

## Term Information

Effective Term Summer 2024  
*Previous Value* Summer 2019

## Course Change Information

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

Converting to DL

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 2104.02  
Course Title Intermediate Modern Standard Arabic II: Intensive  
Transcript Abbreviation Int MSArabic2 Int  
Course Description Initiating and sustaining communication; reading and understanding short original texts and passages; writing to express many language functions. Intensive track. Not open to native speakers of Arabic.  
*Previous Value* Initiating and sustaining communication; reading and understanding short original texts and passages; writing to express many language functions. Intensive classroom track. Not open to native speakers of Arabic.  
Semester Credit Hours/Units Fixed: 5

## 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  
*Previous Value* No  
Grading Basis Letter Grade  
Repeatable No  
Course Components Lecture  
Grade Roster Component Lecture  
Credit Available by Exam No  
Admission Condition Course No  
Off Campus Never

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Campus of Offering Columbus

## Prerequisites and Exclusions

Prerequisites/Corequisites Prereq: Permission of department. Concur: 1103.02  
Exclusions Not open to students with credit for 2104.01.  
Electronically Enforced Yes

## Cross-Listings

Cross-Listings

## Subject/CIP Code

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

## Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors  
The course is an elective (for this or other units) or is a service course for other units

## Course Details

**Course goals or learning objectives/outcomes**

- Express details, both verbally and in writing, about different topics, e.g., one's environment, oneself, and everyday life, histories, opinions, and questions
- Maintain awareness of aspects of cultural difference across Arabic-speaking world

**Content Topic List**

- Intermediate reading, writing, and speaking in Arabic
- Active and Passive Participles
- Passive voice in different forms
- Introduction to Arabic media
- Conventions of speech and conversation
- Cultural aspects of language

**Sought Concurrence** No

## Attachments

- ARABIC 2104 Intermediate Modern Standard Arabic II asc-distance-approval-cover-sheet-fillable\_3 (3) 1.pdf: DL  
Cover Letter  
*(Cover Letter. Owner: Carmichael, Phoebe Cullen)*
- ARABIC 2104.02 in-person syllabus LABAKI 1.pdf: In-Person Syllabus  
*(Syllabus. Owner: Carmichael, Phoebe Cullen)*
- Revised ARABIC 2104 online syllabus LABAKI 2.docx: DL Syllabus updated  
*(Syllabus. Owner: Carmichael, Phoebe Cullen)*

**Comments**

- Please see Subcommittee feedback email sent 03/01/2024. *(by Hilty, Michael on 03/01/2024 01:36 PM)*
- - 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 01:36 PM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Carmichael, Phoebe Cullen	12/18/2023 01:47 PM	Submitted for Approval
Approved	Liu, Morgan Yih-Yang	12/18/2023 04:10 PM	Unit Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	01/17/2024 01:36 PM	College Approval
Submitted	Carmichael, Phoebe Cullen	01/29/2024 01:03 PM	Submitted for Approval
Approved	Liu, Morgan Yih-Yang	01/30/2024 10:17 AM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	02/06/2024 04:23 PM	College Approval
Revision Requested	Hilty, Michael	03/01/2024 01:36 PM	ASCCAO Approval
Submitted	Carmichael, Phoebe Cullen	04/10/2024 10:37 AM	Submitted for Approval
Approved	Liu, Morgan Yih-Yang	04/10/2024 12:59 PM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	04/10/2024 02:39 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Hilty, Michael Neff, Jennifer Vankeerbergen, Bernadette Chantal Steele, Rachel Lea	04/10/2024 02:39 PM	ASCCAO Approval



# Intermediate Modern Standard Arabic II Intensive Online Syllabus

ARABIC 2104 (-----)

Summer Term II 2024/ 6-week session

## Course Information

- **Course times and location:** This course is 100% online. There are five required synchronous (real time) sessions of 130 minutes each, five times per week on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays in Zoom from ----- EST plus weekly Carmen interaction.
- **Credit hours:** 5 credits
- **Mode of delivery:** Distance Learning
- **Zoom Class link:** to be added

## Instructor

- **Name:**
- **Email:**
- **ONLINE Office hours:** ----- & by appointment  
All Office hours will be held on the following link:  
to be added
- **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) to be sure you receive these messages.



