UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: 01/26/2024

From: Annie Tremblay, Chair, Latin-US and Linguistics

Through: Anadeli Bencomo, Dean, College of Liberal Arts

To: Selfa A. Chew Meléndez, Chair, College of Liberal Arts Curriculum Committee

Proposal Title: Arabic Language Courses

We are in the process of standardizing the language courses that we offer, including Arabic courses. We offer four Arabic courses. The first two courses are 5-credit-hour courses (ARAB 1501 'Elementary Arabic I', ARAB 1502 'Elementary Arabic II'), and the next two courses are 4-credit-hour courses (ARAB 2401 'Intermediate Arabic I,' ARAB 2402 'Intermediate Arabic II'). These Arabic courses are 5- and 4-credit-hour courses, in part because the classes included a mandatory lab that students needed to complete. In recent years, this lab component has not been consistently enforced; students were instead given the option to meet with the instructor virtually if they needed additional help. Hence, there is no strong motivation for offering these courses as 5- and 4-credit-hour courses. This also hurts our enrollment since these courses are more expensive to take and more difficult to fit into students' schedule.

We propose to delete these Arabic courses and instead offer 3-credit-hour Arabic courses that line up in content with the other language courses that we offer (French, German, Italian, Spanish). The proposed new course sequence is as follows:

- Ø → ARAB 1301 (3 cr.)
- Ø → ARAB 1302 (3 cr.)
- ARAB 1501 (5 cr.) → Ø
- ARAB 1502 (5 cr.) → Ø
- Ø → ARAB 2301 (3 cr.)
- Ø → ARAB 2302 (3 cr.)
- ARAB 2401 (4 cr.) → Ø
- ARAB 2402 (4 cr.) → Ø

These changes will allow us to standardize our offering of Arabic courses so that they are equivalent to the other lower-level language courses we offer (French, Spanish, Italiasn, German).

COURSE ADD

All fields below are required

College : Liberal Arts **Department :** Latin-US and Linguistics

Effective Term: Spring 2025

Rationale for adding the course: We are standardizing the language courses we offer. To do so, we want to create a sequence of 3-credit-hour Arabic courses that line up in content with the other lower-level language courses that we offer. This course is the first in the sequence.

All fields below are required

Subject Prefix: ARAB 1301

Title (29 characters or fewer): Arabic One

Dept. Administrative Code : **1711**

CIP Code **160904**

Departmental Approval Required ☐Yes ☒No

Course Level ☒UG ☐GR ☐DR ☐SP

Course will be taught: ☒ Face-to-Face ☒ Online ☒ Hybrid

Course minimum grade: if N leave blank, if Y provide grade D

- **How many times may course be repeated to satisfy minimum grade requirement? 2**

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes ☒No

Grading Mode: ☒Standard ☐Pass/Fail ☐Audit

Description and 2-3 keywords (600 characters maximum):
(Keywords are for Facilitation of course searches and should be words not already included in course title or description)
An introductory course on Standard Modern Arabic with emphasis Arabic alphabet, pronunciation, and basic elements of grammar; reading of simple texts and limited conversational skills; strong emphasis on cultural context.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

☒	A Lecture	☐	H Thesis
☐	B Laboratory	☐	I Dissertation
☐	C Practicum	☐	K Lecture/Lab Combined
☐	D Seminar	☐	O Discussion or Review (Study Skills)
☐	E Independent Study	☐	P Specialized Instruction
☐	F Private Lesson	☐	Q Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	**Minimum Grade Required/ Test Scores**	**Concurrent Enrollment Permitted? (Y/N)**

Corequisite Course(s):
Equivalent Course(s):

Restrictions:	
Classification	
Major	

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

SPRING 2025

ARAB 1301

Arabic One

INSTRUCTOR: Lina Hamdan
EMAIL: LKHAMDAN2@UTEP.EDU
OFFICE HOURS: Tuesday 10am-11am (MDT) via MS Teams, or by appointment

CRN: xxxxx
TIME: MW 9:00am-10:20am MDT
LOCATION: ONLINE

COURSE DESCRIPTION

Welcome to Arabic One! This course is an introduction to the Arabic language and the cultures of the Arabic speaking world. Arabic One is designed to provide students who have little to no knowledge of the Arabic language with a solid foundation of the structure, pronunciation, and vocabulary of Modern Standard Arabic.

Students will learn the Arabic alphabet and numbers, basic Arabic grammar, and basic communicative sentences and phrases. By the end of this course, students will, among other skills, be able to write and read the Arabic alphabet, understand basic grammatical rules of the Arabic language, and communicate basic information at the novice level in Modern Standard Arabic.

A NOTE ABOUT THIS COURSE

This course is designed for non-native speakers / novice learners of the Arabic language. Students enrolled in this course who have experience with the Arabic language from previous academic courses must report to the instructor and take a placement test to assess their appropriate level of Arabic. Failure to adequately self-report can result in removal from the course.

CLASS THEME

Based on the Sustainable Development Goals of the United Nations, each Arabic course at UTEP is thematically designed to relate to a particular goal. You can read more about the UN's SDG Goals here. The theme of this class is Good Health and Well-Being. In addition to learning the basics of the Arabic language, students will investigate the ways in which good health and well-being are perceived in the Arab world and the United States, uncovering cultural similarities along the way. Arabic One is the first course of four that are thematically focused and designed to introduce students to the Arabic language and cultural and societal frameworks that exist in the Arab world.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Read and write the Arabic alphabet
- Write short sentences
- Read short texts
- Understand basic grammatical rules
- Understand various cultural practices and behaviors of the Arabic speaking world
- Communicate with others at the novice level on familiar topics

REQUIRED TEXTS

- While there is no official textbook to purchase for this course, students will be required to access, download, and print course materials throughout the semester. Materials will be available on our course blackboard.
- Another essential is an Arabic-English Dictionary, such as Oxford Essential Arabic; ISBN-10: 019956115X

REQUIRED MATERIALS

- Access to UTEP email and course Blackboard
- Adobe Acrobat or Adobe Acrobat PDF Reader
- Microsoft Office Suite or equivalent
- Five-subject notebook and index cards
- FlipGrid Student Account

COURSE ASSESSMENTS

Class Participation	10%
Reading & Listening Assignments	15%
Speaking Assignments	15%
Writing Assignments	15%
Unit Quizzes	10%
Unit Reflection Journal Posts & Final Reflection Project	5%
Mid-term Exam	15%
Cumulative Final Exam	15%

GRADE DISTRIBUTION

Students can earn a total of 1000 points for the course:

A	B	C	D	F
1000-900	899-800	799-700	699-600	599 and below

READING & LISTENING

In every unit, you will post responses to short interpretive activities, mostly focused on reading and listening.

SPEAKING ASSIGNMENTS

Every unit, you will post responses to speaking activities on the FlipGrid App.

WRITING

Every unit has writing assignments that you turn in on Blackboard. Some require you to handwrite responses, others require you to type in Arabic.

