

Shaqra University  
Dawadmi Sciences & Humanities College



# Handbook of English Department



2021 - 1443





## Content

**1. A statement from the Head of English Department**  
..... 4

**2. Vision and Mission**  
..... 5

**3. Objectives**  
..... 6

**4. Brief History of the English Department**  
..... 7

**4. Study Plan**  
.... 8

**6. Organizational Structure of the Department**





## A statement from Head of English Department



The vision of the English Department is based on excellence in teaching English language and literature. In order to achieve this vision, the course plan of the department comprises several areas in literature and linguistics. In literature, courses such as novel, poetry, and literary criticism are offered. Linguistics comprises two main branches: theoretical and applied. In the theoretical branch, the student takes courses such as phonetics, phonology, syntax, and semantics. These courses contribute to the development of the learner's linguistic knowledge. Applied linguistics is primarily concerned with the application of linguistic theories, methods, and findings to elucidate language-based problems. Teaching students such theories, therefore, not only helps them solve learning problems but also makes them aware of practical aspects and activities of language learning they need in classrooms.

The course plan also includes courses dealing with the teaching of basic skills: reading, listening, speaking and writing, and some important related materials such as vocabulary building, grammar, and translation.

This diversity in the study plan is specifically intended to provide students with basic qualifications in the field of English language. Therefore, a student with a bachelor's degree from the Department of English can pursue graduate studies in one of these fields or join the job market directly with all its opportunities, whether in education, translation or any other field requiring proficiency in English.

In the English language department, we strive to bring this course plan into sustainable development and to link it to the local and international quality requirements in order to achieve the University's strategic plan based on the vision of the Kingdom of 2030, which aims at enhancing qualitative and competitive development of education in the Kingdom of Saudi Arabia.



# رؤية VISION 2030 المملكة العربية السعودية KINGDOM OF SAUDI ARABIA



## **Vision:**

Seeking leadership and excellence in language and literature to realize the aspirations of the university, quality requirements and labour market needs in accordance with the Kingdom 2030 vision.



## **Mission:**

Introducing academically and professionally qualified graduates in English language and literature, able to compete in the labour market. Developing English language programs in compliance with local and International quality requirements as well as contributing to community service.



# رؤية VISION 2030 المملكة العربية السعودية KINGDOM OF SAUDI ARABIA



## Objectives

1. Equipping cadres of graduates with required knowledge and skills in the English Language to cover the practical needs of the local and regional markets.
2. Activating educational plans to achieve quality as required by the National Authority for Evaluation and Academic Accreditation.
3. Encouraging scientific research and publishing in internationally renowned publications.
4. Holding workshops for community services.





# Brief History of The English Department




The College was established in 1429H by a Royal Decree on 1428/11/21 to offer bachelor degrees in all departments to contribute actively for the promotion and interaction with the community. The College is equipped with qualified staff to achieve the required objectives.

The Royal Decree was issued on 1432/11/18 to rename the College of Sciences in Al-dawadmi as College of Sciences and Humanities and to establish four new departments:

Business Administration, Law, Accounting, and English.

The English Language Department is located in the main campus of the College of Sciences and Humanities in Dawadmi. It offers a program in English Language and Literature for both male and female students, in the main campus, as well as two other branches in the cities of Al Bijadyah and Aljamsh for female students. The number of students enrolled in the department during the academic year (١٤٤٣) is ١٦٦ male students and ٣٩٩ female



# **Study Plan of English Language Program**



## First Level

## Second Level

Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
SLM 101	Introduction to Islamic Culture (Ar.)	2	SLM102	Islam and Society Building (Ar.)	2
Arab 101	Arabic Linguistic Skills (Ar.)	2	Eng 114	Writing (1) (Paragraph Composition)	3
Eng 111	Basic Language Skills	3	Eng 115	Reading Comprehension (2)	3
Eng 112	Listening and Speaking (1)	2	Eng 116	English Grammar	3
Eng 113	Reading Comprehension (1)	2	Eng 118	Translation into Arabic	2
Eng 120	Building Vocabulary	2	Eng 182	An Introduction to Literary Genres	2
TEC 130	Computer	3	Eng 122	Listening and Speaking (2)	2
Total		16	Total		17



