

Program Handbook

1444

English language Department



Contents

Introduction	5
Dean of the College's Word.....	6
Head of the Department's Word	7
Brief Background of The College Establishment	8
Vision, Mission and Objective of the College of Science and Humanities at Shaqra University	9
Vision, Mission and Objective of the English Language Program of the College of Science and Humanities at Shaqra University	10
Department Facilities	11
Professional Occupations/Jobs:.....	12
Program Organizational Structure.....	13
Program Learning Outcomes.....	14
Learning Method and Strategies.....	15
Graduate Attributes:.....	16
English Program Study Plan.....	17
Courses Content/Description.....	20
Department Rules and Regulations	31
Academic Regulations	32
Disciplinary Regulations of Shaqra University.	39
Department Working Committees.....	40
The Head of Department (HoD)	40
The Vice Head of the Department for Development and Quality	41
1. Following-up the department's quality decisions with the quality coordinator.....	41
2. Following-up on the implementation of the requirements of the Deanship of Development and Quality at the university, the Vice Dean in the college, and the head of the Quality Unit at the College.....	41
2. Following-up on the completion of the accreditation documents required for both the national accreditations.....	41
4. Cooperating with the HoD in supervising the operation of the following committees: Academic Accreditation, Strategic Planning, Workshops/Seminars, Statistics, and Community Services.	41
The Vice Head of the Department for Educational Affairs	41
Duties of the Department Council Administrator	43
Program Standing Committees	43
Academic Accreditation Committee	44
Tasks of the committee	46

Scientific Research Committee	48
Tasks of the Committee.....	49
Activities Committee	50
Tasks of the Committee.....	50
Academic Advising Committee.....	51
Study and Examination Committee.....	51
Tasks of the Committee.....	52
Development Training Committee	52
Tasks of the Committee.....	53
Announcement Committee.....	53
Tasks of the Committee.....	54
Tasks of the Committee.....	54
Resources Committee.....	55
Tasks of the Committee.....	55
Department members:	57
Electronic Services	58
Editorial board.....	59

Introduction

Dear student, this introductory guide serves as a guiding way to clarify the most questions that revolve in your mind and guide you to what must be followed. The purpose of this guide is to provide general information about the Bachelor of English, including the rules, regulations, and committees and/or units in English department. It also provides you with extracts from the program's systems and services that organize your academic and university life in general.

Dean of the College's Word

Praise be to Allah, Peace and Blessings be upon His Prophets & Messengers, our Prophet Muhammad and his family and companions. I am so delighted to bless this Student's Handbook as my colleagues have made countless efforts in making it a key to any inquiry about the college through identification of disciplines with plan of study for each course such as course descriptions of all courses offered in each academic level. This handbook also includes of information about the college and its regulations and executive rules currently implemented as approved by the Shaqra University Council. To our beloved students, we care sincerely and offer our support wholeheartedly. We are open to receive your concerns and to accept suggestions on ways to strengthen and build our learning community. This student handbook comprises valuable information to help navigate your journey through Shaqra University main campus. Our aim is to promote your individual growth, assist engagement in our university, and inspire the development of the much needed life skills that will help you succeed beyond your time. We urge you to make use of it, become aware of your responsibilities as a student, and take advantage of the many opportunities to get involved. In that way, you will truthfully make the utmost of your life here in the university

May Allah grant you success.

Head of the Department's Word

Dear students,

The English Language Department in Shaqra welcomes all of you. I would like to express my pride to belong to the English language Department, for language is the key to knowledge, culture and civilization, it represents a bridge of communication with others. Undoubtedly English is a worldwide language. It is taught in most universities, hence the need to meet universal standards to master the English language. Consequently English language Learning has become an urgent requirement to cope with globalization and exchange culture and science between different civilizations. In fact, the English Language Department is considered as one of the leading departments not only at the level of the Faculty of Education of the collage of science and humanities but also at the level of the University of Shaqra. It offers the English Language Bachelor program and teaches students according to an academic plan and wide-ranging curriculum of language and Literature which combines comprehensiveness and depth in dealing with knowledge in all of the English language skills in order to hone the language skills of student. The department would like to put in-between your hands this brief guide which introduces you to the English program and makes you aware of the study regulations generally.

The English Language Department in Shaqra aims to graduate highly qualified national competencies in English specialties to meet the needs of the current and future labor market through the English Department in both male and female sections. The introductory guide is an effective way to introduce academic programs such as the English program and what it contains, through which the student can learn about related matters, including the study plan of the program and the description of the courses that the student studies in university semesters.

Head of the English Department: Dr Ebtisam Waheeb Abdullah Al-Waheebi

Brief Background of The College Establishment

The Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz, Prime Minister and Chairman of the Higher Education Council, approved a number of decisions taken by the Council of Higher Education in its "forty-sixth" session, including the approval of the establishment of the College of Science and Humanities - Shaqra, affiliated to King Saud University.

The beginning of the establishment of the College of Arts and Sciences in Shaqra was what was stated in the letter of His Excellency the Minister of Higher Education No. 43232 dated 5/11/1426 AH, which included the directive to take the necessary measures to establish College of Science and Humanities in Shaqra Governorate, which was initially affiliated with King Saud University due to the increase in the number of high school graduates in this province and other governorates. In the year 1424/1425 AH, the number of students reached nearly 2000 students. Under the guidance of His Excellency the Rector of the University, the University Vice Presidency for Educational and Academic Affairs initiated the preparation of the necessary studies. This was followed by the issuance of the University Council's decision in its fourth session for the year 1426/1427 AH, dated 12/29/1426 AH, recommending approval of the establishment of the college. Then, the Council of Higher Education Decision No. 20/46/1428 was issued in its forty-sixth session held on 2/6/1428 AH approving the establishment of the College of Science and Humanities – Shaqra.

Vision, Mission and Objective of the College of Science and Humanities at Shaqra University

Vision

- Excellence in Academic Education, Scientific Research and Community Service

Mission

- Prepare distinguished cadres that match the requirements of the labor market through competitive academic programs in an environment that encourages scientific research and community partnership.

Objectives

- Develop the college structure and academic programs and their attachments to the labor market.
- Promote the efficiency of academic and administrative human resources.
- Prepare outputs qualifying for competition in the labor market.
- Encourage outstanding scientific research to meet development priorities and community needs.
- Establish effective community partnerships to strengthen cooperation with private government sectors.
- Provide an attractive learning environment and promote teaching and learning methods.

Vision, Mission and Objective of the English Language Program of the College of Science and Humanities at Shaqra University

Vision

- Excellence in teaching the program of English Language & Literature; Scientific Research and Community Service

Mission

- Preparing a distinguished graduate with scientific and professional qualifications in the English language and literature in line with the requirements of the labor market through an academic environment encouraging scientific research and community service

Objectives

1. Develop the outputs of the program of English language & literature; and its attachment to the labor market.
2. Promote the academic efficiency of the program.
3. Prepare a graduate qualified to meet the needs of the labor market.
4. Encourage outstanding academic scientific research in different English language fields.
5. Provide effective community services that contribute to society's development.
6. Provide latest technologies for an attractive learning environment to promote teaching and learning methods.

Department Facilities

Classrooms:

There are nine classrooms, six of them have a capacity of 30 students, and four rooms with a capacity of 15 students. All these classrooms are equipped with audio and visual aids. Each classroom includes a computer, a projector, and a connection to the Internet to effectively facilitate teaching process.

English Labs:

There are three English laboratories. One of them has the capacity of 40 students, and two has the capacity of 20 students. Each laboratory includes a computer, a projector, and a connection to the Internet to effectively facilitate teaching process.

Meeting room:

A hall equipped with all modern technology means used to hold department meetings, workshops, conferences, and various meetings.

The English Club:

The English Language Department Club has a virtual hall for meetings, workshops and for the members of the club equipped with a projector and a connection to the internet and three main offices. The first office is for the club president, the other is for the secretary, and the other office is for the vice president. The English Language Club also has a library that serves the students of the department. It also contains a small corner for tea and coffee.

