Syllabus

Third-year Arabic
Summer Language Workshop 2018
May 29–July 27

Attia Youseif
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Instructor: Attia Youseif
Classroom: BH 229
Time: M–F 8:00am – 12:00pm
Office hours: 12:00 – 1:00 TF or by appointment.
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Office: SGIS 3054
Undergrad #: NELC-A 300 & 350
Grad #: NELC-A 660 & 670

Required Texts and Materials
1. Al-Kitaab fii Ta'allum al-. 'Arabiyya , Part II (3rd edition) by Kristen Brustad, Mahmoud Al-
2. Subscription to the Al-Kiaab Companion Website: www.alkitaabtextbook.com

Recommended Supplementary Texts and Materials
Hans Wehr (Author), J. Milton Cowan (Editor)

About this course
This intensive course provides a comprehensive introduction to communicative competences in
speaking, listening comprehension, reading and writing and to Arabic culture, while ensuring a
solid command of the fundamental grammatical structures. Upon completion of this course,
students should be able to demonstrate an ability to communicate at the intermediate high level of
proficiency in Arabic. Homework assignments will be set daily to consolidate what students have
learnt in the class. Arabic will be the only language used in the classroom.

Learning Objectives
By the completion of this course, all participants are expected to acquire an ACTFL proficiency
level of “Intermediate Mid” in listening, speaking, reading, and writing. Some participants may
achieve “Intermediate High” or better in one or more area. See
for details on the ACTFL proficiency rating system.

In addition, the course will help participants recognize common knowledge, beliefs, attitudes, and
behavioral patterns of the peoples of Arab world, and to detect and conform to fundamental verbal
and nonverbal cultural norms.

Program Structure
This course is divided into two sessions. The first session covers the material normally included in
the fall semester. The second covers the material normally included in the spring semester.

You will receive two grades; one for each session.
Session A May 29—June 26 (final exams on June 26)
Session B June 27—July 27 (final exams on July 26; July 27th will be a half day)
Auditing and Incompletes
Workshop classes cannot be taken for audit. There is no not-for-credit option. All participants will receive a grade for their class. The Workshop does not issue grades of Incomplete. Participants who do not complete coursework by the end of the Workshop will be graded normally, with a grade of zero for any assignment not completed.

Time in Class versus Homework Time
This intensive course relies heavily on work performed outside the class.

Class time concentrates on activities that you cannot perform effectively without the immediate feedback of an instructor, for example conversation, structured oral drills, active listening comprehension, etc.

Activities for which no instructor is necessary will typically be performed as homework, for example reading, writing, and composition; grammar, etc.

In particular, participants are expected to read ahead and to work with material that has not yet been covered in class. It is the participant’s responsibility to learn assigned material before class, then come to class prepared to apply what they have learned. Instructors will not necessarily go over every homework topic in class. Instead, they will concentrate on topics that are particularly difficult or particularly important. Nonetheless, each participant is responsible for mastering every topic assigned, including topics not emphasized in class. Since this course moves at 5 times the usual speed, preparation is critical. Participants who come to class unprepared will find it difficult to succeed.

Participation
Since the course relies so heavily on listening and speaking practice, attendance and participation are mandatory and count toward the course grades.

Class participation will reflect participants’ daily preparation and active participation in class discussions. A participant who is chronically late to class, leaves early, or is not prepared to participate will not receive full attendance and participation credit.

Attendance
Participants who miss more than two classes (8 hours) over the course of the Workshop without prior consent of the instructor or Workshop administration will receive a zero for class participation and may be asked to withdraw from the course.

Holidays
The Workshop will not hold class on Wednesday, July 4. Regular classes will be held on July 3 and 5.

Participants may request to be excused for religious reasons on June 15 (Eid al-Fitr), June 21 (summer solstice), and July 9 (Martyrdom of the Bab), but must notify their instructors in advance and must make up class hours missed on these days. These days will not count against the 8-hour maximum for hours of class missed.

These are the only religious holidays recognized by Indiana University during the Workshop. Participants who miss class for other religious holidays must count the missed time toward the 2 days a participant is permitted to miss over the course of the summer.
Homework Grading
Homework is your opportunity to practice new structures. It is expected that you will make mistakes; you will not be marked down for doing so. As long as you complete your homework and turn it in on time, you will receive full credit.

