



Amman - Jordan

Study Plan

Faculty	Arts and Science
Specialization	English Language and Literature
Semester	1 st
Academic Year	2019/2020

Course Name	Study Skills
Course Number	0102202

A Copy of the Study Plan Shall be given to Each Registered Student in this Course. The Study Plan Shall be preserved for Future Use.



F112-3, Rev. c
Ref.: Deans' Council Session (03/2018-2019), Decision No.: 14, Date: 15/09/2018

1. Lecturer Information

1. Lecturer Name: Dr. Nadia Hamendi
2. Office Number: B 337
3. Phone Number: 0789851038
4. Email: nahmad@meu.edu.jo
5. Office Hours:

2. Place and Date of the Course

1. The Days and Time of the Course:
14:00-15:30 Sun+Tues
2. Place: B 273
3. Course Laboratory (if any): /

3. Sources and References

1. Course Book:

Study Skills for Students of English, second edition, by Richard C. Yorkey, New York: McGraw Hill, 1982

2. Other References:

4. Course Description:

The aim of this course is to train students in the academic skills necessary for success in a variety of educational settings: dictionary use, note-taking, examination preparation, etc.



5. Learning Outcomes of the Course:

At the end of this course students are expected to be able to:

- 1- Develop their own habits of studying.
- 2- Use An English Dictionary.
- 3- Learn new vocabulary of English.
- 4- Write an outline.
- 5- Improve reading skills.
- 6- Make notes.
- 7- Use the library.
- 8- Prepare to pass the exams.

6. Learning Outcomes of the Programme:

1. Describing the basic components and elements of English language related to phonetics, morphology, syntax and semantics.
2. Recognizing the British and American literary works such as drama and novel.
3. Distinguishing the artistic and intellectual trends and movements in the British and American literature.
4. Mastering the skills of English language: pronunciation, speaking and writing.
5. Expressing and critiquing the ideas of real life in English.
6. Transferring knowledge related to teaching English language within its own dimensions.
7. Translating texts from and into English language.

7. Teaching Methods

(Determined by the Lecturer according to the Nature of the Material)

8. Evaluation Methods and their Percentage Value %

#	Evaluation	Value	Description
1.	Exams	20+20	Written exam
2.	Final Exam	50	Written exam
3.	Homework	5	
4.	Participation	5	
Total		100	



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9. The Timetable for the Implementation of Course

Week	Subject	Reference in the Course Book (Pages)	Number of Educational Output of the Material	Output Number of the Programme
1	Introduction		1	4,5
2	Studying in English	1-6	1	4,5
3	Using an English Dictionary	7-46	2	4,5
4	Learning The Vocabulary in English	47-67	3	4,5
5	Learning The Vocabulary in English	68-80	3	4,5
6	Writing an Outline	81-94	4	4,5
7	Improving your Reading	95-123	5	4,5
8	Improving your Reading	124-144	5	4,5
9	Reading your Textbook	145-184	5	4,5
10	Making Good Notes	185-198	6	4,5
11	Making Good Notes	198-206	6	4,5
12	Using The Library	207-230	7	4,5
13	Preparing	231-232	8	4,5



	for an Exam			
14	Preparing for an Exam	232-238	8	4,5
15	Revision			
16	Final Exam			

10. Course Policies

- They are demonstrated according to the Regulations of Granting the degree (Bachelor and Masters) / Student Guide.
- They Should Be Explained to the Students in the First Meeting.

1. Attendance:

- a. Students must attend all classes of this course.
- b. Any student with absence of 15% of the classes of any course, will be illegible to sit for the final exam and will be given the university zero (35%) in this course.
- c. In the case (b) above, if a student submits an official sick report authenticated by university clinic or an accepted excuse by the Dean of his/her faculty, the student will be considered as withdrawn from the course, and a "W" will be shown in the transcript for this course.

2. Delays:

Students are not allowed to come late to classes. Any student coming late will not be allowed to attend the class and he/she will be marked absent.

3. Examinations:

- Failure in attending a course exam other than the final exam, will result in zero mark unless the student provides an official acceptable excuse to the instructor who approves a make up exam.
- Failure in attending the final exam will result in zero mark unless the student presents an official acceptable excuse to the Dean of his/her



faculty who approves an incomplete exam, normally scheduled to be conducted during the first two weeks of the successive semester.

4. Homework and Projects:

Assignments and projects should be submitted to the instructor on the due date. Zero mark will be given for late submissions unless the student has an acceptable excuse approved by the instructor of the course.

5. Attending the Exams and Meeting the Deadlines:

A student who is late more than 10 minutes will not be permitted to sit the exam (first, second or mid exams).

A student who is late more than 30 minutes will not be permitted to sit to final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

6. Cheating and Punishment:

- Copying from another student's work.
- Using materials not authorized by the institute.
- Collaborating with another student during a test, without permission.
- Knowingly using, buying, selling, or stealing the contents of a test.
- Plagiarism which means presenting another person's work or ideas as one's own, without attribution.
- Using any media (including mobiles) during the exam.

The minimum penalty for cheating is an automatic Zero for the test or assignment leading to a possible "F" for the course. The exam invigilator will produce a report on the case to the examination committee chairman. The report will be kept in the student file. The student may remain seated in the exam center, but in case that causes a disturbance to other students, the student will be expelled out of the exam center if approved by the examination committee chairman. A second offense will result in the immediate suspension of the student for the remainder of the current semester. A copy of the decision will be kept in the student file.



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