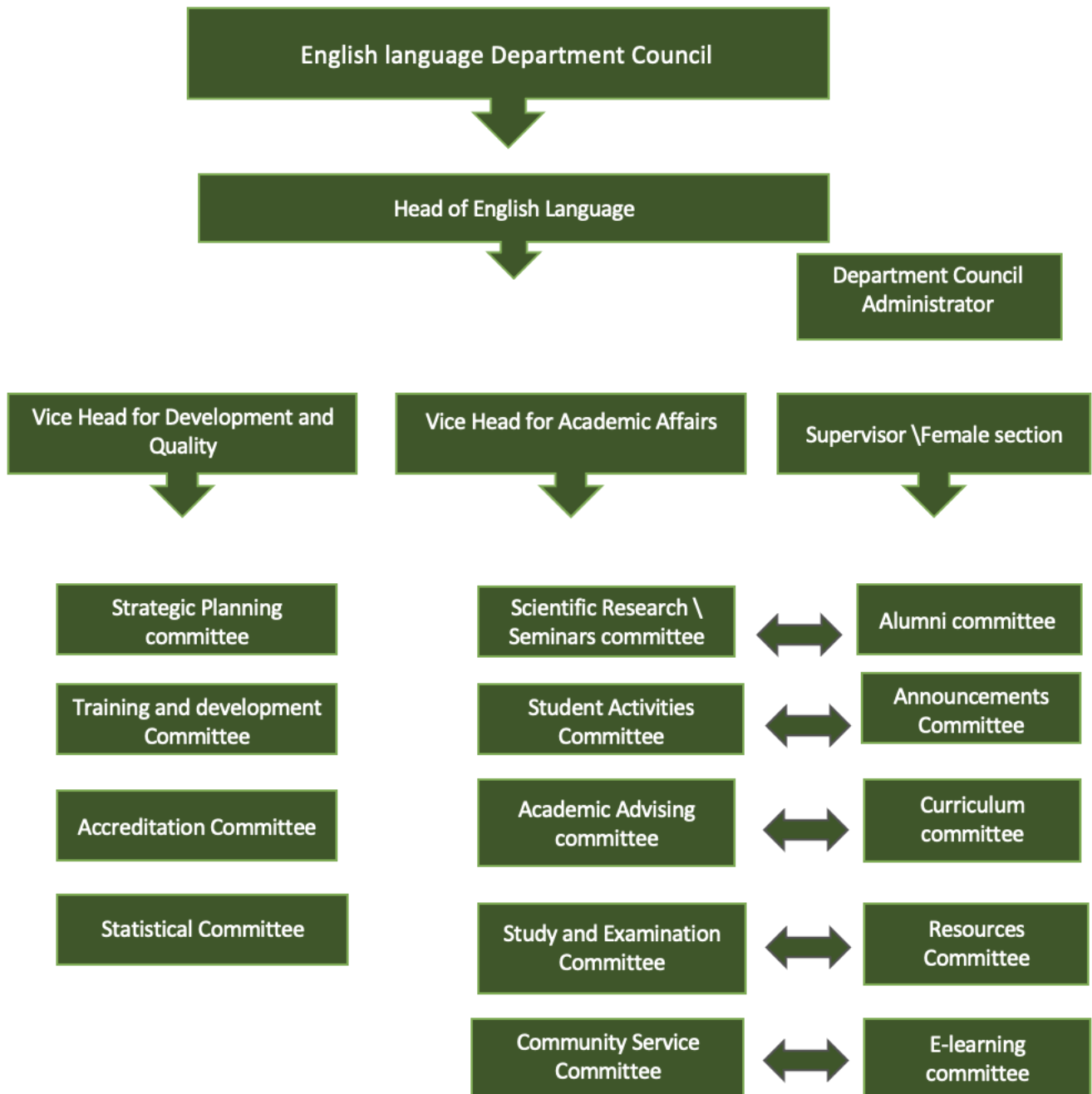
University theatre:

The College of Sciences and Humanities has a university theater for all private and public activities, conferences and workshops.

Professional Occupations/Jobs:



Program Organizational Structure



Program Learning Outcomes

1-Knowledge and understanding:	
Upon successful completion of the program, students will be able to:	
K1	Demonstrate profound knowledge and understanding of facts, concepts, principles and theories of English linguistics, literature, and translation.
K2	Reproduce proficient language skills (grammar, reading, writing, listening and speaking) required for effective thinking, writing and communicating in English.
K3	Recognize the main principles of the major areas of theoretical and applied linguistics
K4	Demonstrate profound knowledge and understanding of the range of the principal literary genres across prose, poetry, drama.
2-Skills:	
Upon successful completion of the program, students will be able to	
S1	Perform practical tasks and activities in a variety of settings that demonstrate profound understanding of grammatical structures, translation skills, literary criticism and English Language skills: listening, speaking, reading, and writing.
S2	Utilize various information and communication technology (ICT) tools to research, process, analyze, and produce material to demonstrate ability to integrate technology into English language learning and translation
S3	Analyze arguments and evidence appropriate to linguistic, literary and translation studies.
S4	Apply critical thinking and problem-solving skills both independently and in team environments to make decisions in a multiplicity of contexts.
3-Values	
Upon successful completion of the program, students will be able to	
V1	Show commitment to professional ethics and adhere to required codes of conduct.
V2	Demonstrate positive co-existence and build rapport with others and act as a responsible citizen.


Learning Method and Strategies



Interactive Lectures




Mentoring




Class Feedback



Exams



Audiovisual Materials

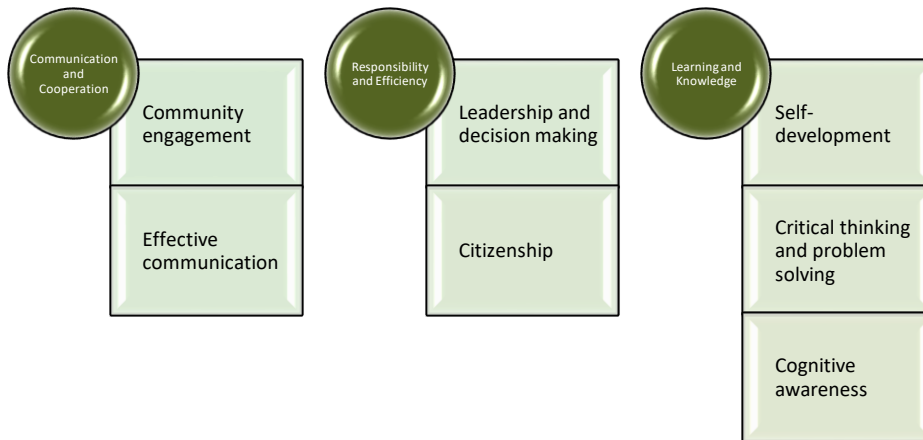


Inquiry-Based Instruction



Direct observations

Graduate Attributes:



- **Communication and Cooperation**

- **Effective cooperation:** English Program graduates effectively communicate verbally and in writing, convey ideas in different ways, and have the ability to collaborate with others to achieve the intended goals.
- **Community engagement:** Program graduates contribute to community development through actively participating in programs beneficial to society.

- **Responsibility and Efficiency**

- **Citizenship:** The program graduates maintain Islamic morals and belonging to the country.
- **Leadership and Decision Making:** The University graduates possess the leadership skills that qualify them to become future leaders, and this is demonstrated through practice and the ability to make appropriate decisions commensurate with the problems.

- **Learning and Knowledge**

- **Cognitive and Awareness:** Program graduates enjoy a high level of knowledge of the field of the English Language, as well as society -based areas.
- **Critical Thinking and Problem Solving:** English program graduates apply critical thinking skills, and are able to analyze and solve problems in a way that leads to a creative output/solution.
- **Self-development:** English program graduates show the ability to develop themselves and acquire the skills of helping them increase knowledge.

