here to learn more about connecting to your instructor’s course: <https://alkitaabtextbook.com/for-students/>.
- More information will be posted on Canvas.
- Dictionary: A Dictionary of Modern Written Arabic by Hans Wehr. 4th Edition recommended, but earlier editions are acceptable. (Available online)
- 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: All students are required to type in Arabic when completing the Al Kitaab Companion Website assignments.



## 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](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto: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](https://go.osu.edu/canvasstudent))
- CarmenZoom virtual meetings ([go.osu.edu/zoom-meetings](https://go.osu.edu/zoom-meetings))
- Recording a slide presentation with audio narration ([go.osu.edu/video-assignment-guide](https://go.osu.edu/video-assignment-guide))
- Recording, editing, and uploading video ([go.osu.edu/video-assignment-guide](https://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](https://go.osu.edu/office365help).

### Carmen access

You will need to use BuckeyePass ([buckeyepass.osu.edu](https://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](https://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](https://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](https://go.osu.edu/dfresources).

# Grading and Faculty Response

## How your grade is calculated

ASSIGNMENT CATEGORY	POINTS
Attendance\Active Participation	15%
Homework	20%
4 Quizzes	20%
Midterm Exam	15%
2 Oral Presentations	15%
Final Exam	15%
<b>Total</b>	<b>100%</b>

See course schedule below for due dates.

## Descriptions of Major Course Assignments

### - Active Participation and Preparation:

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 online 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.

### Participating in discussion forums:

As part of your participation, each week you can expect to post at once as part of our class discussion on the week's topics.

### - Homework:

You are expected to spend an average of 20 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.

Write or type (18-point font size- Times New Roman or Simplified Arabic) using alternate lines/double-spaced.

- 3- Include the lesson, page and drill number.
- 4- 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.
- 5- Assignments could be either typed (font 18, double space) or handwritten (neatly and clearly)
- 6- Make sure to skip a line and leave some blank margins for comments on your answers.
- 7- 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.*

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

- **Midterm Exam:** The midterm exam will be held **in class** and will test the following: Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

### - **Two Online/Asynchronous Oral Presentations:**

Students will be assigned as part of homework/classwork many short practice presentations during the course, but they will be required to submit 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.

- **Final Exam:** The Final exam will be held **on the last day of the course** and 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:**

- Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be your own original work.
- Quizzes: You must complete all quizzes yourself, without any external help or communication.
- 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.
- Online and in-class 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.
- 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.**

### **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 \(HELP\)](tel:614-688-4357) 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 [your notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to ensure you receive these messages.
- **Discussion board:** I will check and reply to messages in the discussion boards Mondays to Fridays weekly.
- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **three days**.

## 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

## 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.

- **Class Participation:** Since much of the curriculum is built around activities conducted during class time (such as listening, reading, and speaking), active participation in class is an absolute requirement for all students. Remember to prepare well before coming to class so you can participate in the interactive class activities based on students' at-home preparation.
- **Arabic is the language of our classroom;** you are expected to speak in Arabic from the time you enter the online 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, you are encouraged to turn your camera on. When in breakout rooms or small-





group discussions, you are encouraged to 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](https://go.osu.edu/zoom-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 styles:** 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 NESA 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](#) for specific guidelines about collaboration and academic integrity in the context of this online class.

### Ohio State’s Academic Integrity Policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university’s [Code of Student Conduct](https://studentconduct.osu.edu) (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university’s *Code of Student Conduct* and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the university or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university’s *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with 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>.

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

- [Committee on Academic Misconduct](http://go.osu.edu/coam) (go.osu.edu/coam)
- [Ten Suggestions for Preserving Academic Integrity](http://go.osu.edu/ten-suggestions) (go.osu.edu/ten-suggestions)
- [Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) (go.osu.edu/cardinal-rules)



## 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.

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.



## 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 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 aforementioned 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](https://ccs.osu.edu) or calling [614-292-5766](tel: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](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

## Religious accommodations

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.