## Course Prerequisites

Arabic 1103 or permission of instructor

## Course Description

This Modern Standard Arabic online course is the continuation of the previous course AR 1103 and will follow the same objectives and methods. This MSA course follows the same communicative and integrated approach to language instruction, which places emphasis on the functional use of language and on communication in context, as opposed to a strictly grammatical, top-down approach. Time in class will be devoted to reinforcing vocabulary and grammar through various interactive drills and activities that will be conducted solely in Arabic. In-class vocabulary and grammar activities will be largely built upon students' prior knowledge of the materials. Memorization of new vocabulary through preparation of the basic text and studying the grammatical notes provided in the textbook will take place outside the classroom. This level concentrates on increasing students' vocabulary and command of syntax, with an intermediate level of fluency and accuracy.

By the end of this course the student will be able to speak, read, write, and listen to Modern Standard Arabic at an intermediate level. The student will be exposed to many dialects and become familiar mainly with the Levantine dialect.

## Learning Outcomes

By the end of this course, students are expected to reach at least the Intermediate Mid level of proficiency in Arabic through engaging in the following:

- Initiate and sustain conversation in Arabic on a variety of daily topics.
- Read authentic Arabic texts with and without a dictionary and understand the main idea and some level of detail.
- Apply dictionary and grammar skills to understand written Arabic with more precision.
- Narrate events in the past, present, and future in written and spoken discourse.
- Demonstrate a deeper understanding of social and cultural norms and issues of importance for Arabic speakers.
- Use knowledge of the Arabic root and pattern system and case system to infer vocabulary meaning and to develop a broader lexicon on a variety of topics.



# How This Course Works

## Mode of delivery:

This course is 100% online. The course entails five required sessions of 130/minutes each where you must be logged in to Carmen Zoom at the scheduled time of class. This course meets **synchronously** (in real-time) **on Canvas Zoom five times 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 time 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 during recording.

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

**Credit hours and work expectations:** This is a **5 credit-hour course**. According to [Ohio State bylaws on instruction](#) (go.osu.edu/credit hours), students should expect around 12 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to **24 hours of homework** (reading and assignment preparation, for example) to receive a grade of C average.

## Attendance and participation requirements:

Research shows regular participation is one of the highest predictors of success. With that in mind, I have the following expectations for everyone's participation:

### Participating in online activities for attendance:

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

**Participating in Synchronous (real-time) Carmen Zoom class sessions and Canvas for attendance: Required five times weekly at the time of class (Mondays, Tuesdays, Wednesdays, Thursdays & Fridays from -----).**

This is a fully online class and **you are required to attend the five synchronous "live" class sessions of 130mn each, which will be held through Carmen Zoom on the following Zoom link:**

**Link will be added**

And complete the assigned activities posted in the weekly Discussions and Modules on Canvas for the asynchronous session.



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.

Your instructor may assign work to be completed asynchronously. During synchronous and asynchronous contact hours, a comprehensive array of activities is employed to address all language skills and cultural tasks essential for Arabic language learners. Listening activities, such as listening to podcasts or recorded dialogues, enhance auditory comprehension and reinforce vocabulary acquisition. Writing exercises, ranging from composing short paragraphs to crafting short essays, strengthen grammatical accuracy and writing proficiency. Reading assignments, including authentic texts and cultural materials, broaden cultural understanding while improving reading comprehension and vocabulary retention. Interactive tasks, such as online quizzes and exercises, provide opportunities for students to practice grammar, vocabulary, and cultural knowledge in an engaging format. Furthermore, asynchronous discussions and collaborative projects allow students to explore cultural topics, compare perspectives, and apply language skills in real-world contexts, fostering cultural competence and intercultural communication skills.

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 65 minutes (equivalent to two 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, Fees and 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. *Al-Kitaab Part Two with Website, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.*

- NB: If you have already purchased the standalone textbooks 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.

-More information is posted on Canvas regarding the Al Kitaab Webcompanion. **(Please enroll from the link provided on Canvas\Modules\Course guidelines)**

- 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 online 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.



## 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. Visit the [installing Office 365](https://go.osu.edu/office365help) (go.osu.edu/office365help) help article for full instructions.

