



(Vision for the Future)

CENTER FOR PREPARATORY STUDIES (CPS) **(English Section)**

Course Syllabus

FPE103C - FOUNDATION PROGRAM ENGLISH LEVEL 3

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 and Mission

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

FPE 103C is an intensive upper intermediate English course that provides students with an opportunity to engage in the development of English language skills as well as good study habits. The four main skills, Reading, Writing, Listening and Speaking along with other sub skills are taught in integration. Upon completion of the course, students transition to their respective majors.

D) Course, Instructor and Coordinator Information

Course Information

Course Code	FPE 103C
Course Title	Foundation Program English Level 3
Credit Hours	NA [20 Contact Hours per week]
Pre-requisite	FPE 102B
Co-requisite	NA
Course Category	Lecture/ Interactive Sessions
Language of Delivery	English

Course Coordinator, Instructors Information and Course Schedule

Section	Coordinator	Level	Day	Time (Hrs.)	Email	Office No.	Office Ext.
English	Ahmad al Ani	3	S-Th	10:00 - 15:00	a_alani@du.edu.om	221 D	7530

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	xxx	xxx
	xxx	5 (S-Th)	xx:00- xx-00 (L/S)	xxxx	xxx	xxx	xxx

E) Course Learning Outcomes

Course Learning Outcomes		Assessment Tools
Reading		
1	Read a one- and a half-page text and identify the main idea(s) and extract specific information in a given period of time. (approx. 500 words)	FA/ Midterm/ Summative Quiz/ Final
Writing		
1	Paraphrase information from graphically presented data and write a report of 150 words .	FA/ Midterm
2	Write texts of a minimum of 250 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar and vocabulary.	FA/Summative Quiz/ Final
Listening		
1	Listen to a conversation between two or more speakers and be able to answer questions in relation to context, relationship between speakers, register (e.g. formal or informal).	FA/ Midterm/ Final
Speaking		

1	Actively participate in a discussion on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing and asking for opinions.	FA/ Final
2	Prepare and deliver a talk of at least FIVE minutes . Use library resources in preparing the talk, speak clearly and confidently, make eye contact and use body language to support the delivery of ideas. Respond confidently to questions.	FA/ Midterm/ Final
General Study Skills		
1	Time Management and Students' Responsibility	Portfolio
2	Research Skills	Research Report
3	Giving Presentations	Research Report

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

PLOs covered in the course:	1, 2,3, 4, 5, 8 and 9
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G) 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

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

No.	Sustainable Development Goals	Course book/Unit/Lesson/Topic
SDG 3	Good Health and Wellbeing	Mindset 1/ Unit 4/ Food and Drink
SDG 4	Quality Education	Mindset 1/ Unit 3/ Education and Employment
SDG 7	Affordable and clean energy	Mindset 1/ Unit 8/ Natural World
SDG 8	Decent work and economic growth	Mindset 1/ Unit 5/ Consumerism
SDG 11	Sustainable cities and communities	Mindset 1/ Unit 2/ Places and Buildings
SDG 13	Climate action	Mindset 1/ Unit 8/ Natural World
SDG 15	Life on land	Mindset 1/ Unit 8/ Natural World

I) Additional Reading Materials, References and Resources

Textbook	Mindset for IELTS level 1: An Official Cambridge IELTS Course, Greg Archer, et.al, Cambridge University Press, 2022, 97813316640050.
Reference Books	NA
Handouts	Practice Tasks
Useful Websites	CambridgeOne
Software(s)	Mindset Presentation Plus

Other Resources	PPT
e-learning Resources	Moodle & OneDrive

J) Teaching/ Learning Strategies and Use of Technology.

The course is completely skill-based. Two different instructors handle the course: one handles reading & writing 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, e-portfolio (on the Moodle) and research report. Students need to use the textbooks in the classroom on a regular basis. Presentation Plus software provided by the Cambridge University Press is used to display the course materials to the students in the classroom. Present, Practice and Produce (PPP) method is used to teach all the skills. In addition, practice tasks are provided to strengthen their IELTS exam skills and to reinforce their comprehension, vocabulary and grammar skills. Students use internet sites to do their homework and refer to language whenever the need arises. Regular class attendance is important and will be monitored. Students study 20 hours a week (10 reading & writing and 10 listening & speaking). They are expected to develop their IELTS exam skills and sit the real IELTS exam at the end of the course. Additionally, General Study Skills (GSS) are embedded into each course to equip students with fundamental study and academic skills needed for higher education studies.

K) Research Teaching Nexus

Not Applicable for CPS students

L) 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 Reading, Writing, Listening and Speaking
Week - 3		Unit 1 & 3 Reading, Writing, Listening and Speaking
Week - 4		Unit 3 & 4 Reading, Writing, Listening and Speaking
Week - 5		Unit 4 Reading, Writing, Listening and Speaking
Week - 6		Unit 5 Reading & Listening
Week - 7		Midterm Exams
Week - 8		Unit 6 Writing & Speaking
Week - 9		Unit 7 Reading, Writing, Listening and Speaking
Week - 10		Unit 8 Reading, Writing, Listening and Speaking
Week - 11		Exit exam practice
Week - 12		Final Exams
FINAL EXAMS		

M) Assessment Methods and Schedule

Assessment Tools	Grade Proportion	Week/Dates
Portfolio	5%	Ongoing
FA Classroom Observation	Qualitative Feedback	Ongoing
Formative Quiz 1	7.5%	5 th Week
Research Report (Written & Presentation)	10%	Ongoing
Midterm exam	20%	7 th week
Formative Quiz 2	7.5%	10 th Week
Summative Quiz	10%	11 th week
Final exam	40%	12 th Week
Course Work Total	100%	
Course work %	50%	
Exit Exam %	50%	
Cumulative Total	100%	
Minimum Passing Marks	50%	

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

O) Additional information, if any

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