



SYLLABUS

ARAB 1013 Elementary Arabic I Fall 2019

Instructor: Nadine Al-Azzawi
Section # and CRN: P02/ 13698
Office Location: Hilliard Hall 06
Office Phone: N/A
Email Address: naal-azzawi@pvamu.edu
Office Hours: T/R 10:55am – 12:25pm
 F: 10am- 4:00pm

Mode of Instruction: Face to Face

Course Location: Wilhelmina Delco Building #328
Class Days & Times: T/R 9:30am- 10:50am
Catalog Description: Elementary Arabic I (3-0) Credit 3 semester hours. Practice in listening, speaking, reading and writing standard Arabic in order to acquire elementary vocabulary and structures and a general knowledge of Arabic cultures.

Prerequisites: n/a
Co-requisites: n/a

Required Texts: Kristen Brustad et al, (ألف باء: مدخل الى حروف العربية وأصواتها) *Alif Baa*: Introduction to Arabic Letters and Sounds (with DVDs) . Washington D.C. Georgetown University Press, 2010.

Required Course Material: *Quia*: Companion Website Access to Alif Baa, Third Edition.
<https://www.alkitaabtextbook.com>

For more details Quia instruction is posted on eCourses.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	PRONOUNCE all the Arabic Standard letters accurately	*	**
2	RECOGNIZE 28 Arabic letters by knowing their shapes and pronunciation.	*	**
3	SPEAK Modern Standard Arabic (MSA) well enough to greet people; ask and answer basic information questions such as talking about one's self likes and dislikes...etc.	*	**

4	COMPREHEND basic spoken MSA by listening to short conversations using learned vocabulary and structures regarding daily activities.	*	**
5	READ and understand simple pedagogical materials in short conversations using learned vocabulary and structures.	*	**
6	WRITE well-structured MSA sentences using learned vocabulary and sentence structures to ask and answer questions, and to communicate ideas.	*	**
7	USE computer programs to type Arabic letters and send email messages in Arabic.	*	**

*Note: Arabic is not yet offered as a program at Prairie View A&M University.

**ARAB 1013 is not part of the core curriculum.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement

Attendance & Participation	10%
Quia	15%
2 Quizzes	30%
Midterm	20%
Final Exam	25%
Total	100%

Grading Criteria and Conversion:

A = 90-100% (895 to 1000 points)

B = 80-89% (795 to 894 points)

C = 70-79% (695 to 794 points)

D = 60-69% (595 to 694 points)

F = 0-59% (0 to 594 points)

Detailed Description of Major Assignments:

Grade Requirement Description

Participation: Will be evaluated on performance/contribution. Participate actively in class, turn in assigned activities and homework.

2 Quizzes: Written quizzes designed to measure knowledge of units (1-4 for quiz 1) and units (6 & 7 for quiz 2).

Quia: Online homework assigned after completing each unit

Midterm Exam: Written exam designed to measure knowledge of units (1-5).

Final Exam: Written exam designed to measure knowledge of all units covered over the semester.

Course Procedures or Additional Instructor Policies

Absence Policy

Acceptable documentation must be provided in order for an exam to be made-up, or a homework assignment handed in late. Examples of such documentation include: official letter or note with contact phone number, death notice or obituary, program from funeral, etc. Medical excuses (for non-advanced appointments) must be in writing on physician's letterhead and must include the date(s) in the student could not attend class. Letters from parents, letters from bosses, or personal statements are not acceptable. For religious holy days, students should speak with their instructor prior to missing class. Students are allowed **a maximum of three unexcused absences**. After that **each absence results in a 5% deduction of the student's participation grade**.

NOTE: *Late arrivals to class or early departures from class of more than 15 minutes will be counted as an absence.*

Semester Calendar (Tentative)

Week One (8/27-8/29):

T- Class introduction
R- Unit 1 P. 3 Vowels (long & short/ Culture/Greetings
Read Vocab P. 15 before class/ Culture/Greetings

Week Two (9/3-9/5):

T- Unit 2 sounds & letters P.20-37
R- Read Vocab P.41 before class/ Culture shaking hands

Week Three (9/10-9/12):

T- Unit 3 sounds & letters P. 46-58
R- Read Vocab P. 61-62 before class/ Culture (Arabic expressions)

Week Four (9/17-9/19):

T- Unit 4 sounds and letters P.66, 77-82)
R- Arabic numbers

Week Five (9/24-9/26):

T- **Quiz 1** (Unit1-3 & first part of unit 4)
Read Vocab P. 74-75 before class/ Culture introducing someone
R- Unit 4 read Vocab P. 86 before class/ Culture form of address

Week Six (10/1-10/3):

T- Unit 5 sounds & letters P 92-98
R- Read before class Vocab 1 (unit 5) P. 100/ culture saying goodbye

Week Seven (10/8-10/10):

T- Unit 5 sounds & letters P 92-98
R- Read before class Vocab 1 (unit 5) P. 100/ culture saying goodbye

Week Eight (10/15-10/17): Midterm Exam

T- Review for Midterm Exam unit (1-5)
R- Midterm Exam

Week Nine (10/22-10/24):

T- Unit 6 letter and sounds
R- Unit 6 continues (vocab and culture at the club house)

Week Ten (10/29-10/31):

T- Unit 7 letter and sounds
R- Unit 7 letter and sound part 2

Week Eleven (11/5-11/7):

T- Unit 7 Vocab
R- culture/ Expression of God

Week Twelve (11/12-11/41):

T- Numbers
R- days of the week

Week Thirteen (11/19-11/21):

T- Review unit 2 (letter and sounds)
R- **Quiz 2** (units 6 & 7)

Week Fourteen (11/26-11/28):

T- Potluck (extra credit)
R- **No class (Thanksgiving Holiday)**

Week Fifteen (12/3-12/5):

T- Review for final exam (**Last day of class**)
R- Final exam (**check PVAMU final exam schedule for the exact day and time**)

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-

taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook)

Students with disability, including learning disabilities, who wish to request accommodation in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangement may be made. In accordance with federal law, a student requesting special accommodation must provide documentation of their disability to the SSD coordinator.

Additional Instructor Policies Classroom:

1. No cell phones or personal electronic devices are to be turned on during class time. A student violating this policy may be asked to leave the classroom and receive an "absence" for the session.
2. Laptop computers may only be used by permission of the professor during specific assignments in class.
3. Appropriate behavior (seating, language, etc.) and respect of others' opinions are expected.
4. Students are expected to attend class on time and be prepared with assigned materials.
5. Students are not to leave class prior to dismissal by the instructor, except in an emergency.
6. No eating in classroom.
7. No hair combing, makeup application, or hygiene actions in classroom. If necessary, students are to excuse themselves from the classroom to attend to these actions privately.
8. Excessive absences or tardiness may result in unsuccessful completion of the course.

Note: Details in the syllabus are subject to change. Students are expected to note any changes that are designated by the instructor.