# Study Plan of English Language Program

### Third Level

### Fourth Level

Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
SLM 103	Economic Systems in Islam (Ar.)	2	SLM 104	Political Systems in Islam (Ar.)	2
Arab 103	Arabic Editing (Ar.)	2	Arab 104	Literary Studies in Arabic	3
Eng 212	Translation (1)	2	Eng 231	Appreciating Poetry	2
Eng 213	Writing (2)	2	Eng 312	Essay Writing	2
Eng 241	Appreciating Drama	2	Eng 323	Linguistics (2)	2
Eng 251	The Rise of English Novel	٣	Eng 328	Phonetics	2
Eng 320	Linguistics (1)	3	Eng 371	An Introduction to American Literature	3
Total		15	Total		16



## Study Plan of English Language Program

## Fifth Level

## Sixth Level

Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Arab 105	Linguistic Studies in Arabic (Ar.)	3	Eng 406	Language Teaching Techniques	3
Eng 324	Applied Linguistics	3	Eng 411	Translation (2)	2
Eng 329	Language Acquisition	3	Eng 420	Language Evaluation	2
Eng 333	Romantic Poetry	2	Eng 422	English Phonology	2
Eng 412	Speech Modes	2	Eng 423	Morphology and Syntax	3
Eng 427	Linguistics (3)	2	Eng 424	Transformational Grammar	3
Total		16	Total		15



# Study Plan of English Language Program



Seventh Level			Eighth Level		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Eng 344	Shakespeare	3	Eng 407	Language & Society (Sociolinguistics)	3
Eng 351	19th Century Novel	3	Eng 429	Prose and Style	3
Eng 361	Literary Criticism (1)	3	Eng 432	Modern Poetry	3
Eng 413	Advanced Writing	3	Eng 443	Modern Drama	3
Eng 421	History of the English Language	2	Eng 451	Modern British Novel	3
Eng 431	Victorian Poetry	3	Eng 461	Literary Criticism (2)	2
Total		17	Total		17



## Study Plan of English Language Program



# Organizational Structure



**Dr. Hmoud S. Alrwais**  
Head of the Department



**Dr. Hamid A. Arabi**  
Member



**Dr. Eithar S. Alanqari**  
Member



**Dr. Sahar N. Hussein**  
Member

## Department Council





# Department Committees (Male Section)



<b>Unit of Academic Advising</b>	<b>Mr. Abdul Raoof Knirakunnnan</b>
<b>Unit of Student Activities</b>	<b>Mr. Ramon</b>
<b>Unit of Staff Affairs</b>	<b>Mr. Hajo Mubarak</b>
<b>Unit of Scientific Research</b>	<b>Dr. Mustafa Siddiqui</b>
<b>Unit of Development and Quality</b>	<b>Dr. Hamid Arabi</b>
<b>Unit of Timetables</b>	<b>Mr. Hajo Mubarak</b>
<b>Unit of Examinations</b>	<b>Mr. Hajo Mubarak</b>

# Department Committees (Female Section)



<b>Unit of Academic Advising</b>	<b>Ms. Islam Majzoub</b>
<b>Unit of Student Activities</b>	<b>Dr. Farheen Anwar</b>
<b>Unit of Development and Quality</b>	<b>Mrs. Jassena Mousa</b>
<b>Unit of Training</b>	<b>Ms. Qamara Alotaibi</b>
<b>Unit of Timetables</b>	<b>Dr. Sahar Nabil &amp; Islam M.</b>
<b>Unit of Examinations</b>	<b>Mrs. Selma ElTejani</b>
<b>Unit of Translation and Publishing</b>	<b>Dr. Eithar (Translation) &amp; Dr. Talia Naz (Publishing)</b>