MID-TERM AND FINAL EXAMS

There are two exams for this class. Exams consist of multiple choice, speaking, and writing. Exams will cover all material from the course. **Exams are not open book.**

UNIT QUIZZES

At the end of each unit in the course, a quiz will assess your progress.

REFLECTION JOURNAL

At the end of each unit, you will reflect on your progress in the course.

FINAL REFLECTION PROJECT

A final reflection portfolio that revisits your progress in the course from our first day to the last day.

CLASS AND UNIVERSITY POLICIES

COURSE DELIVERY

- This course is delivered entirely online through Zoom and Blackboard, Time: MW 9:00am-10:20am MDT. Materials and assignments will be posted on Blackboard.
- You must have consistent access to reliable internet, Blackboard, and other required course platforms online and offline.
- Assessments in this class are not open book. Put away all notes, books, and electronic devices during quizzes and tests.

ATTENDANCE POLICY

- Attendance is mandatory and calculated by your attendance in classes.
- Speak with me first if you are considering dropping the class.
- Students must submit the appropriate paperwork to withdraw from the class. **I will not drop you.**
- If you have an emergency or issue that prevents you from keeping up with your course work, you must let me know. Documentation must be provided within one week after the absence or missed assignment(s) for an excused absence or opportunity to make-up work to be given.

LATE WORK POLICY

- All assignments have strict due dates which you can find in the course calendar and on the course blackboard.
- Late work is not accepted. If you have an issue, please contact me immediately.
- Late assignment (if accepted) will lose some points, assignment that is two weeks late will not be grade and will earn 0 points.

ACADEMIC INTEGRITY**

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

In this class, academic dishonesty includes the use of on-line translation services (i.e: Google Translate) to complete coursework. If I suspect that Google Translate is being used as a primary means of completing assignments, I will introduce measures to monitor student progress, including, but not limited to: using Respondus Lockdown Browser for assignments and tests; check-ins with the Arabic tutor and instructor; and pop quizzes.

IMPORTANT:
IF YOU ARE FOUND TO BE CHEATING, COLLUDING, PLAGIARIZING, USING GOOGLE TRANSLATE, OR TAKING CREDIT FOR SOMEONE ELSE'S WORK IN MY CLASS YOU WILL RECEIVE A "0" FOR THE ASSIGNMENT IN QUESTION AND A CASE WILL BE OPENED WITH THE OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION.

ACCOMMODATIONS

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to **visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu.** If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

MILITARY STUDENTS

If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a student veteran. If you are a student veteran, please **visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu.**

COURSE CALENDAR

A course calendar for this class is available on Blackboard. There, you will find the due dates for all assignments and readings for this course.

I will give announcements and reminders in class about homework

COURSE CALENDAR

A course calendar for this class is available on Blackboard. There, you will find the due dates for all assignments and readings for this course.

I will give announcements and reminders in class about homework and assignments, but it is your responsibility to keep track of those dates, too.

Click here for the UTEP Spring 2025 Academic Calendar.

EMAIL POLICY

If you send me an email, always include your name, and which class you are in.

I check my email daily but please allow a 48-hour period for replies.

Emails sent on weekends will be replied to on the next business day.

****Update to Academic Integrity Policies:**
All content, resources, exams, quizzes, and answer keys for this course are considered privileged information and should only be used by students registered for the course. No student should distribute, share, or upload these materials to a publicly available platform. Cloud services, storage drives, and any other platform where these digital or printed materials are stored should be **private** and only accessible by the student using them.
Uploading and sharing answers to exams, quizzes, and homework assignments is not allowed and is considered colluding and cheating.
Copying work from other students' materials is considered plagiarism and is prohibited.
Any student who is found to be distributing course materials, including - but not limited to - exam and quiz answers; assignment answer keys; and the PDF resources made available to students in the course via Blackboard, will be reported to the Office of Student Conflict and Conduct Resolution.

Final Note: Policies in this syllabus are subject to change at instructor's discretion. I will notify you if anything in this syllabus is updated.

Class Communication

I have mentioned this already in the earlier parts of the syllabus, but it warrants repetition: I will always communicate with you through Blackboard or through UTEP email. It is extremely important that you check your email daily, especially on days we have class. I do not plan on it, but there may be moments in the semester where I will have to make emergency changes to the class meetings or how the assignments will be completed. I will always communicate these changes through Blackboard and by emailing to your student email (ending in @miners.utep.edu). If you do not have access to Blackboard or to your student email, you need to contact the Help Desk and fix that as soon as possible.

January 21	Spring classes begin
January ?	Spring Census Day
March 10-14	Spring Break
March ?	Spring Drop/Withdrawal Deadline
March 31	Cesar Chavez Holiday - No Classes
May 8	Last Day of Classes
May 9	Dead Day-No Classes
May 12-16	Final Exams
May ?	Spring Commencement

ARAB 1301 – COURSE CALENDAR

All due dates are grouped by unit section. Assignments are due on Sundays at 11:59PM Mountain Standard Time (MDT). Extra credit assignments, such as Culture Corner Blogs or Skill Builders, are due on the due date of their respective sections and units, see Blackboard for more detail.

This schedule may be modified at the Instructor's discretion to better achieve the objectives of the course. Any changes made to it will be notified to the students as soon as possible.

All due dates are final. Please see late work policy in syllabus
All quizzes and exams will be posted on **BLACKBOARD** and will be **TIMED.**

Week	Unit-Section	Assignments	Due date (All by 11:59 MDT)
1 1/21-1/26	0-1 & 0-2 Course Intro	WA #0 SA #0 Reflection #0 Quiz #0	Sunday, January 26, 2025
2 1/27-2/2	1-1 Basic of Arabic	R&L #1 WA #1 SA #1	Sunday, February 2, 2025
3 2/3-2/9	1-2 Good Health & Me	R&L #2 WA #2 SA #2 Unit Reflection #01 Unit Quiz #01	Sunday, February 9, 2025
4 2/10-2/16	2-1 Greetings & Introductions	R&L #3 WA #3 SA #3	Sunday, February 16, 2025
5 2/17-2/23	2-2 Getting to Know Others	R&L #4 WA #4 SA #4	Sunday, February 23, 2025
6 2/24-3/2	2-3 More About You	R&L #5 WA #5 SA #5 Unit Reflection #02 Unit Quiz #02	Sunday, March 2, 2025
7 3/3-3/9	3-1 Food & Drink	R&L #6 WA #6 SA #6	Sunday, March 9, 2025
8 3/10-3/16	**Spring Break**		**March 10-14, 2025**
9 3/17-3/23	3-2 The Arabic Cafe	R&L #7 WA #7 SA #7 Unit Reflection #03 Unit Quiz #03	Sunday, March 23, 2025
9	**Mid-Term Exam**		**Sunday, March 23, 2025**
10 3/24-3/30	4-1 Home & School	R&L #8 WA #8 SA #8	Sunday, March 30, 2025
11 3/31-4/6	4-2 At Work	R&L #9 WA #9 SA #9 Unit Reflection #04 Unit Quiz #04	Sunday, April 6, 2025