## Campus Free Speech policy

Our [Shared Values](#) include a commitment to diversity and innovation. Pursuant to these values, the university promotes a culture of welcoming differences, making connections among people and ideas, and encouraging open-minded exploration, risk-taking, and freedom of expression. As a land-grant institution, the university takes seriously its role in promoting and supporting public discourse. To that end, Ohio State is steadfastly committed to protecting the First Amendment right to free speech and academic freedom on its campuses, and to upholding the university's academic motto — "Education for Citizenship." The [Campus Free Speech policy](#) supports this commitment.

## Student Academic Services

A full overview and contact information for the student academic services offered on the OSU main campus can be found here: <http://advising.osu.edu/welcome.shtml>

## Student Services

An overview and contact information for student services offered on the OSU main campus can be found here: <http://ssc.osu.edu>

# 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 (SLDS). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services.**



## Disability Services Contact Information

- Phone: [614-292-3307](tel:614-292-3307)
- Website: [slds.osu.edu](http://slds.osu.edu)
- Email: [slds@osu.edu](mailto:slds@osu.edu)
- In person: [Baker Hall 098, 113 W. 12th Avenue](#)

## Accessibility of Course Technology

This 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.

- [CarmenCanvas accessibility](http://go.osu.edu/canvas-accessibility) (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- [CarmenZoom accessibility](http://go.osu.edu/zoom-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	June 17-June 21	Introduction & Review Lessons 1- 4 مراجعة عامة للدرّوس من 1 إلى 4 Al-Kitaab 1 Lesson 5 الطقس حار جداً في الصيف المفردات الاستماع والقصة القواعد: Definite and Indefinite: إضافة \noun- adjective phrases The demonstrative pronouns هذا وهذه The numbers الأعداد Adverbs	Quiz 1
Week 2	June 24- June 28	Al-Kitaab 1 Lesson 6 معيد بكلية التجارة المفردات الاستماع والقصة القواعد: The dual المثنى Masdar المصدر Why: لماذا	Quiz 2
Week 3	July 2-3-July 5 July 4 (Independence Day- No class)	Al-Kitaab 1 Lesson 7 الله يرحمها المفردات الاستماع والقصة القواعد: The superlative أفعل The prepositions and adverbs and possessive pronouns Fronted predicate الخبر المقدم Present tense conjugation Review & Midterm Exams	Midterm Exams (8 & 9) & Oral Presentation I (ONLINE) July 5



Week	Dates	Lessons	Quizzes/ Exams/Presentations
Week 4	July 8-July 12	Al-Kitaab1 Lesson 8 المستقبل للتجارة المفردات والاستماع والقصة القواعد: The past tense الفعل الماضي The Root and pattern الجذر والوزن The Past and Present and maSDar: دراسة الفعل: الماضي والمضارع والمصدر	Quiz 3
Week 5	July 16- July 19	Al-Kitaab 1 Lesson 9 جدتي توظني في السادسة والنصف المفردات الاستماع والقصة القواعد: The present tense المضارع المرفوع Ordinal numbers الأعداد الترتيبية Al-Kitaab 1 Lesson 10 بيت العائلة المفردات الاستماع والقصة	Quiz 4
Week 6	July 22- July 26 (last day of classes)	Al-Kitaab 1 Lesson 10 بيت العائلة القواعد: Conditionals إذا - لو The Comparative أفعل The subjunctive المضارع المنصوب Review & Oral Presentation II & Final exam	Oral Presentation II (ONLINE) & Final Written Exam July 26