## **Faculty Members (Male Section)**



**Name: Hmoud Sanad Alrwais**

**Rank: Associate Professor- Head of the Department**

**Specialization: Applied Linguistics**

**E-mail: halrwais@su.edu.sa**



**Name: Hamid Abdalla Arabi Nassir**

**Rank: Assistant Professor**

**Specialization: Applied Linguistics**

**E-mail: harbai@su.edu.sa**



**Faculty  
Members  
(Male Section)**



**Name: Dr. Mustafa Masihuddin Siddiqui**  
**Rank: Assistant Professor**  
**Specialization: Applied Linguistics**  
**E-mail: mustafamasihuddin@su.edu.sa**



**Name: Abdul Raoof Knirakunnan**  
**Rank: Lecturer**  
**Specialization: English Literature**  
**E-mail: abdalraof@su.edu.sa**

**Faculty  
Members  
(Male Section)**



**Name: Jehad Nasser Abdullah Alhusayni**  
**Rank: Lecturer**  
**Specialization: Theoretical Linguistics, Pragmatics,  
Discourse Analysis**  
**E-mail: jalhusayni@su.edu.sa**



**Name: Raman Gokulan**  
**Rank: Lecturer**  
**Specialization: English Literature**  
**E-mail: ramancolin@su.edu.sa**

**Faculty  
Members  
(Male Section)**



**Name: Hajo Mubarak Hamid Mohamed**

**Rank: Lecturer**

**Specialization: English Literature**

**E-mail: [hajomubarak@su.edu.sa](mailto:hajomubarak@su.edu.sa)**



**Name: Shabib Eid Alosaimi**

**Rank: Teaching Assistant**

**Specialization: English Language**

**E-mail: [salosaimi@su.edu.sa](mailto:salosaimi@su.edu.sa)**



## Faculty Members (Female Section)

No.	Name	Rank	Specialization	E-mail
1	Sunita Rani	Associate Professor	English Literature	csingh@su.edu.sa
2	Mukti Upadhyay	Associate Professor	English Literature	muktiawbdyy@su.edu.sa
3	Eithar Alanqari	Assistant Professor	Translation	esalloum@su.edu.sa
4	Atia Parveen	Assistant Professor	Linguistics	aparveen@su.edu.sa
5	Farheen Anwar Mohammed	Assistant Professor	linguistics	fanwar@su.edu.sa

## Faculty Members (Female Section)

No.	Name	Rank	Specialization	E-mail
6	Sahar Nabil Hussein	Assistant Professor	Linguistics & Translation	Sahar-nabil@su.edu.sa
7	Talia Naz	Assistant Professor	Linguistics	talaianaz@su.edu.sa
8	Islam Majzoub	Lecturer	Teaching English Language	islam.majzoub@su.edu.sa
9	Jaseena Cholakathodika	Lecturer	English Language & Literature	jasenamoosa@su.edu.sa
10	Selma ElTejani	Lecturer	Teaching English Language	selma.eltejani@su.edu.sa

## Faculty Members (Female Section)

No.	Name	Rank	Specialization	E-mail
11	Abrar Ali Aljuraais	Teaching Assistant	Teaching English as Second Language	abrarali@su.edu.sa
12	Qamara Alotaibi	Teaching Assistant	English Language	q.alotaibi@su.edu.sa
13	Laila Albahoth	Teaching Assistant	English Language	lalbahoth@su.edu.sa
14	Sarah Alhadari	Teaching Assistant	TESOL Educational Technology	salhaddari@su.edu.sa
15	Shatha Al Saif	Teaching Assistant	Applied Linguistics	shatha.alsaif@su.edu.sa

## Department's Units & Their Tasks





# Unit of Academic Advising:

This unit is responsible for:

1. Providing students of the department with counseling on syllabuses and necessary skills as well as following up poor achievers and providing them with academic advice and counseling.
2. Informing students and academic advisors, the roles and duties of academic advising.
3. Receiving students' complaints regarding courses or teaching staff.
4. Considering the problems faced by students and suggesting necessary solutions.
5. Following up the academic advisors (Including the receipt and delivering of academic advising forms between department members and the college central unit).
6. Attending meetings of the Central Academic Advising Unit at the College and conveying the department members also following up of the recommendations.
7. Putting forward proposals on means to upgrade the academic program plan and the admission policies to and from the