English Program Study Plan

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level-1	ENG 111	Basic Language Skills 1	R	-	3	D
	ENG 112	Listening and Speaking Skills 1	R	-	2	D
	ENG 113	Reading comprehension	R	-	2	D
	ENG 120	Vocabulary Building	R	-	2	D
	SLM 101	Introduction to Islamic Culture	R	-	2	I
Level-2	ENG 114	Writing 1 (Paragraph Writing)	R	-	3	D
	ENG 115	Reading Comprehension 2	R	113 ENG	3	D
	ENG 116	English Grammar	R	111 ENG	3	D
	ENG 122	Listening and Speaking Skills 2	R	112 ENG	2	D
Level-3	130 TEC	Computer skills	R	-	3	I
	182 NGL	Introduction to Literary Studies	R	-	2	D
	102 SLM	Islam and Society Building	R	-	2	I
	101 ARB	Language Skills	R	-	2	I
	118 NGL	Translation	R	-	2	D
Level-4	ENG 213	Composition -2-	R	114 ENG	2	D
	ARB 103	Arabic Editing	R	-	2	I
	ENG 320	Linguistic-I-	R	-	3	D
	SLM 103	Economic System in Islam	R	-	2	I
	ENG 251	The Rise of the Novel	R	182 ENG	2	D
Level-5	ENG 312	Essay Writing	R	114 ENG	3	D
	ENG 241	Appreciating Drama	R	182 ENG	3	D
	ENG 323	Linguistics 2	R	320 ENG	3	D
	212 NGL	Translation 1	R	118ENG	3	D

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	104 SLM	Fundamentals of Political System in Islam	R	-	3	I
Level-6	ENG 104	Literary Studies	R	-	4	I
	ENG 328	Phonetics	R	320 ENG	3	D
	ENG 231	Appreciating Poetry	R	182 ENG	3	D
	ENG 371	Introduction to American Literature	R	-	4	D
Level-7	ENG 324	Applied Linguistics	R	-	3	D
	ENG 423	Morphology and Syntax in English	R	-	3	D
	ENG 412	Speech	R	-	2	D
	ENG 427	Linguistics III	R	323 ENG	2	D
Level -8	ENG 422	English Phonology	R	328 ENG	2	D
	ENG 333	Romantic Poetry	R	231 ENG	3	D
	ARB 105	Language Studies	R	-	3	I
	ENG 329	Language Acquisition	R	-	3	D
Level -9	ENG 424	Transformational Generative Grammar	R	423 ENG	3	D
	ENG 420	Language Evaluation	R	-	2	D
	ENG 411	Translation 2	R	212 ENG	2	D
	ENG 406	Techniques and Principles in Language Teaching	R	-	3	D
Level -10	ENG 361	Criticism-1	R	-	3	D
	ENG 413	Advanced Writing	R	312 ENG	3	D
	ENG 344	Shakespeare	R	241 ENG	3	D
	ENG 351	Nineteenth century novel	R	251 ENG	3	D
Level-11	ENG 429	Stylistics	R	-	2	D
	ENG 461	Criticism II	R	361 ENG	2	D
	ENG 431	Victorian Poetry	R	231 ENG	3	D

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ENG 451	Modern Novel	R	351 ENG	3	D
Level-12	ENG443	Modern Drama	R	241 ENG	3	D
	ENG 407	Language and Society	R	-	3	D
	ENG 432	Modern Poetry	R	431 ENG	3	D
	ENG 421	The History of English Language	R	-	2	D

Courses Content/Description

ENG. 111 Basic Language Skills (Credit 3 hrs.)

Participants in this grammar / writing course are thoroughly trained in basic sentence writing. With this aim in mind, and when dealing with sentence structure, the instructor has to proceed in subtle gradation moving from the simple to the complex. However, since the study of sentence structure is inseparable from any basic composition course, such study must be profound rather than shallow, preparing the student for the next writing course in level two. Among other things, the course involves parts of speech, tenses, subject-verb agreement, types of sentences (including simple, compound and complex), various types of modifiers, as well as transitional expressions. Emphasis should be laid on the extensive use of exercises and sentence writing in the classroom.

ENG. 112 Listening and Speaking (Credit 2 hrs.)

The course aims to train the students to develop their speaking and listening skills so that at the end of the course they will be able to handle specific communicative tasks. The focus of the course will be on practical language use. Every student will perform these tasks numerous times within the class and in laboratory. Extensive use will be made of audio and visual materials to train the students to listen to language used in different situations. Intonation drills will be covered so that students can produce language that approximate native language rhythms. To pass the course the students must demonstrate their ability, at low-intermediate level, to:

1. understand spoken English at a variety of communicative situations, especially lectures,
2. speak about different topics in different communicative situations, and
3. show an ability to produce spoken language that has an acceptable level of clarity.

ENG. 113 Reading Comprehension (1) (Credit 2 hrs.)

The course aims at introducing students to and training them in reading strategies and skills. It will address the following skills and strategies: mechanics of reading, reading techniques (elementary skimming and

scanning), vocabulary skills (use of contextual, syntactic, and morphological clues to improve vocabulary comprehension) and extracting general information.

ENG. 120 Vocabulary Building (Credit 2 hrs.)

The purpose of this course is to review basic vocabulary and to bring students' vocabulary to the intermediate level, through the use of different techniques such as affixes, word formation .. etc. Students should be able to use and recognize at least 450 newly introduced words.

ENG. 114 Writing 1 (Paragraph Writing)(Credit 3 hrs.)

Students will be given practice in producing ordered and developed writing that would meet practical needs. The students will be required to develop their abilities to describe and narrate. Students will also be introduced to the basic concepts of paragraph writing, topic sentences, unity and coherence.

ENG. 115 Reading Comprehension (2) (credit 3 hrs.)

Students should be able to read a variety of unseen passages and answer comprehension questions. Guessing meaning of words from context. Analyze paragraphs and skim for the main idea (explicit or implicit). Scan (for numbers, for facts, for definitions of key terms, for words, for specific terms, etc.). Distinguishing between general and specific statements. Identify points of view. Identify basic elements of narratives (setting, characters and plot). Analyze affixes, compound words, and identify antonyms and synonyms.

ENG. 116 English Grammar (Credit 3 hrs.)

The course aims at teaching basic language structures. It focuses on practice, and the use of fundamental grammatical elements. Topics covered include: 1. articles, adverbial, adjectival and noun phrases 2. prepositions; 3. tenses; 4. passive voice; 5. clauses (adv, clauses, adj. clauses, noun clauses; 6. reported speech ; 7.verbal (gerunds, infinitives and participles)

ENG. 118 Translation (Eng./Arab) (Credit 2 hrs.)

Translation courses are used both to enhance students' familiarity with English usage and sentence structure and to point out contrasts between Arabic and English in this respect. English 118 is both practical and introductory in nature.

ENG. 122 Listening & Speaking Skills (2) (Credit 2 hrs.)

Listening: At this stage students are trained to understand discussions on concrete topics related to particular interests and special fields of competence. They are provided with opportunities to take notes while listening to sustained talks given at a normal rate by a speaker familiar with foreign learners.

Speaking: Students are trained to communicate on concrete topics related to social relations, current events and study matters. Their accent should be intelligible to a native speaker.

ENG. 182 Introduction to Literary Studies (Credit 3 hrs.)

As an introduction to basic literary forms, Eng. 182 is, on the one hand, a continuation at a more advanced level of the reading skills of English 115 and an application of the writing skills of 114. On the other hand, it is a preparation for Eng. 231 and 241. Its primary purpose is to provide the students with a foundation of elementary skills necessary for the reading of literature, those skills that will be more fully developed in the two following introductory courses. To achieve its goal, the course concentrates on providing an elementary literary vocabulary as well as introduction and practice in the skills required for the reading of literature and for writing about it.

ENG. 213 Composition (2) (Credit 2 hrs.)

The course provides students practice in producing a variety of grammatically correct sentences in unified paragraphs that are patterned logically. Topic sentence use in all writing is stressed as well as adequate development of ideas. Emphasis will be given to both the writing of cohesive summaries and explanatory pieces on different topics. Methods of classifications will be introduced if time permits.

ENG. 241 Appreciating Drama (Credit 2 hrs.)

This course introduces students to English Drama by way of carefully selected texts. The course emphasizes the primarily theatrical nature of the drama, rather than the purely literary, and students learn how to analyze plot and character. The stress is on understanding the nature of the dramatic mode.

ENG. 212 Translation (I) (Credit 2 hrs.)

This course continues the introduction, through translation, of contrasts between English and Arabic sentence patterns and usage. The range of vocabulary is wider and the grammar is more complex in the passages given in Eng. 118. This course, is also of a purely practical nature.

ENG. 251 The Rise of the Novel (Credit 3 hrs.)

The course offers a brief introduction to the genesis and early development as well as the fundamentals of the English novel. It acquaints the student with terms such as plot, characterization, setting, native style, and the like. Also some attention is given to the historical, social, and literary backgrounds of 18th century English. The emphasis, however, is on a close study of a minimum of three representative novels.

ENG. 320 Linguistics I (Credit 3 hrs.)

This course offers a very brief introduction to the major linguistic subfields that are included in the B.A. program; i.e. phonetics, phonology, morphology, syntax, semantics, pragmatics, applied linguistics, discourse analysis and sociolinguistics. In addition, it offers a detailed introduction to the linguistic sub-fields that are not included in the program, such as psycholinguistics and language variation.