Academic Misconduct
Indiana University expects participants to uphold and maintain academic and personal honor and integrity. Workshop instructors and staff are obligated to report violations of the code or instances of academic dishonesty and misconduct. You can find the definitions of and penalties for academic misconduct at http://participantcode.iu.edu/responsibilities/academic-misconduct.html, and the IU Code of Participant Rights, Responsibilities, and Conduct at http://participantcode.iu.edu/. Sanctions for academic misconduct include, but are not limited to, a grade of F* (failure due to misconduct), deregistration, and dismissal from the Workshop.

For more information, see https://college.indiana.edu/participant-portal/undergraduate-participants/academic-integrity.html.

Counseling and Psychological Services (CAPS)
In addition to handling serious mental health crises, CAPS staff offer support for participants who just want to discuss problems with someone they can trust. CAS offers counseling services in English, Mandarin, and Spanish. Contact them at http://healthcenter.indiana.edu/counseling or 812 855 8711.

Disabilities Services for Participants (DSS)
Participants requesting accommodation for a disability must register with IU Disability Services for Participants, at https://participantaffairs.indiana.edu/disability-services-participants/contact-us/index.shtml, 812 855 7578, or Herman Wells Library, 1320 10th St., Bloomington, IN 47450.

Whether your condition is physical, medical, learning related, psychiatric, or a temporary disability, DSS will help you achieve your academic goals.

Note that services do not automatically transfer from your previous school; you must apply for services at IU.

Note Workshop instructors are prohibited from making disability accommodations of any kind without prior approval from DSS. Register with DSS in advance. They will inform your instructor of approved accommodations.

Adaptive Technology Center (ATC)
The ATC makes hardware or software designed to provide improved information access for individuals with special requirements. It specializes in assistive technologies that help with reading, writing, studying, and information access. For example, ATC provides services for participants, faculty, and staff with the following disabilities vision (blindness and low vision), mobility impairment (limited wrist/arm movement), etc. and hearing loss.
Contact Adaptive Technology Center, Herman B Wells (Main) Library, Room 101. Monday-Friday from 9am-5pm; or on the web http://www.indiana.edu/~iuadapts

The ATC is open to all. DSS approval is not required.
Sexual Misconduct
IU does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report complaints of potential sexual misconduct known to them to their campus Deputy Title IX Coordinator(s) to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those that need to know to ensure the University can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a Mental Health Counselor on campus. Find more information about sexual violence, including campus and community resources at http://stopsexualviolence.iu.edu.

Classroom Conduct
To create an effective learning environment for all participants, Workshop participants are expected to treat each other and their instructors with respect, pay attention and remain engaged, and to avoid engaging in distracting or disruptive activities, including newspaper reading, engaging in conversation unrelated to class, eating, texting and instant messaging, etc. Electronic devices should be silence and stowed away during class, except when they are actively being used for instructional purposes. Participants should come to class prepared, should participate actively in classroom activities, and should not hinder other participants from doing the same. Consistently disruptive participants, including unprepared participants, may be subject to disciplinary action by the University.

Grading system in detail:
1. Class Attendance and Participation 10%
2. Daily Homework 10%
3. Weekly Homework, quizzes, presentations, etc. 50%
4. Final examination 30%

Grade Distribution:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Daily Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Work</td>
<td>7.5%</td>
</tr>
<tr>
<td>Weekly Writing</td>
<td>5%</td>
</tr>
<tr>
<td>Weekly Reading</td>
<td>5%</td>
</tr>
<tr>
<td>Weekly Listening</td>
<td>5%</td>
</tr>
<tr>
<td>Extended writing project</td>
<td>7.5%</td>
</tr>
<tr>
<td>Second season, June 27-July 26, 2018.</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>7.5%</td>
</tr>
<tr>
<td>Oral Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Cultural Activities</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
1. Class Attendance and Participation (10%)

You must attend class regularly and come prepared to participate fully in class activities. This means watching the DVD (or watching the videos online), learning the new vocabulary, and studying the grammar explanations in the textbook before coming to class so that class time could be devoted to activating the new materials. Attending the class on daily basis does NOT mean gaining full credit in participation. To assure full credit in participation, you need to interact in Arabic actively and to be ready to answer the questions of the instructor correctly while being in class.

Arabic will be used as the only medium of communication in class. Once we learn new words and expressions we will start using them immediately in class. You must come prepared to participate fully in all class activities IN ARABIC ONLY. This means that there will be no English in the classroom whatsoever until the class is over. As soon as you enter the classroom, begin communicating with your instructor and classmates in Arabic. Failure to speak Arabic in class all the time will result in the loss of your participation points for the day.