# Unit of Student Activities

**This unit is responsible for:**

- 1- Encouraging students, supporting their activities, organizing competitions, holding seminars and scientific events.**
- 2- Discovering and promoting talented students.**
- 3- Proposing extra-curricular activities and encouraging students to contribute to the department's activities such as newsletter, seminars, public lectures etc.**
- 4- Investigating the cases of students' violations of law and proposing penalties in accordance with the University regulations.**

# Unit of Medical Reports

**This unit is responsible for:**

- Receiving student's medical reports.**
- Checking the authenticity of the reports.**
- Recommending acceptance or rejection of the reports.**
- Directing students to fill in special forms for leave permission.**
- Briefing the academic guidance unit on students' medical reports along with any relevant problems for information and follow up.**





# Unit of Development and Quality

**This unit is responsible for:**

- 1- Preparing, supervising and following up the implementation of the strategic and operational plans of the department.**
- 2- Implementing and following-up assessment and academic accreditation activities in the department.**
- 3- Proposing learning objectives or outputs for the program, and related means to achieve them as well as different relevant assessment methods.**
- 4- Supervising the preparation of course files.**
- 5- Identifying possible areas of improvement and proposing projects to achieve them at department level.**
- 6- Preparing academic program profiles.**
- 7- Undertaking questionnaires relevant to quality control.**
- 8- Ensuring the presentation of the course outline and textbooks during lectures.**
- 9- Preparing "The Manual of the English Department" including the department academic plan, brief account on English majors provided by the program, as well as admission regulations.**



# Unit of Staff Affairs

**This unit is responsible for:**

- 1- Studying the staff member's requests for promotion in addition to other matters related to attending conferences, training courses, transfer from and to the English department, as well as deciding on leave permissions.**
- 2- Considering appointment of teaching assistants, lecturers and part-timers as well as establishing Test Bank covering all detailed disciplines in the Department.**
- 3- Considering requests for T.As and lecturers for scholarships and following-up them during their study courses.**
- 4- Surveying the needs of the English Department and the faculty for teaching staff and TAs.**
- 5- Checking the suitability of the staff qualifications with courses assigned to them.**
- 6- Developing an electronic database, including copies of faculty documents, academic qualifications, curriculum vitae, and addresses.**
- 7- Establishing a database of university textbooks and references**





## Unit of Scientific Research

This unit is responsible for:

- 1- Encouraging scientific research in the department and preparing a quarterly report on the activity of each faculty.
- 2- Holding a monthly meeting with faculty to deal with scientific research and modern theories in the fields of the English Language.
- 3- Preparing a master's program in English (using the approved forms provided by the Deanship of Graduate Studies)

## Unit of Translation and Publishing

This unit is responsible for:

- 1- The Translation of the documents of the English department (from and to Arabic) - such as the academic plan, the organizational structure, the internal regulations and the Department News Paper.
- 2- Encouraging faculty members to translate books and assisting translators.
- 3- Considering the needs of the Department for general and Textbooks.
- 4- Advancing the culture of reading among department staff and students.
- 5- Updating the Department website with both Arabic and English content.
- 5- Preparing academic recommendations forms.



# Unit of Examinations

**This unit is responsible for:**

- 1. Making sure that each exam has a replacement test along with the model answers.**
- 2. Coordinating with the College's Examination Committee to solve any conflicting dates during examinations.**
- 3. Collecting the final results from department staff to be signed by the Head of the English Department**

# Unit of Timetables

**This unit is responsible for:**

- 1- Scheduling and distributing the teaching burdens among staff.**
- 2- Ensuring the assignments of all courses to faculty members and students.**
- 3- Coordinating with other departments in the college to assign each of the (ESP-NGM) courses.**



# E-learning Unit

This unit is responsible for:

- 1- Overseeing all technical and Administrative issues related to the university's E-learning platform at the department.
- 2- Communicating with E-learning coordinators on the college and the university levels.
- 3- Providing department faculty with training to excel the use of available e-learning tools.
- 4- Preparing reports requested by the department, college and the university on e-learning.
- 5- Coordinating between the male and female sections on academic and teaching material to be published and shared on the platform.
- 6- Providing department faculty members with technical support and solving technical problems as well as reporting to parties concerned at the college and the university.
- 7- Following up students' enrollment in the pages of faculty members at the university's platform.
- 8- Preparing contingency plans in case of any technical malfunction in the university platform and training the department faculty members on means





## The Department in Numbers



**Department  
Establishment  
Date**  
1432 H

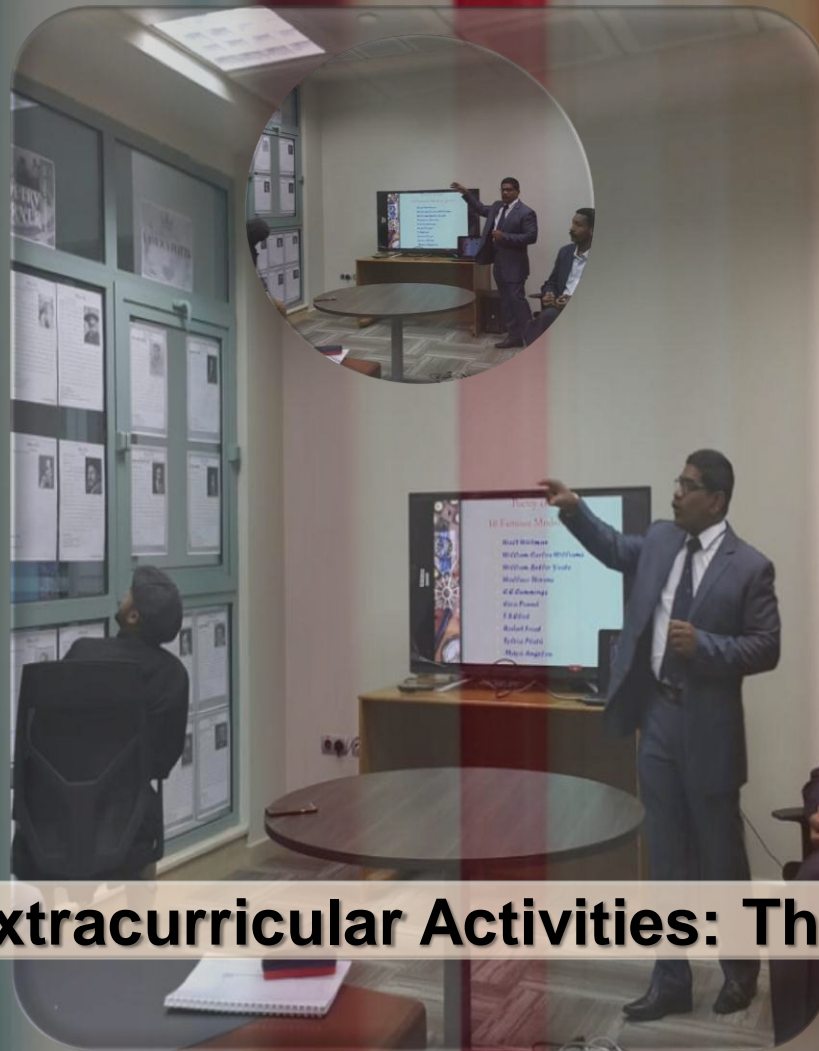
**Total  
Number of  
Faculty  
members**  
15

**Female  
Section**

**Total Number  
of Freshmen**  
100

**Current  
Enrolled  
Students**  
399

## The Department in Numbers



**Extracurricular Activities: The English Club**

# Gallery





## Extracurricular Activities: Theatrical Shows- Student Magazine- Exhibitions





توصيف البرنامج  
(مرحلة الدراسات العليا)

اسم البرنامج: اللغة الإنجليزية  
مستوى المؤهل: ماجستير  
الدرجة: اللغة الإنجليزية  
العلوم والدراسات الإنسانية بالشرق الأوسط  
المؤسسة: جامعة شقراء

توصيف البرنامج  
(مرحلة الدراسات العليا)

اسم البرنامج: اللغة الإنجليزية  
مستوى المؤهل: ماجستير  
الدرجة: اللغة الإنجليزية  
العلوم والدراسات الإنسانية بالشرق الأوسط  
المؤسسة: جامعة شقراء

MA Program in English Language- Monthly Seminars- Honoring Faculty Members

# Gallery



**English Fluency Learning**

**2030**  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA

**الرؤية:**  
الريادة والتميز في مجالات تعليم اللغة وأدائها بما يحقق طموحات الجامعة ومتطلبات الجودة وسوق العمل في مجال التعليم وفق رؤية المملكة 2030.