## Carmen Canvas Access

You will need to use [BuckeyePass](https://buckeyepass.osu.edu) (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 do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](https://go.osu.edu/add-device) (go.osu.edu/add-device) help article for step-by-step instructions.
- 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.
- [Install the Duo Mobile application](https://go.osu.edu/install-duo) (go.osu.edu/install-duo) on 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 \(HELP\)](tel:614-688-4357) and IT support staff will work out a solution with you.**

## Technology Skills Needed for This Course

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



## Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions, or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat:** [go.osu.edu/it](https://go.osu.edu/it)
- **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)



# Grading and Faculty Response

## How your grade is calculated

Assignment category	Points
Attendance & Participation	15%
Homework\Projects	25%
4 Online Quizzes	20%
Online Midterm Exam	15%
2 Oral Presentations (online)	10%
Online Final Exam	15%
<b>Total</b>	<b>100%</b>

See [Course Schedule](#) 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:** In this 5-credit course, you are expected to spend an average of 24 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:** The 4 quizzes will be held **asynchronously** and will test the following: Quiz 1 (Lessons 1- 2), Quiz 2 (Lesson 3), Quiz 3 (lesson 5) Quiz 4 (lesson 6). You will be informed about the quizzes' dates, contents. These quizzes will test vocabulary and grammar related to the lessons. Detailed information will be posted on Carmen before each quiz.

**- Midterm Exam (online):** The midterm exam (**Lessons 3 & 4**) will be held **synchronously** and will test the following: Vocabulary, expressions, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

**- 2 Oral Presentations (online/Asynchronous):**

Students will have two major oral presentations. The oral presentations are key components 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 for both presentations. The instructor may provide you with suggestions that might help you with your topic for the Midterm and Final presentation. Detailed information will be posted on Carmen in due time Each student has two main oral presentations with two different topics. First presentation (3-4 minutes) will take place in the 9th week and the second presentation (5 minutes) in the last week. Before the oral presentations, each student will submit the topic, the research questions and an outline. The topics of both oral presentations should be chosen in consultation with the instructor. The topics should be related to the Middle East or Arab culture throughout the world.

The topic must be approved by your instructor. You are required to inform me about the topic of the first presentation in the 7th week of classes and for the second presentation in the 11th week.

Criteria for the assessment of the presentation	
<b>Grammatical accuracy and sentence structure:</b> Speaker uses structures and right grammatical rules with few mistakes (verb conjugation, use of pronouns, etc.). Speaker self-corrects.	20%
<b>Vocabulary:</b> Speaker uses specific, clear and descriptive language. Clear effort to use a wide variety of vocabulary and expressions learned from class. <b>No English.</b>	20%
<b>Pronunciation &amp; Comprehensibility: Speaks clearly and distinctively. Good pronunciation of Arabic sounds.</b> Could be understood by a native speaker unaccustomed to non-native speech and being understood as well by classmates.	20%
<b>Fluency:</b> Good amount of new information delivered in an organized and clearly prepared manner <b>without reading.</b> You may use notecards, but you may not read the entire presentation from a prepared written text.	15%
<b>Connected discourse:</b> the appropriate use of connectors, threading of sentences to produce a coherent oral delivery at the paragraph level.	15%
<b>Audio &amp;/ or visual aids:</b> Pictures, videos, or anything that can be used to enhance the presentation and to make it easier to comprehend by classmates.	5%
<b>Finishing on time &amp; Answering questions:</b> Presentations should not exceed the time set for them.	5%
<b>Total</b>	100%

**-Final Exam (online): (Lessons 5 & 6)-** The final exam will be held **synchronously** during the Final Exam week.

The Final exam will test the following: Vocabulary, grammar, and the listening and reading skills. Detailed information will be posted on Carmen before the Final exam.

**\*Students are required to take ALL quizzes, the MIDTERM, the Final Exam, and all oral and written exams ON TIME.**

## Academic integrity and collaboration:

- Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be **your own original work**.
- Quizzes and exams: You must complete all quizzes and exams 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.
- 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 pages 5-7). Please refer to Carmen for due dates. Assignments submitted after the due date may have reduced feedback, and grades may take longer to be posted.]

## 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 once mid-week and once at the end of the week.
- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **seven days**.



## 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 exclusively 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.
- **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.
- **Arabic Pledge: Arabic is the language of our classroom;** you are expected in your 5<sup>th</sup> semester of Arabic to speak in Arabic from the time you enter the Zoom classroom. Maintaining our Arabic speaking learning environment is beneficial to everyone. Students are always required to use Arabic only in the online class. Listen to your classmates and give them feedback on their comprehensibility. No English spoken in class unless you are instructed to do so. This is not a translation class. Speaking English deprives your classmates from the **Arabic learning immersive environment** of this course.