2. Daily Homework (10%)

You are required to complete daily homework assignments this course. Most of these assignments will be completed online using the Al-Kitaab Companion Website (www.alkitaabtextbook.com); others will be completed in writing and will be submitted in class. Late homework assignments may be corrected but WILL NOT be given full credit. You are encouraged to study and work on homework assignments with your classmates, with the stipulation that everyone must submit his or her own individual paper and everyone must have participated equally in doing the work.

For homework assignments that will be submitted in class, please make sure to write your assignments are written out clearly, double-spaced on a separate sheet of paper. For each homework assignment, please include your name, the due date of the assignment, the unit number, the drill number as well as the page number. Missing any of these results in losing a portion of the total grade for the assignment before grading it.

This course, homework assignments will be rated on a scale from 1 to 10 (9-10= excellent, 7-8= good but not your best effort, and 5-6= poor or sloppy work). You will be rated on the overall quality of your work, not on the number of correct or incorrect answers. Homework assignments are intended to enhance your learning of the new material. So, spend as much time as needed on your homework assignments and make sure that what you submit reflects your absolute best. It is important to follow up on your instructor's comments on your homework, and it is your responsibility to come to see your instructor during office hours or make an appointment if you cannot come during office hours.

3. Weekly homework, Quizzes, Presentations, etc. (50%)

3.1. Weekly Homework Assignments:

3.1.1 Weekly Writing (first season May 29 – June 26 2018) (7.5%)

You are required to keep a personal writing Portfolio this course. This Portfolio allows you to engage in creative writing in Arabic using the new vocabulary and grammatical structures you have learned. You are required to have a special folder in which you keep all your Portfolio entries. You will submit a new entry to the instructor due every Thursday. You will edit your Portfolio entries
based on the comments you receive from your instructor. When you turn in a new Portfolio entry you also have to turn in an edited and revised version of the previous Portfolio entry, which is considered as your final production.

Each of which must be 250-300 words long. All production must be typed. For your Portfolio entries, you are required to choose one of the three topics provided in the syllabus for you each week. However, your instructor may occasionally allow you to choose your own topic or assign you some other topic. You are required to use the new vocabulary and grammatical structures you have learned from both Al-Kitaab and the Weekly Readings. A detailed rubric for writing can be found in the files section in the canvas page of the course.

3.1.2 Weekly Reading (5%)
القراءة الأسبوعية
You are required to complete one Weekly Reading every week. You will complete the Weekly Readings at home and will be prepared to discuss them in class every Tuesday. You are also required to complete the Weekly Reading Worksheet every Tuesday.

3.1.3 Weekly Listening (5%)
الاستماع الأسبوعي
You are required to complete a weekly listening assignment and turn in the listening worksheet in class every Monday. You are also required to complete the Weekly Listening Worksheet every Monday.

3.2 Oral Examination (5%)
الامتحان الشفهي
The grade of Oral Examination is based on one oral exams per season. Oral Exam for the first season will be Thursday June 21, 2018. For the second season will be Tuesday July 24, 2018. The Oral Exam will assess your speaking ability in Arabic, for both fluency and accuracy. It will also assess your ability to use both MSA and the dialect in contextually appropriate ways.

3.3 Writing project (Second season June 27 - July 26, 2018) (7.5%)
مشروع الكتابة في القسم الثاني (27 يونيو - 26 يوليو 2018)
The extended writing project consists of 750-900 words in four stages. In the first stage, you are asked to submit 250-300 typed words in a topic that you choose to write about due Friday, July 6. In the second stage, you will submit 500-600 words. 250-300 of them are the second draft of the first stage, while the rest is the first draft of the second stage due Friday, July 13. In stage three you will follow same pattern, but this time you will submit 750-900 words. The last 250-300 words of those are the first draft of the last 250-300 words of the project. In stage four due Friday, July 20, you are asked to submit the final production of the whole project. Again due Wednesday, July 25, all submissions are typed. Submission will be as soft copy and hard copy. A detailed rubric for writing can be found in the files section in the canvas page of the course. A copy of the rubric is provided here as well.