12 4/7-4/13	5-1 Family	R&L #10 WA #10 SA #10	Sunday, April 13, 2025
13 4/14-4/20	5-2 Friends	R&L #11 WA #11 SA #11	Sunday, April 20, 2025
14 4/21-4/27	5-3 Things To Do Together	R&L #12 WA #12 SA #12 Unit Reflection #05 Unit Quiz #05	Sunday, April 27, 2025
15 4/28-5/4	6-1 Finding Balance	R&L #13 WA #13 SA #13 Unit Reflection #06 Unit Quiz #0	Sunday, May 4, 2025
16 5/5-5/11	7-1 Final Project Reflection 7-2 Final Exam Info	R&L #14 WA #14 SA #14 R&L #15 WA #15 SA #15	Sunday, May 11, 2025
17	**Final Exam: Cumulative; covers all units**		**TBA**

COURSE ADD

All fields below are required

College : Liberal Arts **Department :** Latin-US and Linguistics

Effective Term: Spring 2025

Rationale for adding the course: We are standardizing the language courses we offer. To do so, we want to create a sequence of 3-credit-hour Arabic courses that line up in content with the other lower-level language courses that we offer. This course is the second in the sequence.

All fields below are required

Subject Prefix: ARAB 1302

Title (29 characters or fewer): Arabic Two

Dept. Administrative Code : **1711**

CIP Code **160904**

Departmental Approval Required ☐Yes ☒No

Course Level ☒UG ☐GR ☐DR ☐SP

Course will be taught: ☒ Face-to-Face ☒ Online ☒ Hybrid

Course minimum grade: if N leave blank, if Y provide grade D

- **How many times may course be repeated to satisfy minimum grade requirement? 2**

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes ☒No

Grading Mode: ☒Standard ☐Pass/Fail ☐Audit

Description and 2-3 keywords (600 characters maximum):
(Keywords are for Facilitation of course searches and should be words not already included in course title or description)
A continuation of ARAB 1301, with the introduction of more complex elements of grammar in Modern Standard Arabic, and oral and written communication skills within a cultural context.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

☒	A Lecture	☐	H Thesis
☐	B Laboratory	☐	I Dissertation
☐	C Practicum	☐	K Lecture/Lab Combined
☐	D Seminar	☐	O Discussion or Review (Study Skills)
☐	E Independent Study	☐	P Specialized Instruction
☐	F Private Lesson	☐	Q Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	**Minimum Grade Required/ Test Scores**	**Concurrent Enrollment Permitted? (Y/N)**
ARAB 1301 or department approval	D	N

Corequisite Course(s):
Equivalent Course(s):

Restrictions:	
Classification	
Major	

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

INSTRUCTOR: RAWAH ALANI, EMAIL:
RALANI@UTEP.EDU/
Alternative Email: RAWAHALANI@YAHOO.COM
OFFICE HOURS: By appointment.

Spring 2025

ARAB 1302

Arabic Two
CRN: 00000
Location: Online
M/W 10:30 am- 11:50 am MDT

COURSE DESCRIPTION

Welcome to Elementary Arabic II. This course is continuation of Elementary Arabic I, an introduction to the Arabic language and the cultures of the Arabic speaking world. Designed for students who have a novice proficiency level of Arabic, Elementary Arabic II will allow students to reinforce their basic Arabic skills. Students will build on their foundational knowledge of Arabic to expand their vocabulary, understand more complex grammatical structures, and converse in basic Arabic with one another. By the end of this course, students will, among other skills,
be able to identify and understand basic Arabic speech and compositions, read and write in basic Arabic, and speak with others on a variety of memorized topics in Modern Standard Arabic.

A NOTE ABOUT THIS COURSE

This course is designed for **non-native speakers / novice learners** of the Arabic language. Students enrolled in this course who have experience with the Arabic language from previous academic courses must report to the instructor and take a placement test to assess their appropriate level of Arabic. Failure to adequately self-report can result in removal from the course.

CLASS THEME

Based on the Sustainable Development Goals of the United Nations, each Arabic course at UTEP is thematically designed to relate to a particular goal. You can read more about the UN's SDG Goals here. The theme of this class is Quality Education. In addition to continuing to build on the basics of the Arabic language, students will learn about education and communities in the Arab world, discovering cultural similarities along the way.
Elementary Arabic II is the second of four courses that are thematically focused and designed to introduce students to the Arabic language and cultural and societal frameworks that exist in the Arab world.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Understand basic Arabic speech and short compositions
- Write short paragraphs
- Understand basic grammatical rules and structures of Arabic
- Communicate with others at the novice-high level on familiar topics
- Understand various cultural practices and behaviors of the Arabic speaking world

REQUIRED TEXTS

- While there is no official textbook to purchase for this course, students will be required to access, download, and print course materials throughout the semester. Materials will be available on our course blackboard.
- Another essential is an Arabic-English Dictionary, such as Oxford Essential Arabic; ISBN-10: 019956115X

REQUIRED MATERIALS

- Access to UTEP email and course Blackboard
- Adobe Acrobat or Adobe Acrobat PDF Reader
- Microsoft Office Suite or equivalent
- Five-subject notebook and index cards
- FlipGrid Student Account

COURSE ASSESSMENTS

Class Participation	10%
Reading & Listening Assignments	15%
Speaking Assignments	15%
Writing Assignments	15%
Unit Review Quizzes	10%
Mid-term Exam	15%
Cumulative Final Exam	15%
Unit Reflection Journal and Final Reflection Project	15%

GRADE DISTRIBUTION

Students can earn a total of 1000 points for the course:

A	B	C	D	F
1000-900	899-800	799-700	699-600	599 and below

READING & LISTENING

Every week, students will post responses to short interpretive activities, mostly focused on reading and listening.

SPEAKING

Every unit, you'll post responses to speaking activities on the FlipGrid App.

WRITING

Every unit has writing assignments that you turn in on Blackboard. Some require you to handwrite responses, others require you to type in Arabic.

MID-TERM AND FINAL EXAMS

There are two exams for this class. Each exam will consist of 3 parts: multiple choice, speaking, and writing. Exams will cover all material from the course, including class content and lab content. **Exams are not open book.**

UNIT QUIZZES

At the end of each unit in the course, a quiz will assess your progress.

REFLECTION JOURNAL

At the end of each unit, you'll reflect (in English) on your progress in the course.

FINAL REFLECTION PROJECT

A final portfolio to reflect on your progress in the course.

CLASS AND UNIVERSITY POLICIES

COURSE DELIVERY

- This course is delivered entirely online through synchronous Zoom classes.
- You must have consistent access to high-speed internet, Blackboard, and other required course platforms online and offline.
- When class is in session, you **must** have your camera on, a working microphone, and the ability to participate in class. Do not multi-task. Students who are note engaged will be removed from class.
- If you need help or have issues securing internet at home, reach out to me and we'll try to solve the issue together.
- Assessments in this class are not open book. Put away all notes, books, and electronic devices during quizzes and tests. Respondus Lockdown Browser will be used for major examinations.