If your speaking and listening-comprehension skills are below the level of this class, and you are unable to interact in Arabic, please contact me and start working regularly with the tutors from the start of semester. It is your responsibility to start addressing this matter asap.

Unwillingness to use Arabic in class and relying heavily on speaking English in class (including in Zoom breakout rooms when used) will reflect negatively on your grade.

- **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. I will provide specific guidance for discussions on controversial or personal topics.
- **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 NESAs 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

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

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

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

- [Committee on Academic Misconduct](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

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course.

Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Office of Institutional Equity](#).

Policy: [Religious Holidays, Holy Days and Observances](#)

## 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 maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are isolating while waiting for a COVID-19 test result, please let me know immediately. Those testing positive for COVID-19 should refer to the [Safe and Healthy Buckeyes site](#) for resources. Beyond five days of the required COVID-19 isolation period, I may rely on Student Life Disability Services to establish further reasonable accommodations. You can connect with them at [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; or [slds.osu.edu](http://slds.osu.edu).

## 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](https://go.osu.edu/canvas-accessibility) (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- [CarmenZoom accessibility](https://go.osu.edu/zoom-accessibility) (go.osu.edu/zoom-accessibility)
- Collaborative course tools



# Course Schedule (Subject to modifications)

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

Week	Dates	Topics, Readings	Assignments, Deadlines
Week 1	June 17-June 21	<p>Introduction &amp; Review Lesson 1</p> <p>تعارف ومراجعة الدرس الأول: سكن واستقرار</p> <p>القواعد: أوزان الفعل، اسم المكان، الإضافة: معرفة ونكرة، الجملة الاسمية: الخبر المقدم لوصف الأماكن.</p> <p>Review Lesson 2</p> <p>مراجعة الدرس الثاني: عرب في أمريكا</p> <p>قواعد: الاسم الموصول، مراجعة النفي، التشبيه (ك، كما، مثل)</p>	<b>Quiz 1 (online)</b>
Week 2	June 24- June28	<p>Al-Kitaab II Lesson 3</p> <p>الدرس الثالث: من البيت إلى السوق: المفردات والعبارات والنص الأساسي</p> <p>الدرس الثالث: قواعد: أوزان الفعل: "فَعَلَ II" و "تَفَعَّلَ V" و "أَفْعَلَ IV" والألوان</p> <p>قواعد: كان وأخواتها، من الـ... المصدر</p>	<b>Quiz 2 (online)</b>
Week 3	July 2-3-July 5  July 4 (Independence Day- No class)	<p>Al-Kitaab II Lesson 4</p> <p>الدرس الرابع: ترتيبات واستعدادات: المفردات والعبارات والنص الأساسي</p> <p>مراجعة الدروس (1-4) لامتحان منتصف الفصل</p> <p>Midterm Exams</p>	<b>Midterm(online) &amp; Project\Oral Presentation I (July 5)</b>
Week 4	July 8-July 12	<p>Al-Kitaab II Lesson 4</p> <p>قواعد: إعراب الاسم المرفوع والمنصوب والمجرور (مقدمة)</p> <p>قواعد: إعراب الاسم المجرور</p> <p>Al-Kitaab II Lesson 5</p> <p>الدرس الخامس: تواصل وتفاهم: المفردات والعبارات والنص الأساسي</p>	<b>Quiz 3 (online)</b>
Week 5	July 16- July 19	<p>Al-Kitaab II Lesson 5</p> <p>قواعد: اسم الفاعل والمثنى</p> <p>قواعد: إعراب الاسم المرفوع</p> <p>Al-Kitaab II Lesson 6</p> <p>الدرس الخامس: الهجرة: أسباب وتجارب: المفردات والعبارات والنص الأساسي</p> <p>قواعد: الفعل المضعّف</p>	<b>Quiz 4 (online)</b>

Week 6	July 22- July 26 (last day of classes)	Al-Kitaab II Lesson 6 زمن الفعل: الماضي والمضارع قواعد: المئات والآلاف وقراءة التواريخ الاسم المنصوب مراجعة الدروس (4-6) للامتحان النهائي General Review Final Exams	<b>Review &amp; Project\Oral Presentation II &amp; Final Written Exam (online) July 26</b>
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بالتوفيق إن شاء الله

