



# **Program Manual of Bachelor of English Language**

**Department of English, College of Arts, Jouf  
University**



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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### **1- Program Establishment:**

The English language program was established as an academic program in the College of Administrative Sciences and Humanities. This was by the decree of Higher Education Council on 27/8/1428 which got the royal approval on 21/11/1428. The admission to the program started in the first semester of 1430. Later the program was transferred to the College of Arts on 7/3/1440.

### **2- Program Vision and Mission:**

#### **Vision:**

Excellence in the field of English language and literature nationally and regionally.

#### **Mission:**

Providing high quality teaching, research and community services in the fields of linguistics, literature and translation.

### **3- Program Goals:**

- Enhance students' critical thinking, communication and interpersonal skills.
- Provide labor market with highly qualified graduates in the field of English language.
- Enrich scientific research in the field of English language.
- Achieve social partnership.

#### 4- Program Learning Outcomes:

Knowledge and Understanding	
K1	Explain the main concepts and terminology related to different aspects of English language.
K2	Describe the different theoretical perspectives related to different aspects of English language.
K3	Relate the new trends in different aspects of English language to the real language use.
Skills	
S1	Use the four language skills for purposes of effective communication.
S2	Analyze English sounds, syllables, morphemes, words, structures, meanings, and functions effectively
S3	Evaluate literary works critically.
S4	Translate efficiently from Arabic into English and vice versa
S5	Deduce solutions for language problems using traditional and electronic resources.
Values	
V1	Develop a language product through teamwork.
V2	Report reflections on their own learning.
V3	Demonstrate respectful effective relationships with classmates and staff.
V4	Use autonomous learning strategies.
V5	Apply ethical considerations in assignments and projects.

## **5- Program Graduate's Attributes:**

- Knowledgeable of theories, principles and concepts in the field of English language that enable them to meet requirements of labor market.
- Knowledgeable of research methodologies and research instruments in the field of English language.
- Able to critically analyze, evaluate and apply theories, principles and concepts related to different aspects of English Language
- Able to conduct simple research projects addressing different issues and problems related to English language.
- Able to communicate in different ways with individuals and groups to complete required tasks related to studying and researching in the field of English language.
- Able to use various technological tools and applications in studying and researching in the field of English language.
- Aware of the professional and academic ethical considerations related to the field of English language.
- Aware of self-evaluation techniques and autonomous learning strategies.
- Active participator in community services through team work.

## **6- Employment & Career Opportunities for Program Graduates:**

1. A language instructor
2. A translator
3. A teaching assistant at college level
4. A researcher in research centers
5. An employee in tourism agencies
6. An employee in public relations in hospitals
7. An employee in public relations in companies
8. A presenter in media
9. An employee in the ministry of Culture

## **7- Student Admission:**

### **A. Student Admission Requirements:**

1. The applicant must submit an application of enrollment to the Deanship Admission and Registration (electronic application process apply). Deadlines are announced in each academic year.
2. University board determines the number of students to be admitted in the next academic year according to the suggestions of colleges' boards and related bodies.
3. The Deanship of Registration & Admission coordinates with colleges' deanships to prepare an offer letter to be submitted to the university board indicating the number of

students to be admitted in the next academic year.

**B. Admission Conditions are:**

- A. Holders of general secondary certificate or its equivalents within last five years (Exceptions can only be decided by the university board).
- B. Applicants must be of good conduct.
- C. Applicants must pass any interviews or test decided by the university board.
- D. Applicant must be fit.
- 1. Selection of admitted students will be in light of those who comply with admission requirements and according to their general secondary certificate grades, personal interviews and admission tests (if any).
- 2. Admission of new students will be also decided in light of their weighted rate of their general secondary certificate and any other admission tests required by university.

**8- Type of Study Program:**

- Full-time program, 5 days a week.

**9- Study Duration:**

- Total required hours to complete the program: (132) divided into eight levels.

**10- Major Tracks/Pathways:**

- Only one track is available (English Language).