ATTENDANCE POLICY(IMPORTANT)

- Attendance is mandatory and calculated by your attendance to our Zoom classes and tracking your weekly engagement with the course blackboard.
- Missing class without proper documentation for an excuse counts as an absence.
- Missing more than 3 assignments in a unit or section counts as an absence.
- After 3 absences (or 9 missed assignments), your final grade will be docked a full letter grade.
- After 4 absences (or 12 missed assignments), you will receive an "F" for the course.
- I reserve the right to drop students from this course due to lack of effort.
- Missing a scheduled lab session or meeting with me counts as an absence.
- If you have an emergency or issue that prevents you from keeping up with your course work, you must let me know. Documentation must be provided within one week after the absence or missed assignment(s) for an excused absence or opportunity to make-up work to be given.

LATE WORK POLICY

- All assignments have strict due dates which you can find in the course calendar and on the course blackboard.
- Generally speaking, late work is not accepted for any reason. If you have an issue, you must communicate with me before assignments are missed.
- If, in the event your assignment is accepted late, the assignment will be graded at 50% of the total points.

ACADEMIC INTEGRITY*

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

In this class, academic dishonesty includes the use of on-line translation services (i.e: Google Translate) to complete coursework. If I suspect that Google Translate is being used as a primary means of completing assignments, I will introduce measures to monitor student progress, including, but not limited to: using Respondus Lockdown Browser for assignments and tests; check-ins with the Arabic tutor and instructor; and pop quizzes.

IMPORTANT:
IF YOU ARE FOUND TO BE CHEATING, COLLUDING, PLAGIARIZING, USING GOOGLE TRANSLATE, OR TAKING CREDIT FOR SOMEONE ELSE'S WORK IN MY CLASS YOU WILL RECEIVE A "0" FOR THE ASSIGNMENT IN QUESTION AND A CASE WILL BE OPENED WITH THE OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION.

ACCOMMODATIONS

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu. If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

MILITARY STUDENTS

If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. If you make me aware of a complication related to your military status, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

COURSE CALENDAR

A course calendar for this class is available on Blackboard. There, you will find the due dates for all assignments and readings for this course.

I will give announcements and reminders in class about homework and assignments, but it is your responsibility to keep track of those dates, too.

EMAIL POLICY

If you send me an email, always include a greeting, your name, and which class you are in.

I check my email daily but please allow a 48-hour period for replies.

Emails sent on weekends will be replied to on the next business day.

***Census Day:** I reserve the right to drop students for lack of effort, multiple absences, multiple missed assignments, and missed lab time. If I drop students who fall into these categories **before** Census Day I will determine whether the drop will be an "F" or a "W." Any drops made **after** Census Day will automatically be an "F," regardless of the reason for the drop.

Update to Academic Integrity Policies
All content, resources, exams, quizzes, and answer keys for this course are considered privileged information and should only be used by students registered for the course. No student should distribute, share, or upload these materials to a publicly available platform. Cloud services, storage drives, and any other platform where these digital or printed materials are stored should be **private** and only accessible by the student using them.
Uploading and sharing answers to exams, quizzes, and homework assignments is not allowed and is considered colluding and cheating.
Copying work from other students' materials is considered plagiarism and is prohibited.
Any student who is found to be distributing course materials, including - but not limited to - exam and quiz answers; assignment answer keys; and the PDF resources made available to students in the course via Blackboard, will be reported to the Office of Student Conflict and Conduct Resolution.

Final Note: Policies in this syllabus are all subject to change at instructor's discretion. I will notify you in writing if anything in this syllabus is updated.

COVID-19 STATEMENTS

As we continue to deal with the impact of the COVID-19 virus and its variants, it has become even more important to clearly outline and communicate the safety precautions I intend to follow in our course. Please read the following statements carefully and understand that your enrollment in my course indicates agreement with all the policies within this syllabus.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Class Communication

I have mentioned this already in the earlier parts of the syllabus, but it warrants repetition: I will always communicate with you through Blackboard or through UTEP email. It is extremely important that you check your email daily, especially on days we have class. I do not plan on it, but there may be moments in the semester where I will have to make emergency changes to the class meetings or how the assignments will be completed. I will always communicate these changes through Blackboard and by emailing to your student email (ending in @miners.utep.edu). If you do not have access to Blackboard or to your student email, you need to contact the Help Desk and fix that as soon as possible.

Important Dates

January 00	Spring classes begin
January 00	Spring Census Day
March 00	Spring Break
March 00	Spring Drop/ Withdrawal Deadline
March 00	Cesar Chavez Holiday – No Classes
May 00	Spring – Last day of classes
May 00	Spring Final Exams

ARAB 1302 – COURSE CALENDAR

All due dates are grouped by unit section. Assignments are due on Sundays at 11:59PM Mountain Daylight Time (MDT). Extra credit assignments, such as Culture Corner Blogs or Skill Builders, are due on the due date of their respective sections and units, see Blackboard for more detail.

All due dates are final. Please see late work policy in syllabus.

Unit	Section	Assignments	Due Date (all by 11:59PM MDT)
0	1	R&L #0 SA #0 WA #0	Sunday, January 00, 2025
1	1	R&L #1 WA #1	Sunday, January 00, 2025
	2	R&L #2 WA #2 Unit Quiz #01 Unit Reflection #01 Unit Lab Tasks #01 Unit Speaking Assignment #01	Sunday, February 00, 2025
2	1	R&L #3 WA #3	Sunday, February 00, 2025
	2	R&L #4 WA #4	Sunday, February 00, 2025
	3	R&L #5 WA #5 Unit Quiz #02 Unit Reflection #02 Unit Lab Tasks #02 Unit Speaking Assignment #02	Sunday, February 00, 2025
3	1	R&L #6 WA #6	Sunday, March 00, 2025
3	2	R&L #7 WA #7 Unit Quiz #03 Unit Reflection #03 Unit Lab Tasks #03 Unit Speaking Assignment #03	Sunday, March 00, 2025
Mid-Term Exam			
4	1	R&L #8 WA #8	Sunday, March 00, 2025
	2	R&L #9 WA #9	Sunday, March 00, 2025

		Unit Quiz #04 Unit Reflection #04 Unit Lab Tasks #04 Unit Speaking Assignment #04	
5	1	R&L #10 WA #10	Sunday, March 00, 2025
	2	R&L #11 WA #11	Sunday, April 00, 2025
	3	R&L #12 WA #12 Unit Quiz #05 Unit Reflection #05 Unit Lab Tasks #05 Unit Speaking Assignment #05	Sunday, April 00, 2025
6	1	R&L #13 WA #13 Unit Quiz #06 Unit Reflection #06 Unit Lab Tasks #06 Unit Speaking Assignment #06	Sunday, April 00, 2025
7	1	R&L #14 WA #14	Sunday, April 00, 2025
	2	R&L #15 WA #15	Sunday, May 00, 2025
		Final Reflection Project Due:	Due Monday, May 00, 2025, by midnight
Final Exam		Cumulative; covers all units	Finals Week: May 00, 2025

COURSE ADD

All fields below are required

College : Liberal Arts **Department :** Latin-US and Linguistics

Effective Term: Spring 2025

Rationale for adding the course: We are standardizing the language courses we offer. To do so, we want to create a sequence of 3-credit-hour Arabic courses that line up in content with the other lower-level language courses that we offer. This course is the third in the sequence.

