



(Vision for the Future)

CENTRE FOR PREPARATORY STUDIES (CPS)

(English Section)

Course Syllabus

FP&L& FP&S& FP&E 100: Foundation Program English for Law, Social Work and Education

A) University Vision, Mission and Values

Vision

Dhofar University aspires to occupy a distinct position among the leading institutions of higher education in the Arab Region.

Mission

To provide quality teaching and learning, conduct research in an inspiring environment conducive to creativity and innovation, and engage with the community.

Core Values

- 1) **Excellence** - Our commitment to excellence drives us to do better consistently.
- 2) **Integrity** - We believe in honesty and coherence between our words and actions.
- 3) **Responsibility** - We accept full responsibility for our actions at all the times.
- 4) **Commitment** - We are committed to give our best and deliver what we promise.
- 5) **Transparency** - For us, transparency is the foundation of trust.
- 6) **Adaptability** - We believe adaptability is the key to success in an ever-changing environment.

B) CPS Vision, Mission and Values

Vision

The Centre for Preparatory Studies aspires to become one of the leading Centers to provide foundation and other preparatory courses in the Arab region, equipping students to be more competitive in colleges inside and outside Oman.

Mission

The Centre for Preparatory Studies strives to expose students to rich, engaging curricula using innovative teaching and learning strategies that enable students to tap their learning potential to become autonomous, and long-life learners.

Values

The core values of the Centre for Preparatory Studies are:

1. Excellence
2. Commitment
3. Discipline
4. Responsibility and Accountability
5. Integrity
6. Life-long Learning

C) Course Description

FPEL& FPES& FPEE 100 is an intensive elementary- level English course for intended Law-degree/Social Workdegree/Education- degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students are expected to have attained an elementary level of English.

D) Course, Instructor and Coordinator Information

Course Information

| | |
|----------------------|---|
| Course Code | FPEL/S/E 100 |
| Course Title | Foundation Program English for Law/ SW/ Education |
| Credit Hours | NA [20 Contact Hours per week] |
| Pre-requisite | Secondary School Certificate |
| Co-requisite | NA |
| Course Category | Lecture/ <i>Interactive Sessions</i> |
| Language of Delivery | English |

Course Coordinator, Instructors Information and Course Schedule

| Section | Coordinator | Level | Day | Time (Hrs.) | Email | Office No. | Office Ext. |
|---------|-----------------------|-----------------|------|---------------|---------------------|------------|-------------|
| English | Dr Ramadevi Sakhamuri | 1 Law/SW/Edu | S-Th | 10:00 - 15:00 | rama_devi@du.edu.om | 235D | 7510 |

Instructors and Course Schedule (To be filled in by teacher concerned):

| Section | Class Room | Days | Time | Instructor Name | Email | Office No. | Office Ext. |
|---------|------------|----------|--------------------|-----------------|---------------|------------|-------------|
| 1 | xxx | 5 (S-Th) | xx:00- xx-00 (R/W) | xxxx | xxx@du.edu.om | xxx | xxx |
| | xxx | 5 (S-Th) | xx:00- xx-00 (L/S) | xxxx | xxx@du.edu.om | xxx | xxx |

E) Course Learning Outcomes

| Course Learning Outcomes | | Assessment Tools |
|--------------------------|---|--------------------|
| Reading | | |
| 1 | Read and demonstrate understanding of short, simplified narrative texts on familiar topics and sequence of events (not more than 100 words) | FA/ Midterm/ Final |
| 2 | Read an extensive text broadly relevant to the student's area of study (minimum one page) and respond to questions that require analytical skills, e.g. prediction, guessing, | FA |
| Writing | | |
| 1 | Write complete simple sentences, using basic grammatical structures. | FA/ Midterm/ Final |
| 2 | Write several related statements on a familiar topic, showing control of punctuation, spelling, sentence structure, grammar and vocabulary. | FA/Midterm/ Final |

| Listening | | |
|----------------------|--|---------------------|
| 1 | Listen to a conversation between two speakers and be able to answer questions in relation to key information, details and main idea. | FA/ Midterm/Final |
| Speaking | | |
| 1 | Actively participate in a discussion on any given topic by asking questions/expressing and asking for opinions. | FA |
| 2 | Prepare and deliver a presentation of at least 1 minute. Develop critical thinking as preparation for the speaking task. | FA/ Midterm/ Final |
| General Study Skills | | |
| 1 | Time Management and Students' Responsibility | Portfolio, in-class |
| 2 | Giving Presentations | FA, Midterm, Final |

Program Learning Outcomes (PLOs): Refer to Scope and Sequence Document

| | |
|-----------------------------|-----------------------------|
| PLOs covered in the course: | 1, 3, 4,6,8,9 and 10 |
|-----------------------------|-----------------------------|

F) Graduate Attributes (GAs)

| | | |
|----------------------------|---|-------------------|
| 1 | Master theoretical knowledge and practical skills in the student's chosen discipline commensurate with program level and objectives | |
| 2 | Demonstrate capacity for effective communication, critical thinking, creativity and innovation | |
| 3 | Exhibit honesty, discipline and accountability | |
| 4 | Practice tolerance, humility, respect for differences and commitment to service | |
| 5 | Practice life-long learning | |
| GAs covered in the course: | | 1, 2, 3, 4, and 5 |

G) Sustainable Development Goals (SDGs) Covered in the Course (If Any)

| No. | Sustainable Development Goals | Course book/Unit/Lesson/Topic |
|-------|-------------------------------|-------------------------------|
| SDG 4 | Quality Education | Portfolio |

H) Additional Reading Materials, References and Resources

| | |
|----------------------|---|
| Textbook | Unlock Basic Skills– Listening, Speaking, Reading, and Writing, –Student’s Book, by Sabina Ostrowska, Cambridge University Press, 2017, ISBN: 978-1-316-63645-9 |
| Reference Books | NA |
| Handouts | Practice Tasks |
| Useful Websites | Unlock Cambridge |
| Software(s) | Unlock Basic Skills PPlus |
| Other Resources | In house workbook, Moodle |
| e-learning Resources | Moodle |

I) Teaching/ Learning Strategies and Use of Technology.