**الرسالة:**  
اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.

**بسم القسم:**

- 1- الوحدة و التميز الأكاديمي
- 2- عمل الجماعي فاعل
- 3- تطوير مستمر ومبتدع

**الاهداف:**

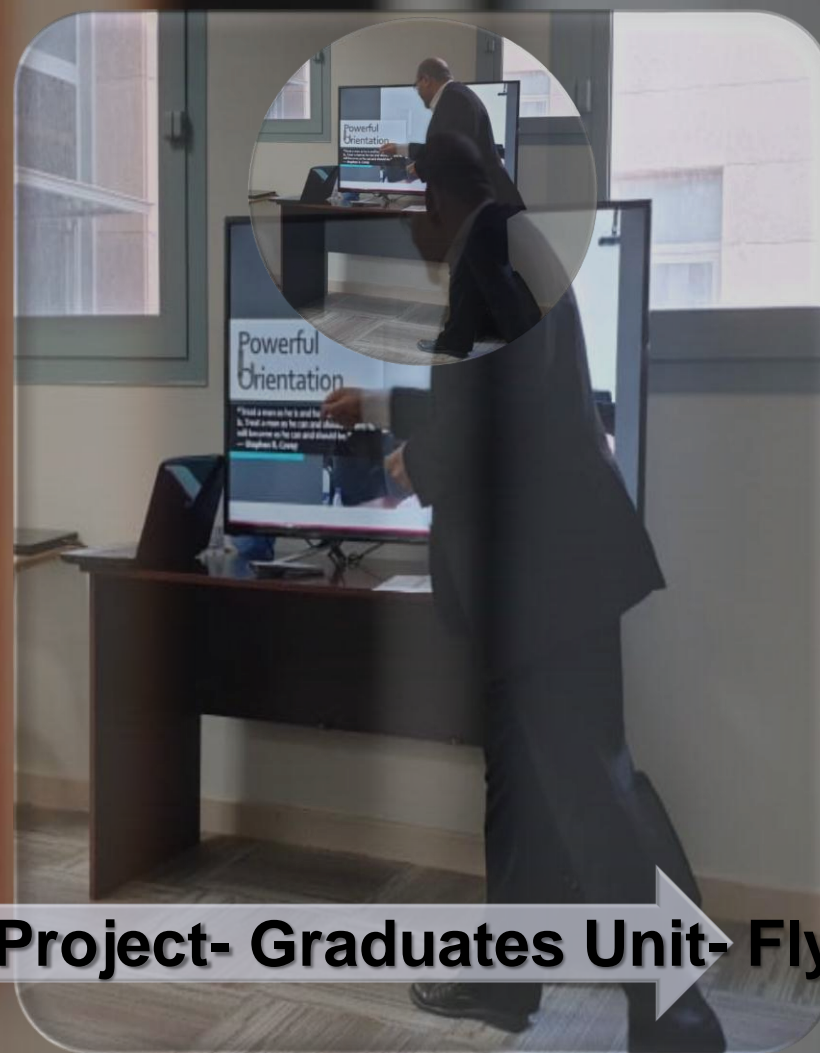
- 1- اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.
- 2- اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.
- 3- اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.
- 4- اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.

**الرؤية:**  
الريادة والتميز في مجالات تعليم اللغة وأدائها بما يحقق طموحات الجامعة ومتطلبات الجودة وسوق العمل في مجال التعليم وفق رؤية المملكة 2030.

