



**FOUNDATION PROGRAM
FPE 103 C – English Level 3
FALL Course Syllabus
2020-21 – TERM I**

Days and Times : Sections **1 & 2** - 8:00-10:00 & 1:00-3:00 p.m.
Sections **5 & 6** - 10:00-11:40 & 1:00-2:40 p.m.
Section **70** - 04:00 – 5:40 p.m. & 6:00 – 06:40 p.m.
No. of Sections : 5
Coordinator : Dr. Umamaheswara Rao Bontha **Office:** 221 D **Tel:** Ext.7190
7530

MISSION, VISION AND VALUES

VISION

The Foundation Program aspires to occupy a distinctive position amongst the Sultanate's GFPs by imparting quality education.

MISSION

The Foundation Program strives to equip students with quality, outcome-based education in a rich teacher-learner environment conducive to academic excellence and life-long learning.

VALUES

1. Academic excellence
2. Individual responsibility
3. Continuous improvement
4. Active citizenship
5. Life-long learning

□ رؤية البرنامج :

يتطلع البرنامج التأسيسي إلى احتلال مكانة مرموقة بين البرامج التأسيسية في السلطنة من خلال توفير تعليم ذي جودة عالية

□ رسالة البرنامج :

يسعى البرنامج التأسيسي لتزويد الطلبة بتعليم ذي جودة عالية يستند إلى معايير المخرجات التعليمية في بيئة تشجع على التميز و التعلم المستمر.

□ قيم البرنامج :

- التميز الأكاديمي
- تحمل المسؤولية الفردية
- تحسين القدرات الذاتية باستمرار
- المواطنة الفاعلة
- التعلم المستمر

COURSE DESCRIPTION

FPE 103 C is an IELTS based course that provides students with an opportunity to engage in the development of exam skills as well as good study habits. The four main skills and sub skills are taught in integration. By completing this course students are expected to score a minimum of IELTS band 5 as recommended by OAAA and have a smooth transfer to university courses.

LEARNING OUTCOMES

LOS1: Listen to conversations between 2 to 4 speakers in social, educational or training contexts and lectures on various academic subjects and answer different types of questions in a given period of time.

LOS2: Talk about a specific topic for about 3 minutes and participate in a two-way discussion for about 5 to 6 minutes on more abstract issues.

LOS3: Read a text of about 700 – 750 words and identify the main idea(s), extract specific information and answer various types of questions in a given period of time.

LOS4: Write a report of about 150 words using the data provided in a graph, chart, table/diagram, process or a combination of these.

LOS5: Write discursive essays of a minimum 300 words, showing control of layout, organisation, punctuation, spelling, sentence structure, grammar and vocabulary.

LOS6: Paraphrase and summarize from a written text or graphically presented data.

LOS7: Produce a written report of a minimum of 500 words showing evidence of research, notetaking, review and revision of work, paraphrasing, summarising, use of quotations and use of references.

LOS10: Develop various general study and academic skills needed for higher education.

STUDY SKILLS AND OTHERS

SS1: Work in pairs or groups and participate accordingly i.e. take turns, initiate a discussion, interrupt appropriately, express an opinion. **(Every day lessons)**

SS2: Describe learning experiences, challenges, insights in a daily journal **(Portfolio)**.

SS3: Organise and maintain a system of recording vocabulary (keep a vocabulary log) **(Portfolio)**.

SS4: Use an English-English dictionary;

SS5: Make decisions about their priorities, time, and resources;

SS6: Set realistic and manageable goals;

SS7: Create a timetable for their study **(Portfolio)**

SS8: Maintain a language portfolio that reflects progress **(Portfolio)**

1. General Requirements

For the benefits of the group, all students are asked to participate actively in all aspects of the course. Those wishing to succeed must:

- Arrive on time and attend all classes.
- Complete all readings on assigned dates.
- Complete all writing assignments on assigned dates.
- Take part in oral discussion and make presentations as assigned.
- Participate in class on a regular basis.
- Never miss progress tests, speaking in-class presentations, listening quizzes, role plays and other alternative assessments as they prepare you for your midterms and also finals.

Note: Mobile phones should be switched off in class as a courtesy to the teacher and fellow students.

2. Assessment Policy

Assessment of student performance in the course relies on tests and alternative assessment schemes (such as Portfolios, Continuous Assessment).

Assessment: Distribution of grades for Level 3 (Tentative)

Skill	Mid-term Test	Final Exam	Mid-erm	Final	Research Report	Portfolio	Essays	Presentations	Participation	Course Work Total	Course Work Percentage	Exit Exam Percentage	Total
Reading	30	30											
Writing	30	30	30%	30%	10%	5%	10%	5%	10%	100%	50%	50%	100%
Listening	30	30											
Speaking	30	30											

* All exams are marked by two teachers other than the section teachers (double blind marking) against to set rubrics to ensure fair grading.

Portfolio Assessment Rubric is provided in the portfolio.

Attendance Policy and Regulations

a) Attendance is taken in the beginning of each session.

Warnings	From	To
First warning	7.15%	14.28%
Second warning	14.29%	21.42%
Final Warning	21.5%	25
Dismissal (WA)	25.1%	100%

Missing 2-hour class results in 0.91% absence.

Students who are withdrawn will not be allowed take examinations.

b) Students are expected to familiarize themselves with the university regulations found in the DU Catalogue and the Student Handbook.

4. Academic Honesty

Students are expected to complete all work with the highest standard of honesty and integrity. Plagiarism, forgery, cheating or any form of academic misconduct will not be tolerated. Any of the above may cause a student's final course grade to be lowered significantly or the student may receive a failing grade, depending on the severity of the offence.

Plagiarism is the presentation of the work of another as one's own work (Refer to DU catalogue 2009-2010 p. 35); academic integrity policy). Level 3 research reports are checked for plagiarism through turnitin software. **Research reports that are found to have emore similarity index than permitted level (30%) and are plagiarized are subjected to the rules specified in DU's Academic Integrity Policy.**

Level 1	Verbal warning and the student is asked to resubmit assignment, course work or project
Level 2	Written Warning and student is asked to submit an additional assignment, course work or project
Level 3	Failing grade on assignment, course work or project
Level 4	Expulsion from University and action as per Omani Law

Du Academic Integrity Policy – V-3 – October 2017

5. Important Information to Note

Promotion from Level 3 to University courses: If your **Cumulative Final Grade is 50 or above (together with Course Work and Exit Exam)**, you are **promoted to University courses**.

If you miss any test (mid-term/final), you will only be given a make-up test if you have a valid excuse approved by the Director, Mr. Faisal Hamadi.

All tests and other assessed assignments are kept in your portfolio with your instructor as evidence of your progress.

6. Teaching Resources

Mindset for IELTS level 1: An Official Cambridge IELTS Course, Cambridge University Press.

Portfolio (in-house)

Research Report Writing Booklet prepared by Mr. Syed Arshad Ali and Dr. Umamaheswara Rao Bontha

7. University Policies

Please refer to DU website, student handbook or DU catalogue for all the policies of the University.