ENG 312 Essay Writing (Credit 2 hrs.)

Practice in producing longer and substantial essay of several paragraphs. Attention will be given to the process of developing formal argumentative essays and the short research paper. Emphasis will be given to rules of evidence and the methods of presenting it to support the points of view used. This should prepare the students to write a term paper of 1250 or more words in which they show the ability to handle the mechanics of research and to synthesize the findings of their readings from secondary sources.

Moreover, grammar should also be emphasized throughout the course. The following points should be especially stressed: tenses, modifiers, rules of punctuation, relative pronouns, and prepositions. Students should be trained to avoid such pitfalls as dangling modifiers, run-on sentences. incorrect antecedents .. etc.

ENG. 328 Phonetics (Credit 2 hrs.)

This course trains the students to distinguish between correct and incorrect pronunciation of the English sounds, before proceeding to develop their pronunciation skills. In addition to the parts of speech, the course deals with vowels, consonants, accentuation and rhythm, and intonation. The recorded drills form an integral part of the course.

ENG. 231 Appreciating Poetry (Credit 2 hrs.)

The course is designed to introduce the student to English poetry in terms of its essential features as a literary genre. By focusing on selected poems of various types with a wide range of subject matter and theme, the student should gain a knowledge of the craft of verse. The objective of this exercise is to equip the student with the necessary techniques to appreciate poetic meanings and how they are created. Poetic devices, such as personification, simile, metaphor etc...are used as tools or means to aid and help the student, but not as ends in themselves. The textbook chosen for this course has a glossary of literary terms for easy reference.

By the end of the course, the students are expected to have the level and understanding of manipulate language of the selected poems, the poetic effects and poetic meaning.

ENG. 323 Linguistics II (Credit 2 hrs.)

This course is a continuation of English 320 (Linguistics I). It aims at introducing the students to the following major areas: pragmatics, language variation and change, psycholinguistics, and sociolinguistics.

ENG. 371 Introduction to American Literature (Credit 3 hrs.)

This course offers a brief introductory survey concentrating on major writers, Literature” of American works, and trends. At least one novel by a 19th century writer is studied closely. In addition, a sampling of fictional

and non-fictional prose and a representative selection of poetry from the period up colonial to the end of the 19th century is discussed.

ENG. 324 Applied Linguistics (Credit 3 hrs.)

The course aims at introducing students to some basic issues in applied linguistics and their application to second language learning and teaching. Topics to be discussed will include:

- A definition of the term and its relation to other disciplines.
- Brief discussion of language acquisition theories.
- Contrastive analysis, errors analysis, and learning strategies.
- Factors affecting foreign language learning and teaching, age factors, i.e. Adults vs. children's learning of ESL, personality factors, socio-cultural factors in ESL learning.

ENG. 329 Language Acquisition (Credit 3 hrs.)

This course deals with the different themes and issues related to first and second language acquisition. Students should be familiarized with the major contemporary approaches to the study of first language acquisition.

ENG. 333 Romantic Poetry (Credit 2 hrs.)

This course introduces students to Romanticism and develops their understanding of its nature through a close analytical reading of assigned texts from the major poets of the period. The concept of the Romantic Imagination should be studied as a major break from the Neo-Classical Age. Recurrent elements of English Romanticism should be traced, as well as the characteristic romantic modes and theses.

ENG. 412 Speech (Credit 2 hrs.)

The course focuses on speech making as the primary activity. This course aims at acquainting the students with elements of speech organization, outlining and controlling the speaker's speech tension. Students can also apply the principle of speech making to informal, everyday situation.

ENG. 427 Linguistics III (Credit 2 hrs.)

The purpose of this course is two-fold: one is to introduce students to a variety of linguistic theories other than the "transformational" theory, (e.g. Base Syntax, lexical etc.); and the second is to select certain problems in linguistics and apply those theories to them to aid the students to choose for themselves whichever theory is more suitable to their own way of thinking.

ENG. 411 Translation 2 (Credit 2 hrs.)

In this course students are expected to handle more complex material, from a wider variety of texts, than those used in English 118 and 212. Translation will be from Arabic into English.

ENG.. 420 Language Evaluation (Credit 2 hrs.)

In this course students are introduced to various techniques of evaluating the performance of foreign learners of language in the four skills as well as their command of the sound and grammatical systems of English and of its vocabulary. Different types of language tests (achievement, proficiency, aptitude and diagnostics) are briefly discussed, too.

ENG. 422 English Phonology (Credit 2 hrs.)

Students are trained in the principles of modern Phonology with special emphasis on the phoneme theory derived mainly from Chomsky and Halle. Standard topics in Phonology such as sound system, phonological processes, syllables, suprasegmentally –stress, rhythm, and intonation- and distinctive features form the core of the course. The students are also introduced to phonological rules including deletion, insertion and assimilatory rules. Comparison between phonology and morphology on the one hand and phonology and phonetics on the other is also essential.

ENG. 406 Techniques of Language Teaching (Credit 3 hrs.)

This course is designed to familiarize the students with the various techniques of teaching the four language skills of listening, speaking, reading and writing. Techniques of teaching the phonological, grammatical and lexical systems of English are also dealt with. So are audio and visual aids in language teaching.

ENG. 423 English Morphology and Syntax (Credit 3 hrs.)

The aim of this course is to provide the students with a general introduction to English morphology and syntax. It is designed to give the students a brief glimpse of the theory and practice of the structural grammar of the English language. A detailed analysis of English morphemes and word formation processes as well as the structure of English sentences and phrases will be treated.

ENG. 424 Transformational Grammar (Credit 3 hrs.)

This course deals with the background to transformational grammar in American descriptive linguistics, phrase structure grammar; Chomsky's Syntactic Structure and earlier transformational theory, Chomsky's Aspects of the Theory of Syntax and later transformational theory, interpretive and generative semantics, and the application of transformational grammar to varied language data.

ENG. 361 CRITICISM -1- (Credit 3 hrs.)

This course traces the philosophical and critical development of Western thought in its particular relation to "Art". The critical selections cover the classical conception of Art, Renaissance and the 18th Century (The age of Reason) and emphasize the major trends and orientation of Arts criticism in the Western critical thought. Major orientations, motifs of criticism are also emphasized as they developed from classical periods to the 18th century.

ENG. 413 Advanced Writing (Credit 3 hrs.)

In this course students practice producing the longer and substantial essay of several paragraphs. Attention will be given to the process of developing formal argumentative essays and the short research paper. Emphasis will be given to rules of evidence and the methods of presenting it to support the points of view expressed.

This should prepare the students to write a term paper of 1250 or more words in which they show their ability to handle the mechanics of research and to synthesize the findings of their readings from secondary sources. In addition, students will be encouraged to write about literature perceptively and in an organized manner.

ENG. 344 Shakespeare 1 (Credit 3 hrs.)

Through the study of at least one comedy and one tragedy, the salient features of Shakespeare's dramaturgy will be introduced. Working from the texts, Elizabethan thought and dramatic practice will naturally be considered.

ENG. 351 19th Century Novel (Credit 3 hrs.)

A sense of the expansiveness of the Victorian novel will be accompanied by close analysis of at least two novels, preferably early and late. Socio-political and philosophic contexts will be subordinated to the way the nineteenth-century writer made use of the novel form. Novels studied will be chosen from the output of Dickens, The Brontes, Thackeray, Trollope, Eliot, Meredith and Hardy.

ENG. 421 History of the English Language (Credit 2 hrs.)

The course is primarily intended for senior students with an aim to presenting the historical development of English in a way that strikes a happy balance between internal inflections and external history — the political, social and intellectual factors that have determined the development at different periods. Students are introduced to the genetic hypothesis (the discovery of Sanskrit and the Proto-Indo-European family), sound laws, and loan words. The relationship between French and English in England after the Norman Conquest forms an integral part of this course. Students are also acquainted with Old English and Middle English.

ENG. 431 Victorian Poetry (Credit 3 hrs.)

This core course introduces the student to some themes, trends and genres in Victorian poetry. The student is expected to be acquainted with the social, political, historical and literary background of the period prior to starting the textual study of some representative poems of the era. The first three lectures of the term form the introductory part of the course, while the rest is assigned to the actual study of the prescribed texts.

ENG. 429 Stylistics/ Discourse Analysis (Credit 3 hrs.)