The course is completely skill-based. Two different instructors handle the course: one handles reading, writing, handwriting sound & spelling modules and the other listening & speaking. Teaching is more like training and facilitating learning. It includes pair/group work, homework, assignments, in-class participation, formative quizzes, and portfolio (on Moodle). Students need to use the textbooks in the classroom on a regular basis. Presentation Plus software provided by Cambridge University Press is used to display course materials to students in the classroom. The Present, Practice and Produce (PPP) method is used to teach all skills. Regular class attendance is important and will be monitored. Students study 20 hours a week (10 reading & writing and 10 listening & speaking). Additionally, General Study Skills (GSS) are embedded into each course to equip students with fundamental study and academic skills needed for higher education studies.

J) Research Teaching Nexus

Not Applicable for CPS students

K) Weekly Course Content Outline (Refer to Weekly planner for further details)

| Teaching Week | Dates | Topics/Activities to be Covered |
|---------------|-------|--|
| Week - 1 | | Placement Tests/Registration |
| Week - 2 | | Unit 1 & 2 Basic skills, Workbook, FA |
| Week - 3 | | Unit 2 & 3 Basic skills, Workbook, FA |
| Week - 4 | | Unit 3 & 4 Basic skills, Workbook, FA |
| Week - 5 | | Formative Quiz 1 – Unit 4&5 Basic skills, Workbook |
| Week - 6 | | Unit 5 Basic skills, Workbook and Midterm Mock |
| Week - 7 | | Midterm Exams |
| Week - 8 | | Unit 6 & 7 Basic skills, Workbook, FA |
| Week - 9 | | Unit 7 & 8 Basic skills, Workbook, FA |
| Week - 10 | | Formative Quiz 2 - Unit 8 & 9 Basic skills, Workbook, FA |
| Week - 11 | | Unit 10 Basic skills, Workbook, FA Final Mock |
| Week - 12 | | Final Exams |
| FINAL EXAMS | | |

L) Assessment Methods and Schedule

| Assessment Tools | Grade Proportion | Week/Dates |
|------------------------------|----------------------|-----------------------|
| Portfolio | 5% | Ongoing |
| FA Classroom Observation | Qualitative Feedback | Ongoing |
| Formative Quiz 1 | 10% | 5 th Week |
| Midterm exam | 30% | 7 th Week |
| Extensive Reader | 5% | 9 th Week |
| Formative Quiz 2 | 10% | 10 th Week |
| Final exam | 40% | 12 th Week |
| Course Work Total | 100% | |
| Minimum Passing Marks | 50% | |

M) Important Information for Students**1) University Academic Integrity Policy**

The university requires its student to adhere to the academic integrity policy and avoid indulgences in the acts of cheating, collusion or plagiarism during examinations or continuous assessment. Any act of academic misconduct will invite sanctions as per DU policy.

(Please refer to DU Student Handbook and Academic Integrity Policy for detailed guidelines.)

2) Class Attendance Rules

Attendance of all classes and course-related activities is obligatory. The maximum absences allowed for a student is 25% of the total number of classes on a particular course. Before reaching the withdrawal stage, LOGSIS warns the students by way of three warnings sent to their DU email account by DAR. This email messages to students are a formal communication of the university with its students so students are strongly

advised to access their DU email accounts on daily basis to track their absences, along other important things, to respond appropriately when needed.

3) The warnings of absences are as follows:

- **First warning:** this is when a student's absence reaches **07%** of the total number of classes on a particular course.
- **Second warning:** this is when a student's absence reaches **14%** of the total number of classes on a particular course.
- **Final warning:** this is when a student's absences reach **21%** of the total number of classes on a particular course.

If the absence crosses **25%**, the student will be dismissed from the course and a "WA" will be shown in his/her transcript against the dismissed course and dismissal letter will be sent to his DU email account.

4) Withdrawal from course:

A student may get withdrawn from one or more courses after the Drop/Add period until week 5 subject to the following conditions:

- a) A student who withdraws from a course will receive a grade of "W" for that course
- b) A student who is withdrawn from a course for excessive absences (more than 25%) will receive a grade of "WA" for that course.

5) End of Term Evaluation by Students

All students are required to complete "Online Evaluation" of Course, Graduate Attributes and Course Instructor at the end of the term. The specific dates for evaluation shall be announced by the course instructor in the class. It is mandatory for the students to complete this online evaluation, without which their final grades shall not be announced.

6) Missing Exams:

- Make-up exams shall be conducted only once. In case of final examination, it will be conducted within two weeks of the beginning of the following semester. In case of mid-term examination, it will be conducted within two weeks of the scheduled mid-term exams.
- If students miss a midterm make-up exam, they will be given a percentage of marks that they achieved in the final exam as a midterm score.
- The following excuses are acceptable upon the recommendations from the instructor/coordinator and approval from the CPS council:
 - 1) Medical certificate from a government hospital or clinic
 - 2) Family situation, authorized by DU Students' Affairs Department duly supported by documentary evidence or Wali's Office

N) Additional information, if any

- Nil