بالتوفيق إن شاء الله

## Example: WEEK 1 Homework Schedule sample

<p><b>3-4</b> <b>hours</b></p>	<p><b>Due Wednesday</b></p> <p>1- Review the vocabularies lists from the chapters 1-4. Review Lessons 1-4, read Maha's stories (Lessons1-4 posted in week 1) Prepare Activity 2 review from Canvas for class tomorrow. Complete the classroom vocabulary (posted in the course guidelines section): drill 1. No submission.</p> <p>2- Review Lessons 1 - 4 (Grammar concepts + conjugation p.74-78) complete the grammar drills in review activity 2- No submission. Prepare Activity 3 verbs 1-4 and complete it. No submission.</p> <p>3- Review: Correct Activity 2 -Vocabulary and Grammar review - from the following document posted on Canvas: Week 1 Answer Key Vocabulary &amp; Grammar Review Activity 2 .pdf Write down any questions that you have. You are welcome to ask us during class or office hours.</p> <p>4- Review Lessons 1 - 4 (Vocabulary and Grammar concepts + conjugation p.66 past tense كان) &amp; Review the verbs in lessons 1-4- Prepare review activity 4for class tomorrow.</p> <p>5- Lesson 5: - Listen to and study the vocabulary from pages 92 and 93 in Formal only - Study Notes on Vocabulary usage page 93 and listen to and study 2: بالنسبة - Listen to the sentences in drills 2 p. 94 and 7 p. 97. <b>Submit online.</b></p>	<p>Tuesday June 18</p>
<p><b>3-4</b> <b>hours</b></p>	<p><b>Due Thursday</b></p> <p>1- Review the vocabulary and come prepared to practice them in class Prepare Drills 2 page 94 and 7 page 97: Listen to the sentences and choose 5 sentences from drill 2 and 5 sentences from drill 7 to write out in Arabic with an English translation for each immediately below or above it. Check them out on Canvas (Answer Keys) and correct your mistakes with a different color. <b>Submit online.</b></p> <p>2- Listen to the story الجو حازَ جداً في الصيف, drill 16, pages 103-104. Do the fill in the blanks # 3 page 104 and <b>Submit online.</b> Fill in the blanks in your book or copy the paragraph. You should have the paragraph in class.</p> <p>3- Study Grammatical Notes pages 97-98: Drill: 8 (submit in class – do not do it before I give my lecture)</p> <p>4- Study Grammatical Notes pages 99-100: Drill: 10 prepare it for class; no submission.</p> <p>5- Start studying the numbers. Grammatical Notes page 102</p> <p>6- Listen to Maha and practice reading the story الجو حازَ جداً في الصيف several times.</p> <p>7- Study the numbers. Grammatical Notes page 102.</p> <p>8- Prepare Activity 4 Counting 11 to 100.</p>	<p>Wednesday June 19</p>





	<p>9- Grammar: prepare the Adverbs pages 104-105. Do drill 17. <b>Submit online.</b></p> <p>10-Read the cultural notes about Fairuz page 110 and listen to the song.</p>	
<p><b>3-4</b> <b>hours</b></p>	<p>Due Friday: For QUIZ 1 on Friday, June 21: Follow guidelines posted on Canvas, Modules, week 1: It will cover Lesson 5 and parts of what we reviewed in week 1. It consists of 2 sections: Section 1: vocabulary (Lesson 5) and listening (numbers, p. 102) Section 2 –grammar: this covers the grammar we did in week one &amp; grammar in Lesson 5: adjectival phrases/sentences (pp. 97-01) and adverbs (pp. 104-105)</p>	<p>Thursday June 20</p>



# Distance Approval Cover Sheet

## For Permanent DL/DH Approval | College of Arts and Sciences

Course Number and Title:

### Carmen Use

When building your course, we recommend using the [ASC Distance Learning Course Template](#) for CarmenCanvas. For more on use of [Carmen: Common Sense Best Practices](#).

A Carmen site will be created for the course, including a syllabus and gradebook at minimum.

If no, why not?

### Syllabus

Proposed syllabus uses the ASC distance learning syllabus template, includes boilerplate language where required, as well as a clear description of the technical and academic support services offered, and how learners can obtain them.

Syllabus is consistent and is easy to understand from the student perspective.

Syllabus includes a schedule with dates and/or a description of what constitutes the beginning and end of a week or module.

If there are required synchronous sessions, the syllabus clearly states when they will happen and how to access them.

Additional comments (optional):

### Instructor Presence

For more on instructor presence: [About Online Instructor Presence](#).

Students should have opportunities for regular and substantive academic interactions with the course instructor. Some ways to achieve this objective:

Regular instructor communications with the class via announcements or weekly check-ins.

Instructional content, such as video, audio, or interactive lessons, that is visibly created or mediated by the instructor.

- Regular participation in class discussion, such as in Carmen discussions or synchronous sessions.
- Regular opportunities for students to receive personal instructor feedback on assignments.