**11- Program Study Plan:**

**A. Curriculum Structure:**

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
University Requirements	Required	7	16	12.2%
	Elective	3	6	4.5%
College Requirements	Required	1	2	1.5%
	Elective	1	2	1.5%
Program Requirements	Required	35	100	75.8%
	Elective	2	6	4.5%
Capstone Course/Project	N/A			0

<b>Field Experience/ Internship</b>	<b>Required</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>49</b>	<b>132</b>	<b>100%</b>

## B. Study Plan:

<b>Level</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Required or Elective</b>	<b>Pre-Requisite Courses</b>	<b>Credit Hours</b>	<b>Type of requirements (Institution, College or Department)</b>
<b>Level 1</b>	ISL 101	Principles of Islamic Culture	<b>Required</b>	NO	2	<b>University</b>
	EDU 101	Skills of University life	<b>Required</b>	NO	2	<b>University</b>
	CIS 101	Computer Skills	<b>Required</b>	NO	3	<b>University</b>
	ENGL 111	Basic English Grammar 1	<b>Required</b>	NO	3	<b>Department</b>
	ENGL 112	Reading Comprehension 1	<b>Required</b>	NO	3	<b>Department</b>
	ENGL 113	Listening and Speaking 1	<b>Required</b>	NO	3	<b>Department</b>
<b>Level 2</b>	ARB 100	Arabic Language Skills	<b>Required</b>	NO	2	<b>University</b>
	ISL 110	Moderation and balance	<b>Required</b>	NO	2	<b>University</b>
	ENGL 114	Basic English Grammar 2	<b>Required</b>	ENGL 111	3	<b>Department</b>
	ENGL 115	Reading Comprehension 2	<b>Required</b>	ENGL 112	3	<b>Department</b>
	ENGL 116	Listening and Speaking 2	<b>Required</b>	ENGL 113	3	<b>Department</b>
	ENGL 117	Writing 1	<b>Required</b>	NO	3	<b>Department</b>
<b>Level 3</b>	ARB 102	Writing Skills (Arabic)	<b>Required</b>	NO	2	<b>College</b>
	ISL 105	Human Rights	<b>Elective</b>	NO	2	<b>University</b>
	ISL 108	Contemporary Issues				
	ISL 109	Woman and Her Developmental Role				
	ISL 111	The Holy Qur'an	<b>Required</b>	NO	3	<b>University</b>
	ENGL 211	Writing 2	<b>Required</b>	ENGL 117	3	<b>Department</b>

	ENGL 221	Introduction to Linguistics	<b>Required</b>	NO	3	<b>Department</b>
	ENGL 231	Introduction to Literature	<b>Required</b>	NO	3	<b>Department</b>
	ENGL 241	Introduction to Translation	<b>Required</b>	NO	2	<b>Department</b>
<b>Level 4</b>	ISL 105	Human Rights	<b>Elective</b>	NO	2	<b>University</b>
	ISL 108	Contemporary Issues				
	ISL 109	Woman and Her Developing Role				
	ENGL 242	Practical Translation	<b>Required</b>	ENGL 241	3	<b>Department</b>
	ENGL 212	Writing 3	<b>Required</b>	ENGL 117 & ENGL 211	3	<b>Department</b>
	ENGL 222	Phonetics	<b>Required</b>	ENGL 221	2	<b>Department</b>
	ENGL 223	Morphology	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 232	British Literature	<b>Required</b>	ENGL 231	2	<b>Department</b>
	ENGL 233	American Literature	<b>Required</b>	ENGL 231	2	<b>Department</b>
<b>Level 5</b>	ISL 100	Studies in the Prophet's Biography	<b>Required</b>	NO	2	<b>University</b>
	BUS 101	Entrepreneurship	<b>Elective</b>	NO	2	<b>University</b>
	EDU 102	Voluntary Work				
	ENGL 321	Phonology	<b>Required</b>	ENGL 222	2	<b>Department</b>
	ENGL 322	Syntax	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 331	Introduction to Drama	<b>Required</b>	ENGL 232 & ENGL 233	2	<b>Department</b>
	ENGL 332	19 <sup>th</sup> Century Novel	<b>Required</b>	ENGL 232 & ENGL 233	3	<b>Department</b>