## WEEK 1- Day 5 - Sample Homework for Week 2

4-5  
hours**Due Tuesday June 24**

1. درس 3: دراسة المفردات الجديدة 1: ص 110 و 111 والاستماع إلى  
المفردات على موقع الكتاب ودراسة Notes on vocabulary  
usage ص 112

## Preparation for class

2. مراجعة Review المضارع وأوزان الفعل من الدرس الأول وحفظها  
بشكل ممتاز: القواعد 1 "أوزان الفعل" ص 47 إلى 51
3. دراسة الفعلين "وصل" و "اشترى" ص 112 و 113 والاستماع إليهما  
على موقع الكتاب. Preparation for class.
4. تمرين 1 : Complete drill

Submit online on Lingco OR on Canvas in homework week 2  
الجملة 1 - 11 -

Complete this drill then please correct your answers  
with a colored pen from

the Answer Key of Lesson 3 posted on Canvas  
before submission from the following link:

Answer Key Lesson 3 AKII 3rd edition.pdf

5. تمرين 2 ص 114 : Submit online on Lingco OR on Canvas in homework week2

6. تمرين 4 ص 116 : من فضلكم أعدوا الأسئلة في البيت لنعمل عليها  
في الصف. NO SUBMISSION.



# Intermediate Modern Standard Arabic II Intensive In-Person Syllabus

ARABIC 2104 (-----)

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 \_\_\_\_\_ (130 mn). EST.
- **Credit hours:** 5 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 1103 or permission of instructor

## Course Description

This Modern Standard Arabic course is the continuation of the previous course AR 1103 and will follow the same objectives and methods. This MSA course follows the same communicative and integrated approach to language instruction, which places emphasis on the functional use of language and on communication in context, as opposed to a strictly grammatical, top-down approach. Time in class will be devoted to reinforcing vocabulary and grammar through various interactive drills and activities that will be conducted solely in Arabic. In-class vocabulary and grammar activities will be largely built upon students' prior knowledge of the materials. Memorization of new vocabulary through preparation of the basic text and studying the grammatical notes provided in the textbook will take place outside the classroom. This level concentrates on increasing students' vocabulary and command of syntax, with an intermediate level of fluency and accuracy.

By the end of this course the student will be able to speak, read, write, and listen to Modern Standard Arabic at an intermediate level. The student will be exposed to many dialects and become familiar mainly with the Levantine dialect.

## Learning Outcomes

By the end of this course, students are expected to reach at least the Intermediate Mid level of proficiency in Arabic through engaging in the following:

- Initiate and sustain conversation in Arabic on a variety of daily topics.
- Read authentic Arabic texts with and without a dictionary and understand the main idea and some level of detail.
- Apply dictionary and grammar skills to understand written Arabic with more precision.
- Narrate events in the past, present, and future in written and spoken discourse.
- Demonstrate a deeper understanding of social and cultural norms and issues of importance for Arabic speakers.
- Use knowledge of the Arabic root and pattern system and case system to infer vocabulary meaning and to develop a broader lexicon on a variety of topics.



## 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 130 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 5 credit-hour course. According to [Ohio State bylaws on instruction](#) (go.osu.edu/credit hours), students should expect around 12 hours per week of time spent on direct instruction ((instructor content and Carmen activities, for example) in addition **to 24 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 130mn. 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 approximately 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, Fees and 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. *Al-Kitaab Part Two with Website, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.*

- NB: If you have already purchased the standalone textbooks 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.
- More information is posted on Canvas regarding the Al Kitaab Webcompanion. **(Please enroll from the link provided on Canvas\Modules\Course guidelines)**
- 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 online 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.



## 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. Visit the [installing Office 365](https://go.osu.edu/office365help) (go.osu.edu/office365help) help article for full instructions.

## Carmen Canvas Access

You will need to use [BuckeyePass](https://buckeyepass.osu.edu) (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 do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](https://go.osu.edu/add-device) (go.osu.edu/add-device) help article for step-by-step instructions.
- 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.
- [Install the Duo Mobile application](https://go.osu.edu/install-duo) (go.osu.edu/install-duo) on 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 \(HELP\)](tel:614-688-4357) and IT support staff will work out a solution with you.**

## Technology Skills Needed for This Course

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



## Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions, or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat:** [go.osu.edu/it](https://go.osu.edu/it)
- **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)

## 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 & Participation	15%
Homework\Projects	25%
4 Quizzes	20%
Midterm Exam	15%
2 Oral Presentations (online)	10%
Final Exam	15%
Total	100%

See [Course Schedule](#) 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 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 least once as part of our class discussion on the week's topics.

