

3.p. Course Syllabus

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.p.	Latest Revision	Dec - 2023
Title of The Policy	Course Syllabus	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	6
Definitions	<p>AAU: Al Ain University Instructor: The faculty member in charge of delivering the course. CLO: Course Learning Outcome. Curriculum Committee: A committee formulated in the college that offers the course. College: The college that offers the course.</p>		
Purpose	<p>The primary objective of this policy is to enforce strict adherence to the course syllabus by instructors during the delivery of course content. Additionally, it delineates the necessary procedures and actions instructors must undertake for the timely and accurate updating of the course syllabus.</p>		
Scope	<p>This policy applies to all courses offered in AAU.</p>		
Statement	<p>The course syllabus holds a pivotal role in the course delivery process. Instructors are expected to strictly adhere to the syllabus while also adhering to AAU regulations by proposing any necessary modifications for continuous enhancement.</p>		
Procedures	<ul style="list-style-type: none"> • The course syllabus should include the following sections: <ol style="list-style-type: none"> 1. Course title and course code/number; 2. Credit hours (or equivalent); 3. Pre-requisites (if any) and co-requisites (if any); 4. Name and contact information of instructor(s); 5. Brief course description (as in the catalog); 6. Intended learning outcomes of the course; 7. Linkage and contribution of the course learning outcomes to the program outcomes; 8. Course topics and contents on a week-by-week basis, including sessions for assessments; 9. Scheduling of laboratory, studio, external visits and other non-lecture sessions, including online sessions, as appropriate; 10. Information on out-of-class assignments with due dates for submission; 11. Methods and dates of examinations and other student assessments, including the relative weight of various assessment elements in determining the course grade; 12. Teaching methods, including any use of online instruction; 13. Course texts and recommended readings listed in standard bibliographic detail, and any other learning resources. • The instructor provides the students with a syllabus during the first week of class, 		

	<p>preferably at the first meeting.</p> <ul style="list-style-type: none"> • In case an instructor sees the need to change any part of the syllabus, a course change form is submitted to the program director/head of department before the end of the semester. • The curriculum committee reviews all syllabus changes submitted by the instructors before the end of the semester. • The curriculum committee takes a decision regarding the proposed changes. <p>The curriculum committee forwards all its recommendations to the program director/head of the department to be discussed in the program/department council, then the college council for final approval.</p>
<p>Recent Changes</p>	<ul style="list-style-type: none"> • Rephrasing and omitting some statements. • Attaching an Instructors proposal for course improvements form. • Comprehensive course review by instructor form. • Summary of actions taken to improve the course form.



Comprehensive Course Review by Instructor

التقييم الشامل للمساق بواسطة مدرس المساق

Academic Year العام الأكاديمي		Semester الفصل الدراسي	
Course Code رقم المساق		Course Name اسم المساق	
Campus المقر		Program البرنامج	
Section الشعبة		# of Students عدد الطلبة في الشعبة	
Instructor's Name اسم عضو هيئة التدريس		Instructor's Rank رتبة عضو هيئة التدريس	

A Comprehensive Instructor Review of the Course التقييم الشامل للمساق بواسطة مدرس المساق	
A	Appropriateness of the course learning outcomes مدى ملاءمة مخرجات المساق
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B	Extent to which the syllabus was covered إلى أي مدى تمت تغطية وصف المساق
	•
C	Extent to which the course learning outcomes were met إلى أي مدى تم تحقيق مخرجات المساق
	•
D	Appropriateness of the textbook(s) and other learning resources مدى ملائمة المراجع والمصادر
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Appropriateness of the assessment instruments vs. Learning Outcomes

مدى ملائمة أدوات التقييم مع مخرجات المساق

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AT1	AT2	AT3	AT4	AT5	AT6	AT7	AT8	AT9	AT10	AT11	AT12
Quizzes	Assignments	Midterm	Lab Assessment	Project / Research	Field Visit	Case Studies	Presentation	Student Portfolio	Final Exam	Exit Exam	Group Assignments
اختبارات قصيرة	واجبات / مهام	الختبار منتصف المدة	تقييم المختبر	مشروع	زيارة ميدانية	دراسات الحالة	عرض تقديمي	ملف الإنجاز	امتحان نهائي	امتحان الكفاءة	التكليفات الجماعية

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	AT1	AT2	AT3	AT4	AT5	AT6	AT7	AT8	AT9	AT10	AT11	AT12

Appropriateness of the balance of the assessment

مدى توازن أدوات التقييم

F

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Appropriateness of the prerequisites

مدى ملائمة المتطلبات السابقة

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General comments on any problems encountered with the course

ملاحظات عامة تتعلق بأية تحديات واجهتك أثناء تدريس المساق

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Instructor's Proposals for Any Course Improvements

اقتراحات المدرس لتحسين المساق

Academic Year العام الأكاديمي		Semester الفصل الدراسي	
Course Code رقم المساق		Course Name اسم المساق	
Campus المقر		Program البرنامج	
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Learning Outcomes		مخرجات تعلم المساق
Content		المحتوى
Textbook		الكتاب المقرر
Teaching Methods		طرائق التدريس
Assessment Tools		أدوات التقويم
Other		أخرى

Day & Date		اليوم والتاريخ
Signature		التوقيع



Summary of Actions Taken to Improve the Course

الإجراءات التي تم اتخاذها لتحسين المساق

Academic Year العام الأكاديمي		Semester الفصل الدراسي	
Course Code رقم المساق		Course Name اسم المساق	
Campus المقر		Program البرنامج	
Section الشعبة		# of Students عدد الطلبة في الشعبة	
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Supplementary Readings		قراءات إضافية
Teaching Methods		طرائق التدريس
Assessment Tools		أدوات التقويم
Other		أخرى

Day & Date		اليوم والتاريخ
Signature		التوقيع