**الرسالة:**  
اعداد خريج مؤهل علمياً ومهنيًا في مجال اللغة الإنجليزية وأدائها فاعلاً على المنافسة في سوق العمل، وتطوير برامج اللغة الإنجليزية وفق أحدث متطلبات الجودة المحلية والعالمية، والمساهمة في خدمة المجتمع.

**بسم القسم:**

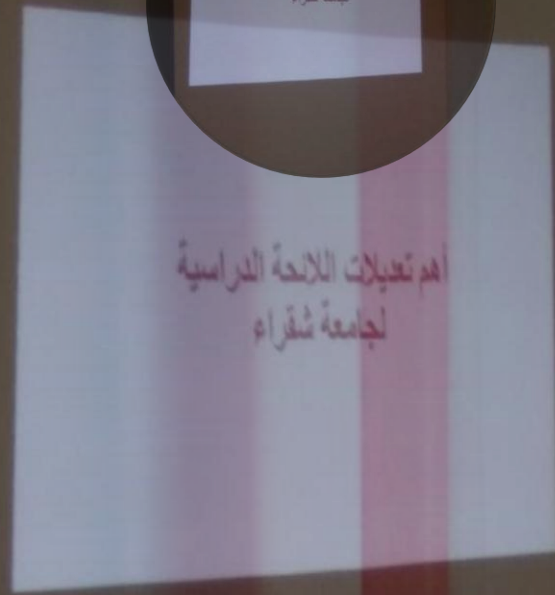
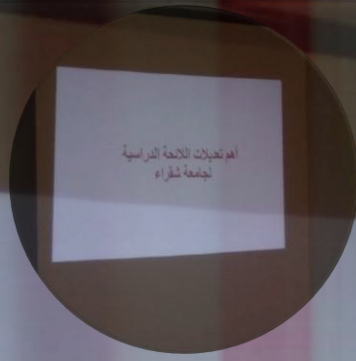
- 1- الوحدة و التميز الأكاديمي
- 2- عمل الجماعي فاعل
- 3- تطوير مستمر ومبتدع