All fields below are required

Subject Prefix: ARAB 2301

Title (29 characters or fewer): Arabic Three

Dept. Administrative Code : **1711**

CIP Code **160904**

Departmental Approval Required ☐Yes ☒No

Course Level ☒UG ☐GR ☐DR ☐SP

Course will be taught: ☒ Face-to-Face ☒ Online ☒ Hybrid

Course minimum grade: if N leave blank, if Y provide grade D

- **How many times may course be repeated to satisfy minimum grade requirement? 2**

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes ☒No

Grading Mode: ☒Standard ☐Pass/Fail ☐Audit

Description and 2-3 keywords (600 characters maximum):
(Keywords are for Facilitation of course searches and should be words not already included in course title or description)
A continuation of ARAB 1302, with intermediate readings and communicative skills in Modern Standard Arabic; higher level of cultural competencies.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

☒	A Lecture	☐	H Thesis
☐	B Laboratory	☐	I Dissertation
☐	C Practicum	☐	K Lecture/Lab Combined
☐	D Seminar	☐	O Discussion or Review (Study Skills)
☐	E Independent Study	☐	P Specialized Instruction
☐	F Private Lesson	☐	Q Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	**Minimum Grade Required/ Test Scores**	**Concurrent Enrollment Permitted? (Y/N)**
ARAB 1302 or department approval	D	N

Corequisite Course(s):
Equivalent Course(s):

Restrictions:	
Classification	
Major	

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

University of Texas at El Paso
Spring 2025 - Online

COURSE INFORMATION

NAME/NUMBER	ARAB 2301 - Arabic Three
CRN	xxxxx
CREDITS	3 Credit
PREREQUISITE	ARAB 1301 & ARAB 1302
ROOM	Online
MEETING TIMES	TR 10:30am - 11:50am

INSTRUCTOR

NAME	Lina Hamdan
EMAIL	Lkhamdan2@UTEP.edu
OFFICE HOURS	MW 8am-9am & TR 9am-10:20am or by appointment

COURSE DESCRIPTION

This is the third course in Arabic offered at the University of Texas at El Paso. Students should only take this course after they have complete the pre-requisite Arabic One and Two or have taken an equivalent placement test. The target proficiency level of this course is intermediate-low. At the intermediate level, students should be able to understand the main idea of familiar topics, ask and answer a variety of questions on familiar topics and communicate information, make presentations and express their thoughts on familiar topics. You can read more about ACTFL Proficiency Levels here.

A NOTE ABOUT THIS COURSE:

This course is designed for non-native speakers / novice learners of the Arabic language. Students enrolled in this course who have experience with the Arabic language from previous academic courses must report to the instructor and take a placement test to assess their appropriate level of Arabic. Failure to adequately self- report can result in removal from the course.

CLASS THEME

Based on the Sustainable Development Goals of the United Nations, each Arabic course at UTEP is thematically designed to relate to a particular goal. You can read more about the UN's SDG Goals here. The theme of this class is Sustainable Cities and Communities. In addition to continuing to build on the elementary knowledge of the Arabic language, students will learn about cities and communities in the Arab world, discovering cultural similarities along the way. Arabic Three is the third of four courses that are thematically focused and designed to introduce students to the Arabic language and cultural and societal frameworks that exist in the Arab world.

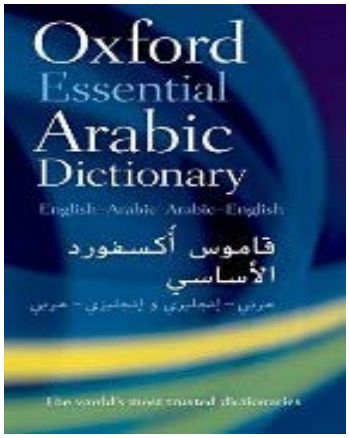
LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Identify the topic and related information from simple sentences in short informational texts.
- Identify the main idea in short conversations.
- Request and provide information in conversations on familiar topics by creating simple sentences and asking appropriate follow-up questions.
- Interact with others to meet my basic needs in familiar situations by creating simple sentences and asking appropriate follow-up questions.
- Present on familiar and everyday topics, using simple sentences.

REQUIRED TEXTS

- The required textbook for this course is *Al-Kitaab Part One with Website PB (Lingco): A Textbook for Beginning Arabic* 3rd. Edition, Paperback - ISBN: 9781647121877
- Another essential is an Arabic- English Dictionary, such as Oxford Essential Arabic; ***ISBN-10: 019956115X***
- Additional materials may be provided via Blackboard or in class.



REQUIRED MATERIALS

- Access to UTEP email and course Blackboard
- Adobe Acrobat or Adobe Acrobat PDF Reader
- Microsoft Office Suite or equivalent
- FlipGrid Student Account

COURSE ASSESSMENTS

Waajib (Homework) Assignments	45%
Class Participation	10%
Unit Quizzes	10%
Reflection Journal Posts	5%
Mid-term Exam	15%
Cumulative Final Exam	15%

GRADE DISTRIBUTION

Students can earn a total of 1000 points for the course:

A	B	C	D	F
1000-900	899-800	799-700	699-600	599 and below

CLASS PARTICIPATION

Attending the class is important. Participation is measured by your attendance and engagement with the in-class activities and on Blackboard or other online platforms.

WAAJIB – HOMEWORK ASSIGNMENTS

You have a homework assignment each week. Each homework assignment consists various types of activities. Many of the assignments will be pulled directly from the textbook and the online companion via the Al- Kitaab website. Homework assignments consist of the following:

- Reading and Listening

- Speaking
- Writing

MID-TERM AND FINAL EXAMS

There are two exams for this class. Each exam will consist of 3 parts: multiple choice, speaking, and writing. Exams will cover all material from the course, including class content and lab content. **Exams are not open book.**

UNIT QUIZZES

At the end of each unit in the course, a quiz will assess your progress. Quiz may be delivered in class or on Blackboard.

REFLECTION JOURNAL

At the end of each unit, you will reflect on your progress in the course in short written posts on Blackboard.

FINAL PROJECT

At the end of the semester, you will create a final project to demonstrate your knowledge of the target language. More information to be given in class.

CLASS AND UNIVERSITY POLICIES

Course Delivery

- This course is delivered entirely online through Zoom and Blackboard, Time: TR 10:00am-11:50am MDT. Materials and assignments will be posted on Blackboard.
- You must have consistent access to reliable internet, Blackboard, and other required course platforms online and offline.
- Assessments in this class are not open book. Put away all notes, books, and electronic devices during quizzes and tests. Respondus Lockdown Browser will be used for major examinations.