Criteria for the written project:
1. 750-900 words
2. Typed in Arabic (Double space, Simplified Arabic or Times New Roman font and size 14)
3. Use of language appropriate to the level
4. Provide a list of Arabic references, sources or links. Please use research strategies of quoting, summarizing and paraphrasing while writing your paper.
5. Died line for Submission for the final production is on 23, April 2018
This rubric gives you an idea of how the writing project is evaluated:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Full Grade</th>
<th>Student’s Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vocabulary</strong>: the appropriate use of vocabulary words and expressions appropriate to the topic</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td><strong>Grammar</strong>: the correct use of rules and sentence structure</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td><strong>Spelling</strong></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td><strong>Use of Connectors</strong></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td><strong>Coherence and critical response</strong></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td><strong>Use of different research sources and links</strong></td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

3.4 Periodic Quizzes (15%)

You will take three quizzes (per season). Each quiz is on vocabulary, grammar, dialect (Listening), weekly reading/reading, Comprehension, culture and writing. You will also take a number of pop quizzes this semester as well.

3.5 Cultural Activities (5%)

In addition to the above requirements, every student will be assigned conversation partners and you are required to attend the following activities every week:

- 3 hours per week: 1-on-1 conversation practice with a conversation partner
- 1 Cultural Activity per week (Several cultural activities will be offered throughout the week, such as lectures, movies, cooking demonstrations, music club, etc. You will choose at least one activity to attend per week and write a short reflection, in English (about 150 words) about what you learned. You will also talk about the activity in class, in Arabic, the next day. Tutors and instructors will be present at these activities to help you learn new vocabulary related to the activity.)
- You must also attend the following lectures, given in Arabic.
  - Tuesday, June 12 1:00 – 1:50 PM
  - Wednesday, June 20 1:00-1:50 PM
  - Monday, July 2 1:00-1:50 PM
  - Wednesday, July 11 1:00-1:50 PM
  - Wednesday, July 18 1:00-1:50 PM
- All students must also participate in the Arabic Showcase on Tuesday, June 19 from 5:00-6:30 PM. Your instructor will provide more information about this activity when it becomes available.

You will receive full credit for attendance at your weekly tutoring, conversation hours, and cultural activities and for writing a short reflection. Failure to attend all of your tutoring will result in a loss of points for the week.
3.6 presentation (7.5%)  
التقديم النهائي

Final presentations will be about your extended writing projects. Presenting will be on Friday, June 22, 2018 (for first season), Monday, July 23, 2018 (for second season). A detailed rubric for the presentations can be found in the files section in the canvas page of the course.
Each student has oral presentations. Presentation (12-15 minutes), each student will submit the topic, the research questions and an outline. The outline must be approved by instructor.

The following are some criteria that will be applied in assessing your presentations:

1. Choice of vocabulary should be varied and appropriate to topic.
2. Correct pronunciation.
3. Correct use of grammar (verb conjugation, use of pronouns, dual etc.).
4. Connected discourse: the appropriate use of connectors, threading of sentences to produce a coherent oral delivery at the paragraph level.
5. Fluency: You may use notes, but you may not read the entire presentation from a prepared written text. Remember that the idea is to push and challenge your oral skills.
6. Interaction with audience: Your audience should be able to understand your language. In order to do this, you are encouraged to engage the vocabulary and idiomatic expressions that you learned and to minimize your use of new or unseen vocabulary words and structures. If you will use some new words, it is advisable that you print them out with their explanations for your classmates prior to your presentation.
7. Presentations should not exceed the time set for them, so that we could have time for a 3-minute question-and-answer period as a follow-up on your presentation. Engagement in this Q&A period will positively affect your participation grade.
8. Try as much as you can to avoid “copy and paste” from outside materials while preparing your presentation. You should try to engage your personal voice, add your critical comments and present an overall well-knitted piece.
9. Students are encouraged to use audio/visuals to highlight the content of their presentation while still prioritizing their linguistic delivery over power point. In other words, audio-visuals come second to your oral verbal delivery.
10. All in all, remember that the idea is to practice the words and structures we are studying, and give a presentation that all of us can understand. It is a good idea to take class materials and discussions as a model. It is not a good idea to present on a topic that requires you to use a large number of unfamiliar words.

4. Final Examination (30%)  
الامتحان النهائي

The Final Exam will be comprehensive and will cover the following: 1) vocabulary, 2) grammar, 3) reading comprehension, 4) writing, 5) listening comprehension, 6) culture, 7) dialect, and 8) the Weekly Reading. The Final Exam for first season will be Tuesday, June 26, 2018. For second season will be Thursday, July 26, 2018.
Grading system (per session)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98–100</td>
</tr>
<tr>
<td>A</td>
<td>93–97</td>
</tr>
<tr>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>D</td>
<td>60–69</td>
</tr>
<tr>
<td>F</td>
<td>0–59</td>
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</tbody>
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