Please comment on this dimension of the proposed course (or select/explain methods above):

## **Delivery Well-Suited to DL/DH Environment**

*Technology questions adapted from the [Quality Matters](#) rubric. For information about Ohio State learning technologies: [Toolsets](#).*

- The tools used in the course support the learning outcomes and competencies.
- Course tools promote learner engagement and active learning.
- Technologies required in the course are current and readily obtainable.
- Links are provided to privacy policies for all external tools required in the course.

Additional technology comments (optional):

Which components of this course are planned for synchronous delivery and which for asynchronous delivery? (For DH, address what is planned for in-person meetings as well.)

If you believe further explanation would be helpful, please comment on how course activities have been adjusted for distance learning (optional):

## Workload Estimation

For more information about calculating online instruction time: [ODEE Credit Hour Estimation](#).

- Course credit hours align with estimated average weekly time to complete the course successfully.
- Course includes direct (equivalent of “in-class”) and indirect (equivalent of “out-of-class”) instruction at a ratio of about 1:2.

Provide a brief outline of a typical course week, categorizing course activities and estimating the approximate time to complete them or participate:

- In the case of course delivery change requests, the course demonstrates comparable rigor in meeting course learning outcomes.

## Accessibility

For more information or a further conversation, contact the [accessibility coordinator](#) for the College of Arts and Sciences. For tools and training on accessibility: [Digital Accessibility Services](#).

- Instructor(s) teaching the course will have taken Digital Accessibility training (starting in 2022) and will ensure all course materials and activities meet requirements for diverse learners, including alternate means of accessing course materials when appropriate.
- Information is provided about the accessibility of all technologies required in the course. All third-party tools (tools without campus-wide license agreements) have their accessibility statements included.

Description of any anticipated accommodation requests and how they have been/will be addressed.

Additional comments (optional):

## Academic Integrity

For more information: [Academic Integrity](#).

- The course syllabus includes online-specific policies about academic integrity, including specific parameters for each major assignment:
- Assignments are designed to deter cheating and plagiarism and/or course technologies such as online proctoring or plagiarism check or other strategies are in place to deter cheating.

Additional comments (optional):

## Frequent, Varied Assignments/Assessments

For more information: [Designing Assessments for Students](#).

Student success in online courses is maximized when there are frequent, varied learning activities. Possible approaches:

- Opportunities for students to receive course information through a variety of different sources, including indirect sources, such as textbooks and lectures, and direct sources, such as scholarly resources and field observation.
- Variety of assignment formats to provide students with multiple means of demonstrating learning.
- Opportunities for students to apply course knowledge and skills to authentic, real-world tasks in assignments.

Comment briefly on the frequency and variety of assignment types and assessment approaches used in this course (or select methods above):

## Community Building

For more information: [Student Interaction Online](#).

Students engage more fully in courses when they have an opportunity to interact with their peers and feel they are part of a community of learners. Possible approaches:

- Opportunities for students to interact academically with classmates through regular class discussion or group assignments.
- Opportunities for students to interact socially with classmates, such as through video conference sessions or a course Q&A forum.
- Attention is paid to other ways to minimize transactional distance (psychological and communicative gaps between students and their peers, instructor, course content, and institution).

Please comment on this dimension of the proposed course (or select methods above):

## Transparency and Metacognitive Explanations

For more information: [Supporting Student Learning](#).

Students have successful, meaningful experiences when they understand how the components of a course connect together, when they have guidance on how to study, and when they are encouraged to take ownership of their learning. Possible approaches:

- Instructor explanations about the learning goals and overall design or organization of the course.
- Context or rationale to explain the purpose and relevance of major tasks and assignments.

- Guidance or resources for ancillary skills necessary to complete assignments, such as conducting library research or using technology tools.
- Opportunities for students to take ownership or leadership in their learning, such as by choosing topics of interest for an assignment or leading a group discussion or meeting.
- Opportunities for students to reflect on their learning process, including their goals, study strategies, and progress.
- Opportunities for students to provide feedback on the course.

Please comment on this dimension of the proposed course (or select methods above):

## **Additional Considerations**

Comment on any other aspects of the online delivery not addressed above (optional):

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Syllabus and cover sheet reviewed by *Jeremie Smith* on

Reviewer Comments:

Additional resources and examples can be found on [ASC's Office of Distance Education](#) website.