- **Homework:** In this 5-credit course, you are expected to spend an average of 24 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:** The 4 quizzes will be held **in class** and will test the following: Quiz 1 (Lessons 1- 2), Quiz 2 (Lesson 3), Quiz 3 (lesson 5) Quiz 4 (lesson 6). You will be informed about the quizzes' dates, contents. These quizzes will test vocabulary and grammar related to the lessons. Detailed information will be posted on Carmen before each quiz.

**- Midterm Exam:** The midterm exam (**Lessons 3 & 4**) will be held **in class** and will test the following: Vocabulary, expressions, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

**- 2 Oral Presentations (online/Asynchronous):**

Students will have two major oral presentations. The oral presentations are key components 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 for both presentations. The instructor may provide you with suggestions that might help you with your topic for the Midterm and Final presentation. Detailed information will be posted on Carmen in due time Each student has two main oral presentations with two different topics. First presentation (3-4 minutes) will take place in the 9th week and the second presentation (5 minutes) in the last week. Before the oral presentations, each student will submit the topic, the research questions and an outline. The topics of both oral presentations should be chosen in consultation with the instructor. The topics should be related to the Middle East or Arab culture throughout the world.

The topic must be approved by your instructor. You are required to inform me about the topic of the first presentation in the 7th week of classes and for the second presentation in the 11th week.

Criteria for the assessment of the presentation	
<b>Grammatical accuracy and sentence structure:</b> Speaker uses structures and right grammatical rules with few mistakes (verb conjugation, use of pronouns, etc.). Speaker self-corrects.	20%
<b>Vocabulary:</b> Speaker uses specific, clear and descriptive language. Clear effort to use a wide variety of vocabulary and expressions learned from class. <b>No English.</b>	20%
<b>Pronunciation &amp; Comprehensibility: Speaks clearly and distinctively. Good pronunciation of Arabic sounds.</b> Could be understood by a native speaker unaccustomed to non-native speech and being understood as well by classmates.	20%
<b>Fluency:</b> Good amount of new information delivered in an organized and clearly prepared manner <b>without reading.</b> You may use notecards, but you may not read the entire presentation from a prepared written text.	15%
<b>Connected discourse:</b> the appropriate use of connectors, threading of sentences to produce a coherent oral delivery at the paragraph level.	15%
<b>Audio &amp;/ or visual aids:</b> Pictures, videos, or anything that can be used to enhance the presentation and to make it easier to comprehend by classmates.	5%
<b>Finishing on time &amp; Answering questions:</b> Presentations should not exceed the time set for them.	5%
<b>Total</b>	100%

**-Final Exam: (Lessons 5 & 6)-** The final exam will be held **on the last day of the course** during the Final Exam week.

The Final exam will test the following: Vocabulary, grammar, and the listening and reading skills. Detailed information will be posted on Carmen before the Final exam.

**\*Students are required to take ALL quizzes, the MIDTERM, the Final Exam, and all oral and written exams ON TIME.**

## Academic integrity and collaboration:

- Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be **your own original work**.
- Quizzes and exams: You must complete all quizzes and exams 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.
- 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 pages 5-7). Please refer to Carmen for due dates. Assignments submitted after the due date may have reduced feedback, and grades may take longer to be posted.]

## 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 once mid-week and once at the end of the week.
- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **seven days**.

## 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 exclusively 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.
- **Synchronous sessions:** During our Zoom sessions (if/when used) 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).

- **Arabic Pledge: Arabic is the language of our classroom;** you are expected in your 5<sup>th</sup> semester of Arabic to speak in Arabic from the time you enter the classroom. Maintaining our Arabic speaking learning environment is beneficial to everyone. Students are always required to use Arabic only in the classroom. Listen to your classmates and give them feedback on their comprehensibility. No English spoken in class unless you are instructed to do so. This is not a translation class. Speaking English deprives your classmates from the **Arabic learning immersive environment** of this course.

If your speaking and listening-comprehension skills are below the level of this class, and you are unable to interact in Arabic, please contact me and start working regularly with the tutors from the start of semester. It is your responsibility to start addressing this matter asap.

Unwillingness to use Arabic in class and relying heavily on speaking English in class will reflect negatively on your grade.