Attendance Policy

- Attendance is mandatory and calculated by your attendance in classes.
- Speak with me first if you are considering dropping the class.
- Students must submit the appropriate paperwork to withdraw from the class. **I will not drop you.**
- If you have an emergency or issue that prevents you from keeping up with your course work, you must let me know. Documentation must be provided within one week after the absence or missed assignment(s) for an excused absence or opportunity to make-up work to be given.

Late Work Policy

- All assignments have strict due dates which you can find in the course calendar and on the course blackboard.
- Late work is not accepted. If you have an issue, you must communicate with me before assignments are missed.
- If, in the event your assignment is accepted late, the assignment will be graded at 50% of the total points.

Academic Integrity**

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

In this class, academic dishonesty includes the use of on-line translation services (i.e.: Google Translate) to complete coursework.
If I suspect that Google Translate is being used as a primary means of completing assignments, I will introduce measures to monitor student progress, including, but not limited to: using Respondus Lockdown Browser for assignments and tests; check- ins with the Arabic tutor and instructor; and pop quizzes.

IMPORTANT:
IF YOU ARE FOUND TO BE CHEATING, COLLUDING, PLAGIARIZING, USING GOOGLE TRANSLATE, OR TAKING CREDIT FOR SOMEONE ELSE'S WORK IN MY CLASS YOU WILL RECEIVE A "0" FOR THE

ASSIGNMENT IN QUESTION AND A CASE WILL BE OPENED WITH THE OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION.

Accommodations

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible.

Together we will develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu. If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

Military Students

If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. If you make me aware of a complication related to your military status, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

Course Calendar

A course calendar for this class is available on Blackboard. There, you will find the due dates for all assignments and readings for this course.

I will give announcements and reminders in class about homework and assignments, but it is your responsibility to keep track of those dates, too.

Email Policy

If you send me an email, always include a greeting, your name, and which class you are in.

I check my email daily but please allow a 48-hour period for replies.

Emails sent on weekends will be replied to on the next business day.

****Update to Academic Integrity Policies:**

All content, resources, exams, quizzes, and answer keys for this course are considered privileged information and should only be used by students registered for the course. No student should distribute, share, or upload these materials to a publicly available platform. Cloud services, storage drives, and any other platform where these digital or printed materials are stored should be **private** and only accessible by the student using them.

Uploading and sharing answers to exams, quizzes, and homework assignments is not allowed and is considered colluding and cheating. Copying work from other students' materials is considered plagiarism and is prohibited.
Any student who is found to be distributing course materials, including - but not limited to - exam and quiz answers; assignment answer keys; and the PDF resources made available to students in the course via Blackboard, will be reported to the Office of Student Conflict and Conduct Resolution.

Final Note: Policies in this syllabus are subject to change at instructor's discretion. I will notify you in writing if anything in this syllabus is updated.

Class Communication

I have mentioned this already in the earlier parts of the syllabus, but it warrants repetition: I will always communicate with you through Blackboard or through UTEP email. It is extremely important that you check your email daily, especially on days we have class. I do not plan on it, but there may be moments in the semester where I will have to make emergency changes to the class meetings or how the assignments will be completed. I will always communicate these changes through Blackboard and by emailing to your student email (ending in @miners.utep.edu). If you do not have access to Blackboard or to your student email, you need to contact the Help Desk and fix that as soon as possible.

IMPORTANT SEMESTER DATES

January 21	Spring classes begin
January ?	Spring Census Day
March 10-14	Spring Break
March ?	Spring Drop/Withdrawal Deadline
March 31	Cesar Chavez Holiday - No Classes
May 8	Last Day of Classes
May 9	Dead Day-No Classes
May 12-16	Final Exams
May ?	Spring Commencement

ARAB 2301 – Spring 2025 – Course Calendar

Homework assignments are due on Sundays at 11:59PM Mountain Standard Time (MDT). This schedule may be modified at the Instructor's discretion to better achieve the objectives of the course. Any changes made to it will be notified to the students as soon as possible

Week/Date	Bb Unit	Topic & Content	Homework – Due Date (All by 11:59pm MDT)
1 1/21-1/26	Unit 0	Buy your textbook this week!	*waajib* #1 Sunday, January 26, 2025
2 1/27-2/2	Unit 1	*Al-Kitaab* - Lesson 1	*waajib* #2 Sunday, February 2, 2025
3 2/3-2/9		*Al-Kitaab* - Lesson 2 Unit 1 Quiz	*waajib* #3 Sunday, February 9, 2025
4 2/10-2/16	Unit 2	*Al-Kitaab* - Lesson 3	*waajib* #4 Sunday, February 16, 2025
5 2/17-2/23		*Al-Kitaab* - Lesson 4 Unit 2 Quiz	*waajib* #5 Sunday, February 23, 2025
6 2/24-3/2	Unit 3	*Al-Kitaab* - Lesson 5	*waajib* #6 Sunday, March 3, 2025
7 3/3-3/9		*Al-Kitaab* - Lesson 5 Unit 3 Quiz	*waajib* #7 Sunday, March 9, 2025
8 3/10-3/16	**Spring Break**		**March 10-14, 2025**
9 3/17-3/23	**MID-TERM EXAM Thursday, March 13, 2025**		*waajib* #8 Sunday, March 23, 2025
10 3/24-3/30	Unit 4	*Al-Kitaab* - Lesson 6	*waajib* #9 Sunday, March 30, 2025
11 3/31-4/6		*Al-Kitaab* - Lesson 6 Unit 4 Quiz	*waajib* #10 Sunday, April 6, 2025
12 4/7-4/13	Unit 5	*Al-Kitaab* - Lesson 7	*waajib* #11 Sunday, April 13, 2025
13 4/14-4/20		*Al-Kitaab* - Lesson 7 Unit 5 Quiz	*waajib* #12 Sunday, April 20, 2025
14 4/21-4/27	Unit 6	*Al-Kitaab* - Lesson 8 Unit 6 Quiz	*waajib* #13 Sunday, April 27, 2025
15 4/28-5/4		*Al-Kitaab* - Lesson 8	*waajib* #14 Sunday, May 4, 2025
16 5/5-5/11	Review		*waajib* #15 Sunday, May 11, 2025
17 5/12-5/16	**FINAL EXAM TBA**		Final Project due Sunday, May 11, 2025 at by 11:59pm MDT.

COURSE ADD

All fields below are required

College : Liberal Arts **Department :** Latin-US and Linguistics

Effective Term: Spring 2025

Rationale for adding the course: We are standardizing the language courses we offer. To do so, we want to create a sequence of 3-credit-hour Arabic courses that line up in content with the other lower-level language courses that we offer. This course is the fourth in the sequence.