	ENGL 334	Interpreting	<b>Required</b>	241 ENGL1	3	<b>Department</b>
<b>Level 6</b>	ISL 107	Professional Ethics	<b>Elective</b>	NO	2	<b>College</b>
	ARB 132	Literary Appreciation				
		Elective required course (from the table below)	<b>Elective</b>	NO	3	<b>Department</b>
	ENGL 323	Semantics	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 324	Language Acquisition	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 333	Shakespeare	<b>Required</b>	ENGL 331	3	<b>Department</b>
	ENGL 334	Romantic Poetry	<b>Required</b>	ENGL 231	3	<b>Department</b>

<b>Level 7</b>		Elective required course (from the table below)	<b>Elective</b>	NO	3	<b>Department</b>
	ENGL 421	Discourse Analysis	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 422	Sociolinguistics	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 423	Research Methods	<b>Required</b>	Completing 100 credit hours	3	<b>Department</b>
	ENGL 431	20 <sup>th</sup> Century Novel	<b>Required</b>	332 ENGL	3	<b>Department</b>
	ENGL 432	Literary Criticism	<b>Required</b>	ENGL 232& ENGL233	3	<b>Department</b>
<b>Level 8</b>	ENGL 424	Applied Linguistics	<b>Required</b>	ENGL 221	3	<b>Department</b>
	ENGL 433	Modern poetry	<b>Required</b>	ENGL 334	3	<b>Department</b>
	ENGL 434	Modern Drama	<b>Required</b>	ENGL 333	3	<b>Department</b>
	ENGL 451	Practicum in Language	<b>Required</b>	COMPLETING 119 CREDIT HOURS	4	<b>Department</b>

**Department selective required courses (6 hours) to select two of the following:**

<b>No</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Required or Elective</b>	<b>Pre- Requisite Courses</b>	<b>Type of requirements (Institution, College or Department)</b>
<b>1</b>	<b>ENGL 325</b>	<b>Syntax theories</b>	Elective	<b>ENGL 322</b>	<b>Department</b>
<b>2</b>	<b>ENGL 425</b>	<b>Pragmatics</b>	Elective	<b>ENGL 221</b>	<b>Department</b>
<b>3</b>	<b>ENGL 426</b>	<b>Psycholinguistics</b>	Elective	<b>ENGL 221</b>	<b>Department</b>
<b>4</b>	<b>ENGL 427</b>	<b>Language testing</b>	Elective	<b>ENGL 221</b>	<b>Department</b>
<b>5</b>	<b>ENGL 428</b>	<b>Teaching English as a Foreign Language</b>	Elective	<b>ENGL 221</b>	<b>Department</b>
<b>6</b>	<b>ENGL 435</b>	<b>Literary theories</b>	Elective	<b>ENGL 232&amp; ENGL 233</b>	<b>Department</b>

<b>7</b>	<b>ENGL 436</b>	<b>Short story</b>	<b>Elective</b>	<b>ENGL 231</b>	<b>Department</b>
<b>8</b>	<b>ENGL 437</b>	<b>Comparative literature</b>	<b>Elective</b>	<b>ENGL 232&amp; ENGL 233</b>	<b>Department</b>
<b>9</b>	<b>ENGL 438</b>	<b>World literature</b>	<b>Elective</b>	<b>ENGL 232&amp; ENGL 233</b>	<b>Department</b>
<b>10</b>	<b>ENGL 441</b>	<b>Computer-Assisted Translation</b>	<b>Elective</b>	<b>ENGL 241</b>	<b>Department</b>