To speak to the needs of beginners in the study of style, the course assumes a formulaic approach, i.e., it teaches style through grammar. In other words, it teaches grammar as style. The course is meant to be practical. Each chapter concentrates on a major syntactic structure or concept and considers its stylistic role in sentences from 20th century fiction and nonfiction. In all, the course includes fifteen major grammatical topics with several examples on each. These topics are: kernel sentences, noun phrases, verb phrases, adjectives and adverbs, prepositions, conjunction and coordination, dependent clauses, sentence openers and inversion, free modifiers, the appositive, (interrogative, imperative, exclamatory), the passive voice transformation, parallelism, cohesion, syntactic symbolism, grammar as analogue.

ENG. 451 Modern British Novel (Credit 3 hrs.)

This course offers only the briefest of introductions to the modern British novel. Three novels, at the most, can be taught, through close concentration on the texts and constant reference to the literary and cultural backgrounds.

ENG. 443 Modern Drama (Credit 3 hrs.)

This course will give an overview of the development of modern drama from Shaw to Pinter. Main trends, such as realism, the theaters of “Anger” and of the “Absurd” will be illustrated. Two to three major representative plays will then be explored in depth.

ENG. 432 Modern Poetry (Credit 3 hrs.)

Students should confront major poems by central poets of the Modern Period. One unifying approach would be to trace the two central currents of modern poetry: traditional and modernistic. Other models are no doubt as attractive. Beginning with Hardy, major poets such as Hardy, Yeats, Robinson, Frost, Stevens, Eliot, Pound and Auden should be included. Satellite poets such as Roethke, Stafford, McNeice, Williams and Winters should be included to varying degrees to give as full a view of achievements and developments as possible. As many poems as possible should be given intensive analysis.

ENG. 407 Language and Society (Credit 3 hrs.)

Aspects of the relationship between speakers of a language and the speech community are the subject of this course. Topics covered include language variety, dialect and register, on one hand, and types of bilingualism on the other.

ENG. 461 Criticism -II- (Credit 2 hrs.)

This course begins with Romanticism and emphasizes the movement's major trends. These are then set in relation to classical concepts and the new developments in criticism such as the New Criticism, Structuralism, phenomenology, etc. Post-Structuralism is then introduced as the culmination of these different schools.

Department Rules and Regulations

General Regulations:

- 1 All students must comply with the provisions of the Student Handbook and the student should be familiar with its contents. Ignorance of any provision regarding the Student Handbook does not excuse any student from being penalized for non-compliance.
- 2 The student's registration in the College of Science and Humanities - Shaqra University is an expression of the student's desire to abide by all the rules and regulations prevailing in the college, and therefore students are committed to respecting these rules.
- 3 An original identification card is issued to the student upon registration, containing numbers registered by the computer. This card must always be in the student's possession to be presented upon request. The card is valid as long as the student is registered in the department.
- 4 The department is aware of the harms of smoking, so it declares that the college buildings are an area where smoking is prohibited.
- 5 The student should be polite and kind towards everyone within the department premises.
- 6 The department encourages students to take advantage of the capabilities of the department's library and club and to communicate with the head of department.

Academic Regulations

Section 1: Definitions and Terms

- 1 **Academic Year:** refers to the three semesters and the summer semester, if any.
- 2 **Academic Semester:** Refers to a period of approximately 11 weeks of attendance to weekly lessons by students. Student registration and final exams are not part of the regular semester.
- 3 **Summer:** The term summer for about 8 weeks of attendance refers to weekly lessons by students, excluding student registration and final exams.
- 4 **Level:** It refers to the level of the stage where the student is accepted on the basis of the study plan of the program.
- 5 **Study plan:** refers to a set of compulsory courses with allotted credits. The student must complete the total number of credit hours in order to qualify for graduation and obtain a bachelor's degree in his/her specialization.
- 6 **Course:** Refers to the instruction transferred in a series of lessons or meetings that meet the requirements of each level as stipulated in the study plan of the program. The course has a code, number, title and description. Some courses require a prerequisite.
- 7 **Credit Hour:** Equivalent to a weekly theoretical lecture of approximately 50 minutes, a practical session of 120 minutes.
- 8 **Academic Probation:** It refers to the notification of the student whose cumulative average has decreased and reached the maximum allowed as determined by the regulation.
- 9 **Final Exam:** A course test held once at the end of the semester.
- 10 **Final score:** It indicates the sum of the semester work scores with the final exam that the student obtained in the semester based on 100%.

- 11 **Grade:** a description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.
- 12 **Semester GPA:** It is the sum of the grade points over the total number of credit hours for all courses in the semester.
- 13 **Study Load:** it refers to the total credit hours a student can register in a semester. The maximum and minimum limit of the study load is based on the existing rules of the department.
- 14 **Academic Record:** it shows the performance of a student that includes passed courses, credits earned, grades, semester average, accumulative average and academic warnings if any.
- 15 **Academic Advisor:** it refers to a teaching staff who is in charge to supervise, guide and monitor a student during his/her study at the department.

Section 2: The Study System. A student should progress to finish the study plan, which consists of 12 levels in accordance to the College policies. An academic year is divided into three levels and a summer if applicable.

Section 3: Program Levels. A degree program has 12 levels based on its study plan. A student should enroll in each level that offers courses with corresponding credits. Requirements should be fully completed in order for a student to get a passing mark and be promoted to the next level.

Section 4: Attendance.

- Prompt and regular attendance in all classes is encouraged for all students throughout the semester.
- The teaching staff should be expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed: For 50-minute classes, students should not

leave until 15 minutes, for 100-minute classes, students should wait for 30 minutes. A teaching staff may consider students absent if they leave their classes earlier than the prescribed time.

- A student is considered absent from class if he/she is not present within the first third fraction of the scheduled class time period. However, such grace period should not exceed 30 minutes. Thus, a student is considered absent if he/she arrives after 15 minutes for a 50-minute class; or 30 minutes for a 100-minute class (lecture or practical).
- A student who is absent is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for the absence. The student is encouraged to consult with the teaching staff regarding his/her current academic status.
- It is the student's responsibility to keep a record of his/her absence; however, he/she may verify such from the teaching staff concerned.
- The teaching staff should enter the absence of a student to the university system on a weekly basis. A student who accumulates 25% total absence is considered dropped from the course. A student with valid reason for his/her absence is excused but he/she is considered dropped if he accumulates 30% total absence in a semester.
- A student who is absent during the final examination schedule automatically gets zero mark unless there are valid reasons to excuse his/her absence and be given a special examination later, upon the discretion of the Department Head.

Section 5: Postponement of Study. A student is entitled to apply for postponing his study within the 1st week of the semester due to valid reasons. Upon approval, the Dean of the College may grant a postponement period for not more than 2 consecutive semesters or 3 cumulative semesters throughout his stay at the University.

Section 6: Suspension of Study. If a student discontinues his/her study in a semester without applying for postponement, his/her registration with the College will be deemed suspended.

Section 7: Re-Registration. A suspended student may apply for re-registration using the same ID number, in accordance to the following rules:

- Submission of re-registration request within 4 semesters from the date of suspension.
- Approval of the re-registration request by the Academic Council or its authorized representative.
- If the 4-semester period lapses, the applicant can register as a new student.
- The re-registration should not be availed more than once.
- The student applying for re-registration should not have been dismissed based on academic violations.

Section 8: Graduation. A student is eligible for graduation after successfully satisfying all the requirements provided by the study plan of the program. A graduate will be granted a certificate that bears the student's complete name, university number, civil record number, place and date of birth, name of the College, official seal of the University, degree earned, specialization, Grade Point Average (GPA) of his/her grades and the date of issuing the approval of granting the degree to the student by the University Council.

Section 9: Dismissal from the University. A student can be dismissed from the university due to the following situations:

- If a student is given 3 or more warnings due to low accumulative average (2.0 out of 5.0);
- If a student failed to fulfill graduation requirements within the specified duration of study; and
- If a student violates the rules and regulations of the College and found guilty after an investigation by a committee.

Section 10: Regulations for Students.

- The student should not be given more than 2 examinations in a day.
- No student should be allowed into the final examination hall after half an hour from its beginning. Likewise, no student should be allowed to leave the exam hall before half an hour from its beginning.
- Cheating in examinations or violating relevant regulations and procedures will be punished accordingly to the Student Disciplinary Regulations issued by the university.
- All mobile phones should be switched off and placed in an area specified by the invigilators.