- **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. I will provide specific guidance for discussions on controversial or personal topics.
- **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 NESAs 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.

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

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

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

- [Committee on Academic Misconduct](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** 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)

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

Week	Dates	Topics, Readings	Assignments, Deadlines
Week 1	June 17-June 21	<p>Introduction &amp; Review Lesson 1</p> <p>تعارف ومراجعة الدرس الأول: سكن واستقرار</p> <p>القواعد: أوزان الفعل، اسم المكان، الإضافة: معرفة ونكرة، الجملة الاسمية: الخبر المقدم لوصف الأماكن.</p> <p>Review Lesson 2</p> <p>مراجعة الدرس الثاني: عرب في أمريكا</p> <p>قواعد: الاسم الموصول، مراجعة النفي، التشبيه (ك، كما، مثل)</p>	Quiz 1
Week 2	June 24- June 28	<p>Al-Kitaab II Lesson 3</p> <p>الدرس الثالث: من البيت إلى السوق: المفردات والعبارات والنص الأساسي</p> <p>الدرس الثالث: قواعد: أوزان الفعل: "فَعَلَ II" و "تَفَعَّلَ V" و "أَفْعَلَ IV" والألوان</p> <p>قواعد: كان وأخواتها، من الـ... المصدر</p>	Quiz 2
Week 3	July 2-3-July 5 <i>July 4 (Independence Day- No class)</i>	<p>Al-Kitaab II Lesson 4</p> <p>الدرس الرابع: ترتيبات واستعدادات: المفردات والعبارات والنص الأساسي</p> <p>مراجعة الدروس (1-4) لامتحان منتصف الفصل</p> <p>Midterm Exams</p>	Midterm Exam & Project\Oral Presentation I (July 5)
Week 4	July 8-July 12	<p>Al-Kitaab II Lesson 4</p> <p>قواعد: إعراب الاسم المرفوع والمنصوب والمجرور (مقدمة)</p> <p>قواعد: إعراب الاسم المجرور</p> <p>Al-Kitaab II Lesson 5</p> <p>الدرس الخامس: تواصل وتفاهم: المفردات والعبارات والنص الأساسي</p>	Quiz 3
Week 5	July 16- July 19	<p>Al-Kitaab II Lesson 5</p> <p>قواعد: اسم الفاعل والمثنى</p> <p>قواعد: إعراب الاسم المرفوع</p> <p>Al-Kitaab II Lesson 6</p> <p>الدرس الخامس: الهجرة: أسباب وتجارب: المفردات والعبارات والنص الأساسي</p> <p>قواعد: الفعل المضعف</p>	Quiz 4

<p>Week 6</p>	<p>July 22- July 26 <i>(last day of classes)</i></p>	<p>Al-Kitaab II Lesson 6          زمن الفعل: الماضي والمضارع          قواعد: المئات والآلاف وقراءة التواريخ          الاسم المنصوب          مراجعة الدروس (4-6) للامتحان النهائي          General Review          Final Exams</p>	<p><b>Review &amp; Project\Oral Presentation II &amp; Final Written Exam July 26</b></p>
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**بالتوفيق إن شاء الله**



## WEEK 1- Day 5 - Sample Homework for Week 2

4-5  
hours**Due Tuesday June 24**

1. درس 3: دراسة المفردات الجديدة 1: ص 110 و 111 والاستماع إلى  
المفردات على موقع الكتاب ودراسة Notes on vocabulary  
usage ص 112

## Preparation for class

2. مراجعة Review المضارع وأوزان الفعل من الدرس الأول وحفظها  
بشكل ممتاز: القواعد 1 "أوزان الفعل" ص 47 إلى 51
3. دراسة الفعلين "وصل" و "اشتري" ص 112 و 113 والاستماع اليهما  
على موقع الكتاب. Preparation for class.
4. تمرين 1 : Complete drill

Submit online on Lingco OR on الجمل 1 - 11 -  
Canvas in homework week 2

Complete this drill then please correct your answers  
with a colored pen from

the Answer Key of Lesson 3 posted on Canvas  
before submission from the following link:

Answer Key Lesson 3 AKII 3rd edition.pdf

5. تمرين 2 ص 114 : Submit online on Lingco OR on  
Canvas in homework week2

6. تمرين 4 ص 116 : من فضلكم أعدوا الأسئلة في البيت لنعمل عليها  
في الصف. NO SUBMISSION.

# 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.