## **12. Program Advisory Committee:**

### **I- Mission:**

The English Language Program in the Faculty of Arts at Jouf University has an advisory board consisting of 11 members; 3 from within the program and 8 from outside the program representing various entities related to the development of the educational process in the program. The meetings of the Advisory Board are held annually or when requested by the Chairperson as needed. The missions/tasks of the advisory board include the following:

1. Contribute to the review of the program's mission and objectives and follow up their achievement periodically.
2. Provide proposals and recommendations on the development of courses and plans to improve them according to the results of the evaluation.
3. Discuss the program's annual report, the results of measuring learning outcomes, key performance indicators, and the most prominent improvement opportunities and plans.
4. Advise on the appropriateness of the targeted learning outcomes that suit the program's nature.
5. Advise on methods to enhance the readiness of the program's graduates for the labor market to help increase employment rates.
6. Suggest proposals for memoranda of understanding and cooperation with various academic institutions, universities and research centers with similar interests.
7. Provide consultation and support on new tasks within the framework of the committee's role.

## II- Current Members of the Board:

From within the Program	
1. Head of the English Language Department at the Faculty of Arts	
2. Coordinator of the English Language Department (Female Section) at the Faculty of Arts.	
3. Head of the Development and Quality Committee of the English Language Department.	
From Outside the Program	
4. Dr. Yasser bin Abdulrahman Al-Batti	Head of the English Language and Translation Department at Qassim University.
5. Mr. Abdulrahman bin Ali Al-Sayed	CEO of the Saudi Translation Association.
6. Dr. Abdulrahman bin Faihan Alotaibi	Director of Training and Scholarship Department at Prince Mohammed bin Abdulaziz Medical City.
7. Ms. Maha bint Abdulaziz Almuwaishir	Representative of an employer outside the university - in the field of private education
8. Ms. Fahad bin Abdulrahman Al-Hathloul	Representative of a non-university employer
9. Dr. Sara bint Abdullah Al-Huwayan	Employer representative outside the university-private education
10. Ms. Amjad bint Awad Al-Marafaj	Graduate representative from the program
11. Ms. Atheer bint Khalid Alhadi	Graduate representative from the program

## 13-Laws and Regulations

- The University Council determines the number of students to be admitted in the upcoming academic year according to the recommendations of Colleges' Councils and respective bodies.
- Students must progress in the study in accordance with the implementation rules approved by the University Council.
- Study plans for the undergraduate study are designed for a minimum of eight semesters.
- The college assigns each student an academic advisor to guide him/her in matters related to the study system and his/her study course such as selection of an academic major, registration of compulsory and optional courses, and other academic related issues.
- The student is responsible for recognizing and following-up the study system and its regulations governing the graduation requirements.
- Students must progress academically according to the courses he/she successfully passed within the approved study plan.

- Students must adhere to attend lectures from the first day of starting the study as indicated in the university academic calendar.
- The study load is the total number of hours (units) of the courses registered by the student in the semester, and determined according to the following rules:
  - A. **Minimum Limit:** The minimum course load is 12 credit hours per semester and one credit hour per a summer semester.
  - B. **Maximum limit:** The maximum course load is 20 credit hours per semester and 10 credit hours per a summer semester.
- A Student is given an academic warning if his/her cumulative GPA is less than 2.00 out of than 5.00.
- The regular student must attend lectures and practical lessons, and in case his/her attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he/she will be denied from entry to the final exam. Denied students due to absenteeism would be considered failing in the related course and graded as (DN).
- The student is denied from entering the final exam of a course if his/her unexcused absenteeism exceeds (25%) of the total specified lectures or practical classes.
- The student who is denied from entry to the final exam due to absenteeism is considered failing in the course, his grade in the semester works is recorded, and his/her result in the course is graded as (DN).
- The lists of denied students are approved by the College Council that offers the course.
- The lists of denied students are announced by the relevant college in the last week of study every semester.
- The student may apply for postponement of the study for an excuse accepted by the body determined by the University Council, provided that the period of postponement must not exceed two consecutive semesters or three non-consecutive semesters in maximum throughout his/her study at university, and then his/her enrolment is closed. The university council, in case of necessity, may exclude a student from this condition, where the duration of the postponement will not be counted within the period required to complete the graduation requirements.
- A student whose enrolment is closed may apply for re-enrollment keeping his/her same university ID number and record before discontinuance according to the following regulations:
  - A. To apply for re-enrolment within four semesters from the date of the enrolment closure.
  - B. The concerned College Council and relevant authorities should approve the

student re-enrolment.