- A student may submit a letter to request to the Dean of the College or his authorized representative for the re-correction of his examination paper within a period not exceeding the start of the next semester. The Dean may create a committee to do the re-correction. The committee should submit its findings to the Dean for discussion with the Academic Council. The decision of the Academic Council is final and executor.

Section 11: the Grading System. The department adopts the following grading system:

The percentage Degree	Grade Symbol	Rated weight of 5	Grade
95-100	A+	5	Exceptional
90-94	A	4.75	Excellent
85-89	B+	4.5	Superior
80-84	B	4	Very Good
75-79	C+	3.5	Above Average
70-74	C	3	Good
65-69	D+	2.5	High Pass
60-64	D	2	Pass
Below 60	F	0.0	Fail

An Example of a method to calculate the Semester & Cumulative Average:

First Semester:

Code & No.	No. of Units	Mark	Letter Equivalent	Value of Grade	No. of Points
Islamic 101	2	90	A	4.5	9.5
Arab 101	2	100	A+	5	10
ENG 11	3	70	C	4	9
ENG 112	2	85	B+	4.5	9
ENG 113	2	75	C+	3.5	9
ENG 120	2	85	B+	4.5	7
ENG 130	3	90	A	4.75	14.25
	16				67.75

First Semester Average = $\frac{\text{Sum of Points (67.75)}}{\text{Sum of Units (16)}}$

Second semester:

Code & No.	No. of Units	Mark	Letter Equivalent	Value of Grade	No. of Points
Islamic 102	2	90	A	4.75	9.5
ENG 114	3	90	A	4.75	14.25
ENG 115	3	70	C	3	10.5
ENG 116	3	60	D	2	6
ENG 118	3	80	C	4	8

ENG 122	3	85	C+	4.5	9
ENG 182	3	65	D+	2.5	5
	17				62.25

Second Semester Average = Sum of Points (62.25) = 3.66 Sum of Units (17)

Student's Cumulative Average = Sum of Points (67.75+62.25) = 130 = 3.93 Sum of Units (16+17) 33

Section 12: Honors and Awards. The first honor award is granted to a student who obtains an accumulative average of 4.75 – 5.00 upon graduation. The second honor award is given to a student who gains an accumulative average of 4.25 – 4.74 upon graduation. To attain the first or second honor awards, the following should be met:

- The student should have no failed courses.
- The student should have satisfied all the graduation requirements within the prescribed period by the department.

Section 13: Transfer from a University to Shaqra University. A student who aspires to transfer to Shaqra University should meet the following requirements:

- The student should have studied in a recognized university.
- The student should not have been dismissed from a university due to disciplinary or academic reasons.
- The student should satisfy the admission requirements of Shaqra University.
- Upon admission, the College should review the academic record of the student and compare it to the existing study plan. Similar courses obtained from his previous university may be credited based on the course description.

Section 14: Transferring from one program to another within the college. After the approval of the head department and the approval of the dean of the college the student may transfer from one major to another within the college according to the specific period approved by the Deanship of Admission and Registration and in accordance with the following conditions:

- Satisfying the conditions for joining the specialization to which you want to transfer.

- Availability of vacant seats in the specialization to be transferred to, according to the department's absorptive capacity.
- The student must have spent at least one semester in the specialization he/she wishes to transfer from, provided that the number of academic units registered in his academic record shall not be less than (14) units.
- The student should not have dropped out, postponed or apologized for studying from the specialization he/she wishes to transfer from.
- To submit the transfer request starting from the tenth week of the start of the study until the fifteenth week of the semester preceding the semester in which he/she wishes to transfer.
- Transfer between majors is allowed only once during the duration of the university study.
- Any other conditions determined by the Department Council and the Deanship of Admission and Registration.

Disciplinary Regulations of Shaqra University.

All students within the college are required to comply with the Disciplinary Regulations of Shaqra University.

Section 1: A breach of the existing rules and regulations of the College is regarded as disciplinary offense such as follows:

- Actions against the university system and facilities.
- Inciting or masterminding non-attendance to scheduled classes, tutorials, workshops and other activities commissioned by the department.
- Any offending words and actions that affect the honor and dignity of the College and its personnel.
- Cheating in the quiz and examinations or attempting to cheat.
- Breach of the examination regulations.
- Organizing assemblies inside the department.
- Destroying facilities or equipment of the department.
- Deliberate abuse of the department facilities.

Section 2: The penalties for the offenses stipulated in Section 1 are the following:

- Warning
- Written reprimand
- Depriving the student to enjoy some of the benefits of the university
- Forfeiting results of examinations and giving a failing grade
- Disallowing a student to take the final examination
- Suspension
- Dismissal from the college; and
- Expulsion from the university.

Section 3: Sanctions Committee. The Dean of the College has the right to form a committee to hold a student accountable for any violation. The sanctions committee investigates the violating student and submits the investigation result to the college dean to take the necessary disciplinary measures.

Department Working Committees

The Head of Department (HoD)

1. Determining the department's needs for faculty and administrative staff.
2. Chairing the department's council and representing the department in the college council.
3. Supervising the department's employees and monitoring their work.
4. Distributing the teaching and administrative tasks among the faculty members.
5. Follow-up on the implementation of the department and college council decisions and policies.
6. Representing the department in the advisory board meetings or suggesting a department's representative.
7. Archiving all minutes of the department and advisory board meetings.
8. Evaluating the faculty staff and employee at the end of each academic year, and submitting the evaluation reports to the college administration.

The Vice Head of the Department for Development and Quality

1. Following-up the department's quality decisions with the quality coordinator.
2. Following-up on the implementation of the requirements of the Deanship of Development and Quality at the university, the Vice Dean in the college, and the head of the Quality Unit at the College.
2. Following-up on the completion of the accreditation documents required for both the national accreditations.
4. Cooperating with the HoD in supervising the operation of the following committees: Academic Accreditation, Strategic Planning, Workshops/Seminars, Statistics, and Community Services.

The Vice Head of the Department for Educational Affairs

1. Supervising the process of preparing the study and examination schedules for the students and providing the requirements for the educational process.
2. Following-up on academic advising, registration, and acceptance, and solving their obstacles and problems.
3. Cooperating with the HoD in determining the department's needs of faculty staff.
4. Following-up on students' absences and excuses through the educational portal with the help of faculty members.
5. Following-up the implementation of the decisions of the Vice Dean for Educational Affairs.
6. Following-up on student activities and the English language club in the department.
7. Collecting the Course files after the end of the semester, and cooperating with the HoD in reviewing them.

8. Cooperate with the HoD in supervising the operation of the following committees: Scientific Research, Students Activities, Academic Advising, Study and Examination, Developing Training, Announcement, Curriculum, and Resources.

Duties of the Supervisor

1. Working with the Department staff members as appropriate to create the structures and mechanisms, capable of bringing English language department in good time to a level of performance.
2. Coordinating and distributing the work among all the Department staff members such as data collection and analysis of surveys, writing reports ((SESR, SESR, AR, KPIs, and supporting reports (Alumni survey, Faculty Survey, Employer Survey, Current/Graduating Students Survey, Field Experience Survey)).
3. Coordinating and distributing the work related to the English language program primary documents among other Department supervisors/ officers responsible for updating Program Specifications, Program Study Plan, course specifications, and course reports.
4. Coordinating and distributing the work of collecting shreds of evidence that support the program KPIs and the NCAAA Standards.
5. Organizing the work related to teaching staff members and students' professional development and training.
6. Organizing the work related to students' employment, job training, and community services.
7. Advising and assisting all Department staff members in carrying out their tasks.
8. Reporting to the Department Chairperson

Duties of the Department Council Administrator

1. Preparing the topics that will be discussed in the department meetings.
2. Follow up the implementation of department council decisions with faculty members.

Program Standing Committees

Strategic Planning Committee

The main objective of the committee is to construct the department's strategic and operational plans in line with the strategic plans of the college and Shaqra university, and in light of the Kingdom's 2030 vision.