**Development & Quality Unit: Student Quality Project- Graduates Unit- Fly**

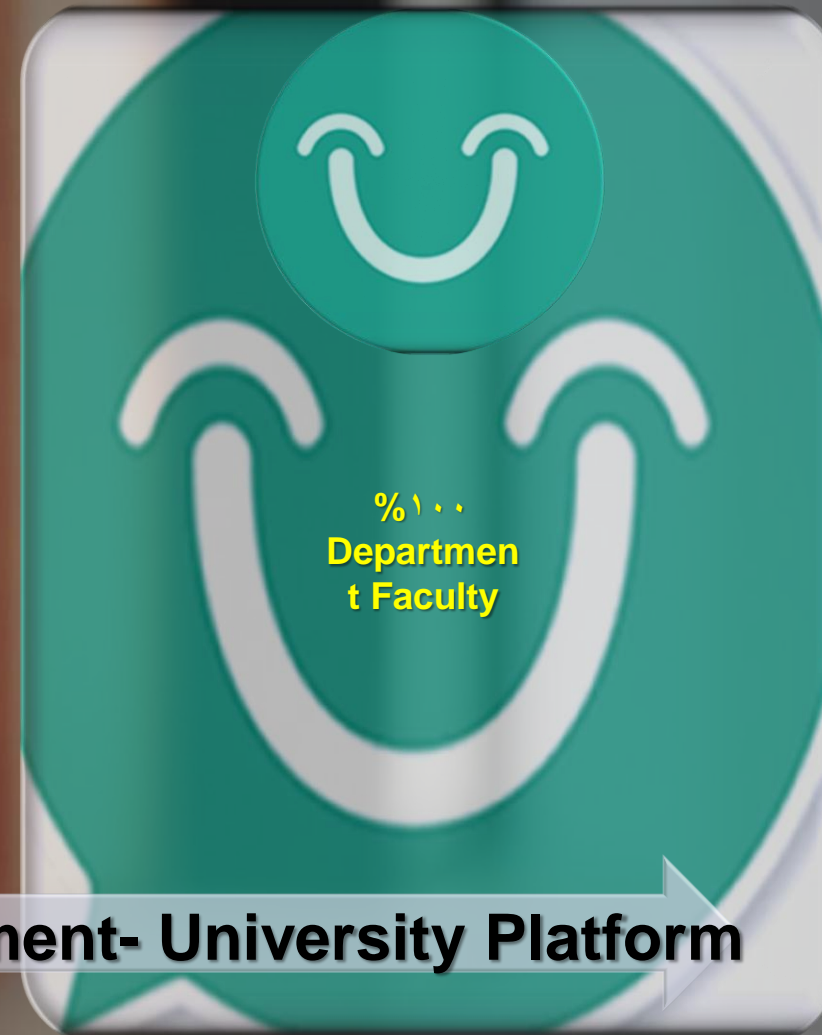
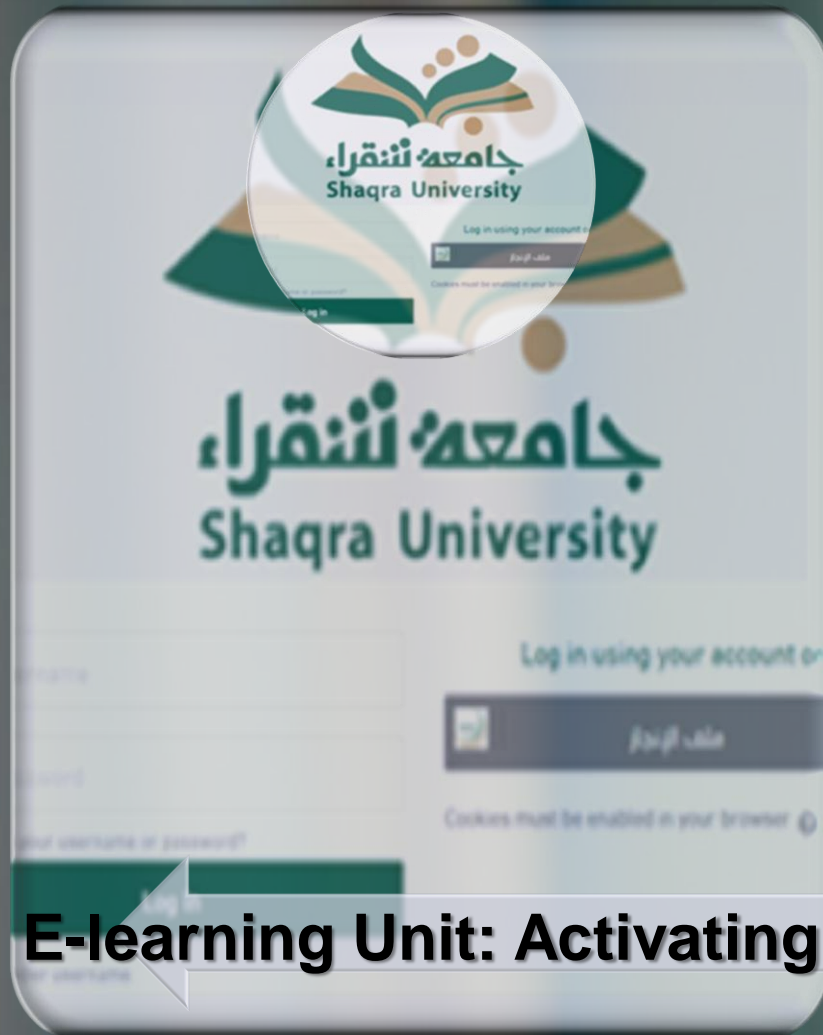
# Gallery





**Academic Advising: Orientation- Follow-up of Advisors & Students- Flyer**

# Gallery



**E-learning Unit: Activating MyU Application- E-Department- University Platform**

# Gallery



# Contact Us

....



**Head of Department Dr. Hmoud S. Alrwais**



**Email:**  
**englishdept@su.edu.sa**



**Website: <https://cutt.ly/QcoVFZY>**



**MyU: @englishdept**



**Twitter: @DawadmiDept**