- c. If the student passes four or more semesters, he/she may apply for admission to the University as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to official issued regulations.
- D. A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.
- E. A student whose enrolment is closed may not be re-enrolled if he/she has been warned academically.
- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is no less than pass grade. The College Council, upon the recommendation of the relevant department council, may determine appropriate courses for a student to study and raise his/her cumulative GPA if he passes the courses and failed in the cumulative GPA.

## **14-Services offered to the students:**

### **A. Student Academic Counseling:**

English Program's Student Advising and Counselling under the supervision of Jouf University's Student Advising and Counselling Centre the and Vice President of Academic Affairs offers comprehensive Counselling services to all students. The Counselling services include:

- Academic Counselling
- Career & Professional Counselling
- Psychological & Social Counselling

Specific procedures are followed:

- 1 Each student enrolled in the program shall be assigned an academic advisor, whose task shall be to monitor the academic performance of the student until his / her graduation. Moreover, the academic advisor provides learners with professional and social advising services in coordination with specialized personnel at the university level when necessary.
- 2 As for Academic Counselling, each academic advisor at the beginning of each semester advises his students in the selection of courses, the method of deletion and addition of the courses, and provides them with the advice they need.
- 3 Every academic advisor sets office hours every week to meet his students to advise them and help them to overcome the difficulties they face.

- 4 Electronic communication with students through e-mail / social networking sites / e-learning systems contributes to academic, professional, psychological and social counselling.
- 5 Each academic advisor prepares at the beginning of each semester a special file for each student.
- 6 Each academic advisor helps students with their academic difficulties, study skills, and how to prepare study plans and schedule. Also he provides them with skills that increase their academic achievement.
- 7 Encourage outstanding students to gain more and direct them to invest their abilities and potential in areas commensurate with their interests and scientific interests
- 8 As for social counselling, each academic advisor helps students to build positive social relations with their colleagues, faculty members and university employees, and build successful responses to academic problems encountered in different situations throughout the period of study at the university.
- 9 As for psychological counselling, the academic advisor communicates with specialist at the university level to deal with any psychological problem faced by any student.
10. As for professional counselling, the academic advisor provides his students with all necessary information about possible future career opportunities. Besides, he encourages his students to attend all professional development activities conducted at the program level or institutional level and follows this up with discussion sessions with students.

#### **B. Learning Resources:**

- Books, references and journals available at University libraries.
- Electronic databases available at the University digital library.
- E-books and references available at the University digital library.

#### **C. Students Activities:**

- Students participate in a variety of activities both academic and non-academic under the supervision of staff members including participation in the annual student conference.

#### **D. Study Rooms, Labs and other Facilities:**

- The program of English has full access to the following facilities, furnishings and equipment

No	Item	Number
1.	Lecture halls	26 (equipped with data show)
2.	Laboratories	4
3.	Desks, Computer devices, and printers	50
4.	Video conference rooms	3
5.	Activities Rooms	1
6.	<b>Meeting rooms</b>	<b>3</b>
7.	<b>Prayer rooms</b>	<b>1</b>
8.	<b>Cafeteria</b>	<b>2</b>

#### **E. Arrangements to Maintain a Healthy and Safe Environment:**

- All equipment should be in safe places and technicians always make sure that all equipment is safe.

#### **F. Online Education:**

- Blackboard System is integrated and activated in the process of teaching and learning, besides the E-library system. Blackboard is a complete educational system enables students to follow up their learning and study in all educational aspects.