Tasks of the Committee

- 1- Reviewing the strategic plans of the Institution (Faculty of English language - Shaqra University) and identifying its most relevant goals and initiatives.
- 2- Formulating the strategic objectives of the program so that they are compatible with the objectives of the college and university.
- 3- Organizing a meeting with faculty members in the department and employers to discuss the strategic objectives and their suitability for implementation.
- 4- Formulate practices, initiatives and projects necessary to achieve strategic Objectives.
- 5- Preparing and formulating the necessary performance indicators to measure the extent to which the objectives have to achieve.
- 6- Preparing an operational plan for implementing the practices, initiatives, and goals.
- 7- Follow up on the implementation of the operational plan and ensure the

implementation of all goals and initiatives.

- 8- Periodically reviewing and updating the program's mission and strategic goals.

Academic Accreditation Committee

The main objective of the Academic Accreditation Committee (AAC) in the Electrical Engineering Department is to achieve all the requirements of the national and international accreditations via coordinating between various committees in the department. The organizational structure of the AAC Committee is presented in Fig. 4

|

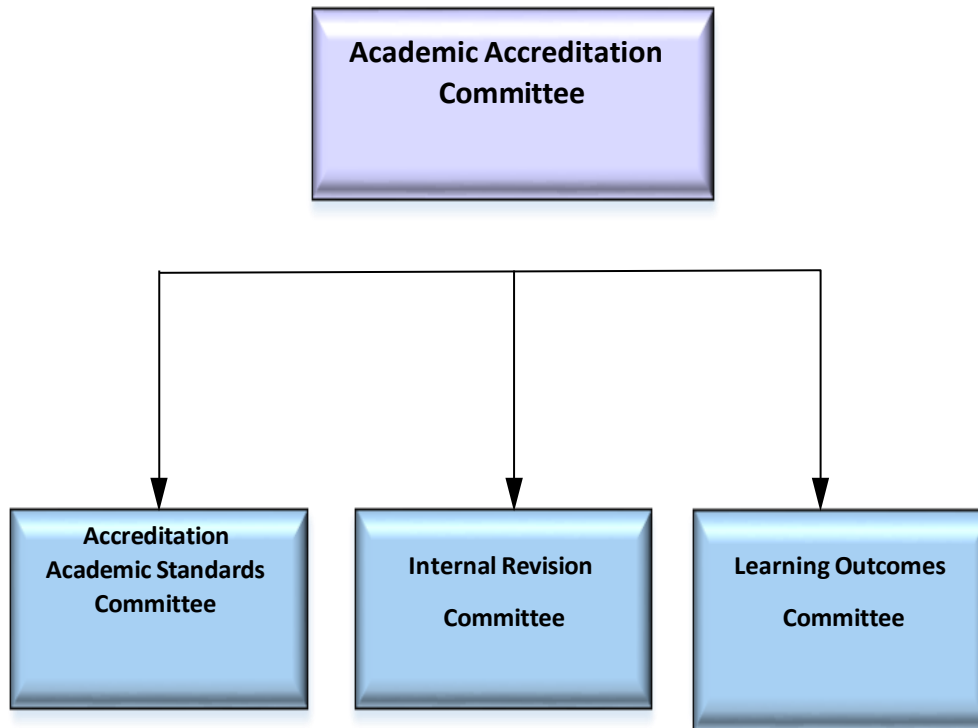


Fig. 4 The organizational structure of the AAC Committee

Tasks of the Committee

1. Preparing the documents required for both the national and international accreditations.
2. Updating and/or formulating the Program Learning Outcomes (PLOs) and the associated teaching and assessment strategies.
3. Reviewing the course specifications to ensure the alignment of the course learning outcomes (CLOs) with the intended PLOs, and to ensure the appropriateness of the teaching and assessment strategies to the CLOs.
4. Collecting the course files at the end of each semester, and preparing the PLOs assessment report at the end of each academic year.
5. Distributing the tasks related to quality assurance among all faculty

members, and following up the implementation of the distributed tasks.

6. Coordinating between the various committees in the EE department to prepare the self-study report, the annual program report, the KPI report and the survey report at the end of each academic year.
7. Cooperating with the Workshops / Seminars Committee by preparing training workshops related to spreading the culture of Quality Assurance.
8. Cooperating with the Quality and Academic Accreditation Unit IN performing internal audit.
- 9.

Workshops / Seminars Committee

The main objective of the committee is to provide high-quality workshops and seminars that cope with work requirements. Such workshops are intended to improve the efficiency, productivity and providing the staffs, student, and employers of the English Language Department with the necessary skills to reach distinguished professional and administrative performance in a way that synchronize with the challenges of labor market requirements.

Tasks of the committee

1. Determine the training needs of the department's employees and develop a plan to develop their skills.
2. Conducting courses, workshops, lectures, and any other activities that continuously develop the technical and practical skills of the faculty members, students, and employers of the English Language Department.

3. Create the annual plan for the development and training workshops and seminars of the English Language Department.
4. Developing a database for development and training needs at the level of the English Language Department.
5. Preparing periodic reports on the committee's activities.

Statistics Committee

The Statistics Committee in the English Language Department aims to prepare accurate databases about the faculty members, the students, and the workshops, as well as preparing and analyzing various surveys used in the department.

Tasks of the Committee

- 1- Building a database about the faculty members of the English Language Department in terms of scientific degree, general and specific specialization, teaching courses, statistics of published scientific research and research projects.
- 2- Building a database about the students in the English Language Department in terms of the total number of students in the English program, the number of students in each track, and the number of graduated students at the end of each semester.
- 3- Building a database about the workshops conducted in the English Language Department in term of the names of the topics of the workshops, the names of the presenters, and the number of attendees.
- 4- Constructing and/or updating the various surveys used in the English Language Department.
- 5- Cooperating with other committees in analyzing the surveys and constructing the survey report at the end of each academic year.

Community committee

The main objective of the committee is to enforce the link between the English language program and the surrounding community via conducting activities that serve the surrounding community.

Tasks of the Committee

- 1- Surveying the needs and problems of the surrounding society.
- 2- Developing a time plan for the activities that the committee will present throughout the academic year in a way that is commensurate with the needs of the community and achieves the goals of the committee.
- 3- Follow up on the implementation and development of the plan to serve the objectives of the committee.
- 4- Documenting and archiving the activities conducted by the committee.
- 5- Evaluating the department's participation in community service activities and events.
- 6- Prepare a semi-annual report about the activities of the committee and the development of the implementation of its plan.
- 7- Activating the role of faculty members in community service and providing scientific advice to various community institutions.
- 8- Educating students about the societal roles assigned to them.
- 9- Issuing certificates for the participants in the activities and courses.

Scientific Research Committee

The main objective is to raise the efficiency of the research process for students and faculty members in the English Language Department, to encourage innovation and creativity, and to link the research topics with industry and community service.

Tasks of the Committee

1. Developing a research plan that covers the various disciplines in the department and includes students and faculty members.
2. Following-up on the implementation of the research plan, which contributes to raising the research classification of the college and university.
3. Linking the resulting research to industry and serving the surrounding community.
4. Actively participating in research competitions and competitions based on creativity and innovation for undergraduate students, both locally and internationally.
5. Building and following up the necessary preparations for establishing and activating the postgraduate studies in the department.
6. Following-up the research activities of the faculty members in the department.
7. Representing the scientific research committee in the English Language Department at the Scientific Research Unit in the college.
8. Preparing report after each semester on the achievements of the Scientific Research Committee in the department.

Activities Committee

The main objective of the committee is to organize the students participations in all the activities approved by the university through the Deanship of Student Affairs in order to discover and highlight talents and work to adopt and support them.

Tasks of the Committee

- 1.Cooperating with the coordinators of student activities in the deanship in organized by the university.
2. Determining the annual activities and setting the implementation plan.
3. Constructing an operational plan for the students' activities and providing the Deanship of Student Affairs with a copy.
4. Attending the periodic meetings held by the Student Activities Unit in the college to discuss matters related to the students' activities.
5. Examining the mechanisms and objectives of the activities and their compatibility with the objectives and visions of the university before starting their implementation.
6. Implementing the activity plan approved by the Deanship of Student Affairs
7. Encouraging the students to participate in programs and tournaments.
8. Announcing the competitions dates to the students at least one week before the competition date.
9. Conducting internal qualifiers in the college before starting to participate in the competition with the other faculties of the university.
- 10.Attending training courses and workshops aimed to develop the capacities of coordinators activities.

11. Submitting reports on the achievements of the Student Activities Committee to the Student Activities Unit in the college.

Academic Advising Committee

The main objectives of the committee are to oversee the academic advising process for students, help the students in understanding the curriculum structure, help the students to explore career options and academic specialty choices based on their interests, values, skills and abilities, follow the students' educational progress and solve their problems, and prepare for the preparatory day for new students at the beginning of each academic year.