All fields below are required

Subject Prefix: ARAB 2302

Title (29 characters or fewer): Arabic Four

Dept. Administrative Code : **1711**

CIP Code **160904**

Departmental Approval Required ☐Yes ☒No

Course Level ☒UG ☐GR ☐DR ☐SP

Course will be taught: ☒ Face-to-Face ☒ Online ☒ Hybrid

Course minimum grade: if N leave blank, if Y provide grade D

- **How many times may course be repeated to satisfy minimum grade requirement? 2**

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes ☒No

Grading Mode: ☒Standard ☐Pass/Fail ☐Audit

Description and 2-3 keywords (600 characters maximum):
(Keywords are for Facilitation of course searches and should be words not already included in course title or description)
A continuation of ARAB 2301, with more advanced grammar and communication skills in Modern Standard Arabic and continued emphasis on communication within a cultural context; reading of more complex texts.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

☒ A	Lecture	☐ H	Thesis
☐ B	Laboratory	☐ I	Dissertation
☐ C	Practicum	☐ K	Lecture/Lab Combined
☐ D	Seminar	☐ O	Discussion or Review (Study Skills)
☐ E	Independent Study	☐ P	Specialized Instruction
☐ F	Private Lesson	☐ Q	Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	**Minimum Grade Required/ Test Scores**	**Concurrent Enrollment Permitted? (Y/N)**
ARAB 2301 or department approval	D	N

Corequisite Course(s):
Equivalent Course(s):

Restrictions:	
Classification	
Major	

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

SPRING 2025

ARAB 2302

Arabic Four

INSTRUCTOR: RAWAH ALANI
EMAIL: RALANI@UTEP.EDU
OFFICE HOURS: BY APPOINTMENT.

CRN: 00000
TIME: MW 1:30pm -02:50 MDT
LOCATION: ONLINE

COURSE DESCRIPTION

Welcome to Intermediate Arabic II. This is the fourth course in Arabic offered at the University of Texas at El Paso. Students should only take this course after they have complete the pre-requisite Elementary Arabic I and II or have taken an equivalent placement test. The target proficiency level of this course is intermediate-mid. At the intermediate level, students should be able to understand the main idea of familiar topics, ask and answer a variety of questions on familiar topics and communicate information, make presentations and express their thoughts on familiar topics. You can read more about ACTFL Profiency Levels here.

A NOTE ABOUT THIS COURSE

This course is designed for non-native speakers / novice learners of the Arabic language. Students enrolled in this course who have experience with the Arabic language from previous academic courses must report to the instructor and take a placement test to assess their appropriate level of Arabic. Failure to adequately self-report can result in removal from the course.

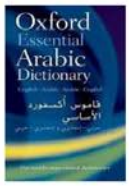
CLASS THEME

Based on the Sustainable Development Goals of the United Nations, each Arabic course at UTEP is thematically designed to relate to a particular goal. You can read more about the UN's SDG Goals here. The theme of this class is Sustainable Cities and Communities. In addition to continuing to build on the elementary knowledge of the Arabic language, students will learn about cities and communities in the Arab world, discovering cultural similarities along the way. Intermediate Arabic II is the final course of four courses that are thematically focused and designed to introduce students to the Arabic language and cultural and societal frameworks that exist in the Arab world.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Identify the topic and related information from simple sentences in short informational texts.
- Identify the main idea in short conversations.
- Request and provide information in conversations on familiar topics by creating simple sentences and asking appropriate follow-up questions.
- Interact with others to meet my basic needs in familiar situations by creating simple sentences and asking appropriate follow-up questions.
- Present on familiar and everyday topics, using simple sentences.



REQUIRED TEXTS

- The required textbook for this course is *Al-Kitaab Part One with Website PB (Lingco): A Textbook for Beginning Arabic* 3rd Edition, Paperback ISBN: 9781647121877
- Another essential is an Arabic-English Dictionary, such as Oxford Essential Arabic; ISBN-10: 019956115X
- Additional materials may be provided via Blackboard or in class.

REQUIRED MATERIALS

- Access to UTEP email and course Blackboard
- Adobe Acrobat or Adobe Acrobat PDF Reader
- Microsoft Office Suite or equivalent
- Five-subject notebook with dividers
- FlipGrid Student Account

COURSE ASSESSMENTS

Waajib (Homework) Assignments	50%
Class Participation	10%
Quizzes	10%
Mid-term Exam	10%
Cumulative Final Exam	10%

GRADE DISTRIBUTION

Students can earn a total of 1000 points for the course:

A	B	C	D	F
1000-900	899-800	799-700	699-600	599 and below

CLASS PARTICIPATION

Coming to class is important. Participation is measured by your attendance and engagement with the in-class activities in our synchronous online classes.

WAAJIB - HOMEWORK ASSIGNMENTS

You have a homework assignment each week. Each homework assignment consists various types of activities. Many of the assignments will be pulled directly from the textbook and the online companion via the *Al-Kitaab* website. Homework assignments consist of the following:

- Reading and Listening
- Speaking
- Writing

MID-TERM AND FINAL EXAMS

There are two exams for this class. Each exam will consist of 3 parts: multiple choice, speaking, and writing. Exams will cover all material from the course, including class content and lab content. **Exams are not open book.**

QUIZZES

At various points in the semester, you'll be tested on the lesson material in short quiz. The quiz might be delivered on Blackboard or during our synchronous online classes through Zoom.

Typing in Arabic

There are a few ways to type Arabic characters on a computer, but the easiest is to use Arabic Keyboard. Type your words out on the Arabic Keyboard via your browser, then copy and paste into a Word document or a PowerPoint presentation.

http://www.arabic-keyboard.org/

For more information on how to set up your computer for Arabic typing click here.

CLASS AND UNIVERSITY POLICIES

COURSE DELIVERY

- This course is delivered entirely online through Zoom and Blackboard.
- You must have consistent access to high-speed internet, Blackboard, and other required course platforms online and offline.
- When class is in session, you **must** have your camera on, a working microphone, and the ability to participate in class. Do not multi-task. Students who are not engaged will be removed from virtual class.
- If you need help or have issues securing internet at home, reach out to me and we'll try to solve the issue together.
- Assessments in this class are not open book. Put away all notes, books, and electronic devices during quizzes and tests. Respondus Lockdown Browser will be used for major examinations.

ATTENDANCE POLICY

- Attendance is mandatory and calculated by your attendance in our online classes and tracking your weekly engagement with the course blackboard.
- Missing our online class counts as an absence.
- Missing more than 2 assignments in a unit or section counts as an absence.
- After 3 absences (or 6 missed assignments), your final grade will be docked a full letter grade.
- After 4 absences (or 8 missed assignments), you will receive an "F" for the course.
- I reserve the right to drop students from this course due to lack of effort.
- Missing a scheduled lab session or meeting with me counts as an absence.
- If you have an emergency or issue that prevents you from keeping up with your course work, you must let me know. Documentation must be provided within one week after the absence or missed assignment(s) for an excused absence or opportunity to make-up work to be given.

LATE WORK POLICY

- All assignments have strict due dates which you can find in the course calendar and on the course blackboard.
- Generally speaking, late work is not accepted for any reason. If you have an issue, you must communicate with me before assignments are missed.
- If, in the event your assignment is accepted late, the assignment will be graded at 50% of the total points.