Tasks of the Committee

1. Announcing the goals and responsibilities of the academic supervisors and students.
2. Distribute the students' academic advising on the faculty members.
3. Provide the academic advising templates to all academic advisors.
4. Collect the periodic reports from the students' academic advisors.
5. Prepare suitable advising lectures for the students.
6. Inform the department head about students who need special care in various fields (if any).
7. Preparing a preparatory day for new students.

Study and Examination Committee

The main objectives of this committee are to help the students for the registration process for their courses, to consider withdrawing requests and apologizing for the study and to ensure the proper functioning of the teaching process and examinations.

Tasks of the Committee

1. Follow up the registration process of the students at the beginning of each semester.
2. Distributing the teaching hours load on the staff.
3. Preparing the time schedules of the lectures, tutorials, and laboratories.
4. Distributing the lectures and the tutorials on the classroom allocations.
5. Following-up the distribution of the course plans on the students at the first week of each semester.
6. Following-up the process of hanging the schedules of the faculty members at the first week of each semester.
7. Following-up the withdrawing and apologizing requests.
8. Following-up on student attendance (to identify banned students. whose absence rate exceeds 25%).
9. Preparing the examination schedules for midterm, laboratories and final term exams.
10. Preparing the examination halls and providing the answer sheets.
11. Collecting the attendance sheets for the final exams
12. Following-up the progress of the examinations.
13. Collecting the final exam answer sheets, and storing them in the control room.

Development Training Committee

The Development Training Committee plays a critical role in ensuring that students in the English Language Department receive high-quality support. By providing appropriate opportunities and supervisory staff, the committee helps to prepare students for successful careers in the field of English language education.

Tasks of the Committee

1. Develop a professional development program for English language instructors on assessment, curriculum development, technology integration, and diversity and inclusion.
2. Conduct needs assessments to identify areas where English language instructors and students require additional training and support, and develop targeted training programs to address these needs.
3. Establish a mentoring program for both new and experienced English language instructors and students.
4. Organize workshops and seminars on specific topics related to English language teaching and learning.
5. Collaborate with other departments or institutions to offer joint training programs or exchange opportunities for English language instructors and students.
6. Encourage English language instructors and students to participate in professional organizations and conferences.
7. Foster a culture of continuous learning and improvement among English language instructors and students

Announcement Committee

The main objective of the committee is to develop the department's website and continuously update the data in order to facilitate browsing in all the contents of the site and obtaining information related to the program.

Tasks of the Committee

1. Regularly updating the department website to contain the most recent information about the department.
2. Announcing all department news with complete transparency.
3. Announcing study and exams schedules to the students.
4. Updating the department's statistics, such as data about the department members, workshops, scientific research, etc.
5. Updating the data on the department announcement screens.
6. Regularly updating the department's booklet and publishing it on the department's website.

Curriculum Committee

The main objective of the committee is to continuously develop the contents of the academic courses (practical or theoretical) or to create new courses (practical or theoretical) in a way that makes the courses of the English Language Department always compatible with the requirements of the labor market and helps effectively in the event of completion of graduate studies or the direction of the research field inside or outside the Kingdom of Saudi Arabia. The development or creation process also includes compliance with the governing standards for local and international accreditation in this field.

Tasks of the Committee

1. Reviewing current study plans and designing new study plans compatible with the vision and mission of the English language department, college, and university, and keeping pace with the labor market.

2. Reviewing the contents of the course specifications to ensure their compatibility with the contents of the study plan.
3. Collecting proposals for updating/modifying the contents of the courses and/or the course learning outcomes (CLOs) from the members who coordinate the courses.
4. Collecting the proposals of the faculty members in the department to develop new courses (practical or theoretical) that serve the mission and objectives of the department.
5. Presenting the collected suggestions to the English language department council for study, discussion, and recommendations.
6. Follow up the implementation of recommendations on the level of amending the education regulations in the English language Department.

Resources Committee

The main objective of the Resources Committee is to supervise the various resources in the English language department (Laboratories, Textbooks, learning facilities, software programs,) and make sure that they are ready at the beginning of each academic year. Moreover, to keep them up to date with the new technologies.

Tasks of the Committee

1. Constructing a database containing all the available resources in the English language program (e.g., textbooks, projectors and boards).
2. Studying the department's requirements of laboratories, devices,

textbooks, software and tools necessary to complete the study plan.

3. Preparing a periodic report on the laboratories and equipment state (equipment and devices that are faulted and need maintenance).
4. Suggesting and supervising the development plans for the department's resources.
5. Preparing reports on the department's needs at the end of each academic year.
6. Ensuring that there are manuals for experiments in the laboratory.

Following-up on the state of the classrooms and what they should contain in order

Department members:

Male section:

Seq	Name	Qualification	Email Address
1	Abdulrahman Ibrahim Aljammaz	Ph.D.	aaljammaz@su.edu.sa
2	Salah Ahmed Musa Saeed	Ph.D.	Salahradi@su.edu.sa
3	ELSIR OSMAN YOUSIF OMER	Ph.D.	alsirosman@su.edu.sa
4	Abbas Alsidig Mohammed	Ph.D.	abbasalsidig@su.edu.sa
5	Fahim korasen kandi	Ph.D.	fahimkandl@su.edu.sa
6	Jagan Mohan Rao. Krishanamaraju	Ph.D.	jmohan@su.edu.sa
7	Mohamed Arafa Hilal	Ph.D.	mohamed_arafa@su.edu.sa
8	Osman Balla Muhammad Musmar	Ph.D.	osmanballa@su.edu.sa
9	Emad Said Elsayed Ibrahim	Ph.D.	Dr.emad.s@su.edu.sa
10	Mazin Alfazel	Master's Degree	malfadil@su.edu.sa
11	Saleh Aldhubayi	Master's Degree	saldhubayi@su.edu.sa
12	Saddah Aldossary	Ph.D.	saldossary@su.edu.sa

Female section

Seq	Name	Qualification	Email Address
1	Ebtisam Waheeb Alwaheebi	Ph.D.	ealwaheebi@su.edu.sa
2	Nuha Khalid Alsalem	Ph.D.	Nalsalem@su.edu.sa
3	Eman Abdulaziz Alhusaiyan	Ph.D.	eman.alhusaiyan@su.edu.sa
4	Azizah Abdullah Al Thenyan	Master's Degree	aalthenyan@su.edu.sa
5	Aljawharah Alotaibi	Master's Degree	aalotiabi@su.edu.sa
6	Alanod Alenazi	Master's Degree	Aalenazy@su.edu.sa
7	Aseel Suliman Alkharashi	Master's Degree	Aalkharashi@su.edu.sa
8	Areej Alnefaie	Master's Degree	aalnfeay@su.edu.sa
9	Ameera Khamar	Master's Degree	achalikkuzhi@su.edu.sa

Electronic Services

Official Email	<ul style="list-style-type: none">• Each faculty member is provided with an official email address at su.edu.sa which can be accessed by login through Gmail.
E-Learning System Services	<ul style="list-style-type: none">• E-learning system services is an online system, which both faculty members and students can access. Members can upload syllabus, slides, handouts ... etc, creat a discussion forum for students, and post assignments and quizzes https://lms.su.edu.sa/
English Department Website	<ul style="list-style-type: none">• http://shorturl.at/fvyCJ

Editorial board

<p>ABDULLAH ABDULRAHMAN ALGHANAYEM</p> <p>Dean of the College</p>	
EDITORIAL HEAD	DR. EBTISAM ALWAHEEBI
EDITORIAL MEMBERS	<p>Dr. Abdulrahman Ibrahim Aljammaz</p> <p>Dr. Eman Abdulaziz Alhusaiyan</p> <p>Dr. Jagan Mohan Rao. Krishnamaraju</p> <p>Dr. Salah Ahmed Musa Saeed</p> <p>Dr. Fahim korasen kandi</p> <p>Dr. Osman Balla Muhammad Musmar</p> <p>Dr. Emad Said Elsayed Ibrahim</p> <p>Dr. Nuha Khalid Alsalem</p> <p>Dr. Abbas Alsidig Mohammed Ahmed</p>

Council / Committee	English Language Department Council
Reference No.	Fourteen department meeting for the academic year 2023
Date	7-8-1444

English Language Department

College of Science and Humanities in Shaqra