ACADEMIC INTEGRITY**

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

In this class, academic dishonesty includes the use of on-line translation services (i.e: Google Translate) to complete coursework. If I suspect that Google Translate is being used as a primary means of completing assignments, I will introduce measures to monitor student progress, including, but not limited to: using Respondus Lockdown Browser for assignments and tests; check-ins with the Arabic tutor and instructor; and pop quizzes.

IMPORTANT:
IF YOU ARE FOUND TO BE CHEATING, COLLUDING, PLAGIARIZING, USING GOOGLE TRANSLATE, OR TAKING CREDIT FOR SOMEONE ELSE'S WORK IN MY CLASS YOU WILL RECEIVE A "0" FOR THE ASSIGNMENT IN QUESTION AND A CASE WILL BE OPENED WITH THE OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION.

ACCOMMODATIONS

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu. If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

MILITARY STUDENTS

If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a

student veteran. If you are a student veteran, please inform me if you need special accommodations. If you make me aware of a complication related to your military status, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

COURSE CALENDAR

A course calendar for this class is available on Blackboard. There, you will find the due dates for all assignments and readings for this course.

I will give announcements and reminders in class about homework and assignments, but it is your responsibility to keep track of those dates, too.

EMAIL POLICY

If you send me an email, always include a greeting, your name, and which class you are in.

I check my email daily but please allow a 48-hour period for replies.

Emails sent on weekends will be replied to on the next business day.

***Census Day:** I reserve the right to drop students for lack of effort, multiple absences, multiple missed assignments, and missed lab time. If I drop students who fall into these categories **before** Census Day, I will determine whether the drop will be an "F" or a "W." Any drops made **after** Census Day will automatically be an "F," regardless of the reason for the drop.

****Update to Academic Integrity Policies:**
All content, resources, exams, quizzes, and answer keys for this course are considered privileged information and should only be used by students registered for the course. No student should distribute, share, or upload these materials to a publicly available platform. Cloud services, storage drives, and any other platform where these digital or printed materials are stored should be **private** and only accessible by the student using them.
Uploading and sharing answers to exams, quizzes, and homework assignments is not allowed and is considered colluding and cheating.
Copying work from other students' materials is considered plagiarism and is prohibited.
Any student who is found to be distributing course materials, including - but not limited to - exam and quiz answers; assignment answer keys; and the PDF resources made available to students in the course via Blackboard, will be reported to the Office of Student Conflict and Conduct Resolution.

Class Communication Statement
I have mentioned this already in the earlier parts of the syllabus, but it warrants repetition: I will always communicate with you through Blackboard or through UTEP email. It is extremely important that you check your email daily, especially on days we have class. I do not plan on it, but there may be moments in the semester where I will have to make emergency changes to the class meetings or how the assignments will be completed. I will always communicate these changes through Blackboard and by emailing to your student email (ending in @miners.utep.edu). If you do not have access to Blackboard or to your student email, you need to contact the Help Desk and fix that as soon as possible.

Final Note: Policies in this syllabus are all subject to change at instructor's discretion. I will notify you in writing if anything in this syllabus is updated.

Important Dates:

- **January 2025 _____ Spring classes begin.**
- **February 2025 _____ Census Day.**
- **March 2025_____Spring break.**
- **March 2025_____Spring drop/ withdrawal deadline.**
- **March 2025_____Ceasr Chavez Holiday- No Classes.**
- **May 2025_____Spring- Last day of classes.**
- **May 2025 _____Spring Final Exams.**

ARAB 2302 – Arabic Four

Course Calendar and Assignment Schedule

Date	Blackboard Unit	Textbook & Readings	Homework / Quiz
Week 1 01/-01/	Lesson 0 - Review	Review Buy your textbook and set up your Web Companion access. Buy your 5-subject notebook!	*waajib* #1 Due SUNDAY, January 2025 before 12PM
Week 2 01/01-	Lesson 7	Review *Al-Kitaab* - Lesson 7	*waajib* #2 Due SUNDAY, JANUARY, 2025 before 12PM
Week 3 01/-02/		*Al-Kitaab* – Lesson 7	Quiz #1 Due Sunday, February ,2025 before 12PM
Week 4 02/-02/	Lesson 8	*Al-Kitaab* – Lesson 8	*waajib* #3 Due Sunday, February ,2025 before 12PM
Week 5 02/-02/		*Al-Kitaab* – Lesson 8	*waajib* #4 Due Sunday, February 2025 before 12PM
Week 6 02/-02/	MID-TERM EXAM WEEK		*waajib #5* Due Sunday, February 2025 before 12PM
Week 7 02/-03/	Lesson 9	*Al-Kitaab* – Lesson 9	*Waajib #6* Due Sunday, March 2025 before 12PM
Week 8 03/-03/		*Al-Kitaab* – Lesson 9	Quiz #2 Due Sunday, March 2025 before 12PM
Week 9 03/-03/	SPRING BREAK		

Week 10 03/-03/	Lesson 10	*Al-Kitaab* – Lesson 10	*waajib #7* Due Sunday, March 2025 before 12PM
Week 11 03/-04/		*Al-Kitaab* – Lesson 10	*waajib #8* Due Sunday, April 2025 before 12PM
Week 12 04/-04/	Lesson 11	*Al-Kitaab* – Lesson 11	Quiz #3 Due Sunday, April 2025 before 12PM
Week 13 04/-04/		*Al-Kitaab* – Lesson 11	*waajib #9* Due Sunday, April 2025 before 12PM
Week 14 04/-04/	Lesson 12	*Al-Kitaab* – Lesson 12	*waajib #10* Due Sunday, April 2025 before 12PM
Week 15 04/-04/	Lesson 13	*Al-Kitaab* – Lesson 13	Quiz #4 Due Sunday, April 2025 before 12PM
Week 16 05/-05/	Review		
Week 17 05/-05/	FINAL EXAM WEEK		

Notes

This calendar is subject to change at the instructor's discretion. Any changes made will be delivered verbally (in class) and in writing (on blackboard or via email). I do my best to send out reminders, but it is your responsibility to keep track of assignment due dates and exam dates.

Homework (*waajib*) is due every week. All homework instructions are delivered via Blackboard. You will turn in all your *waajib* assignments via Blackboard, too.

CURRICULUM PROPOSAL

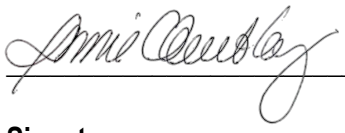
APPROVAL PAGE

Proposal Title: Spanish Major with Concentrations

College: Liberal Arts **Department: Latin-US and Linguistics**

DEPARTMENT CHAIR- Dr. Annie Tremblay

I have read the enclosed proposal and approve this proposal on behalf of the department.



01/26/2024

Signature **Date**

COLLEGE CURRICULUM COMMITTEE CHAIR – Dr. Selfa Chew-Melendez

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

_____ _____

Signature **Date**

COLLEGE DEAN – Dr. Anadeli Bencomo

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

_____ _____

Signature **Date**