Program Manual of BA in English Language
Department of English

College of Arts
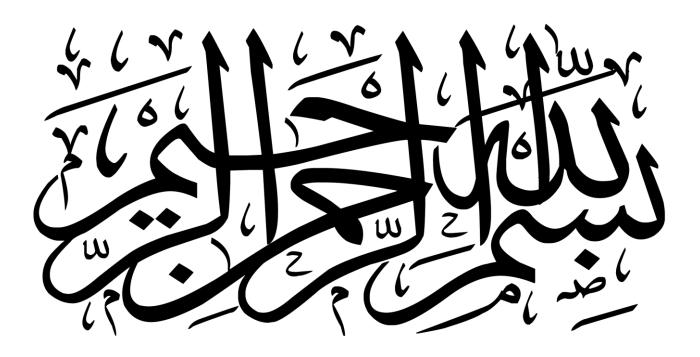
بسم الله الرحمن الرحيم

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1- Program Establishment:

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

2- Program Vision and Mission:

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

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

3- Program Goals:

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

4- Program Learning Outcomes:

Knowledge and Understanding	
K1	Explain the main concepts and terminology related to different aspects of English language.
K2	Describe the different theoretical perspectives related to different aspects of English language.
K3	Relate the new trends in different aspects of English language to the real language use.

Skills	
S1	Use the four language skills for purposes of effective communication.
S2	Analyze English sounds, syllables, morphemes, words, structures, meanings, and functions effectively
S3	Evaluate literary works critically.
S4	Translate efficiently from Arabic into English and vice versa.
S5	Deduce solutions for language problems using traditional and electronic resources.
Values	
V1	Develop a language product through teamwork.
V2	Report reflections on their own learning.
V3	Demonstrate respectful effective relationships with classmates and staff.
V4	Use autonomous learning strategies.
V5	Apply ethical considerations in assignments an projects.

5- Characteristics of Program Graduates:

- Knowledgeable and skillful in the field of English language.

- Able to conduct research in the different aspects of English language.

- Able to lead a team in a collaborative project.

- Able to participate in a teamwork endeavor.

6- Employment & Career Opportunities for Program Graduates:

- Teachers of English in schools.

- Translators.

- Teaching assistants at universities.

- Researchers in research centers.

- Any job that requires good mastery of English.

7- Student Admission:

A. Student Admission Requirements:

- The applicant must submit an application of enrollment to the Deanship Admission and Registration (electronic application process apply). Deadlines are announced in each academic year.

- University board determines the number of students to be admitted in the next academic year according to the recommendations of colleges' boards and related bodies.

- The Deanship of Registration & Admission coordinates with colleges' deanships to prepare an offer letter to be submitted to the university board indicating the number of students to be admitted in the next academic year.

B. Admission Conditions are:

- Holders of general secondary certificate or its equivalents within last five years (Exceptions can only be decided by the university board).

- Applicants must be of good conduct.

- Applicants must pass any interviews or tests decided by the university board.

8- Type of Study Program:

- Full-time program, 5 days a week.

9- Study Duration:

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

10- Major Tracks/Pathways:

- Only one track is available (English Language).

11- Program Study Plan:

A. Curriculum Structure:

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
University Requirements	Required	**6**	**15**	**11.36**
	Elective	**5**	**10**	**7.57**
College Requirements	Required	**2**	**5**	**3.78**
	Elective	**N/A**	**N/A**	**0**
Program Requirements	Required	**35**	**96**	**72.69**
	Elective	**2**	**6**	**4.54**
Capstone Course/Project	**N/A**			**0**
Field Experience/ Internship	Required	**0**	**0**	**0**
Total		**52**	**132**	**100**

B. Study Plan:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	101 ISL	Principles of Islamic Culture	**Required**	NO	2	**University**
	101 EDU	Skills of University life	**Required**	NO	2	**University**
	101 CIS	Computer Skills	**Required**	NO	3	**University**
	111 ENGL	Basic English grammar 1	**Required**	NO	3	**Department**
	112 ENGL	Reading and Comprehension 1	**Required**	NO	3	**Department**
	113 ENGL	Listening and Speaking 1	**Required**	NO	3	**Department**
Level 2	100 ARB	Language Skills (Arabic)	**Required**	NO	3	**University**
	110 ISL	Moderation and balance	**Required**	NO	3	**University**
	114 ENGL	Basic English grammar 2	**Required**	ENGL 111	3	**Department**
	115 ENGL	Reading and Comprehension 2	**Required**	ENGL	2	**Department**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
				112		
	116 ENGL	Listening and Speaking 2	**Required**	ENGL 113	2	**Department**
	117 ENGL	Writing 1	**Required**	NO	3	**Department**
Level 3	102 ARB	Expository Arabic Writing	**Required**		2	**College**
	105 ISL	Human Rights	**Elective**	NO	2	**University**
	108 ISL	Contemporary Issues				
	109 ISL	Woman and Her developmental Role				
	111 ISL	The Holy Qur'an	**Required**	NO	3	**University**
	211 ENGL	Writing 2	**Required**		3	**Department**
	221 ENGL	Introduction to Linguistics	**Required**	NO	3	**Department**
	231 ENGL	Introduction to Literature	**Required**	NO	3	**Department**
	241 ENGL	Introduction to Translation	**Required**	NO	2	**Department**
Level 4	105 ISL	Human Rights	**Elective**	NO	2	**University**
	108 ISL	Contemporary Issues				
	109 ISL	Woman and Her Developing Role				
	ENGL 242	Practical translation	**Required**	ENGL 241	3	**Department**
	212 ENGL	Writing 3	**Required**	ENGL 111	3	**Department**
	222 ENGL	Phonetics	**Required**	ENGL 221	2	**Department**
	223 ENGL	Morphology	**Required**	ENGL 221	2	**Department**
	232 ENGL	English Literature	**Required**	ENGL	2	**Department**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
				231		
	233 ENGL	American Literature	Required	ENGL 231	2	Department
Level 5	100 ISL	Studies in the Prophet's Biography	Required	NO	2	University
	101 BUS	Entrepreneurship (elective)	Elective	NO	2	University
	102 EDU	Volunteer work (Elective)				
	321 ENGL	Phonology	Required	ENGL 222	2	Department
	322 ENGL	Syntax	Required	ENGL 221	3	Department
	331 ENGL	Introduction to Drama	Required	ENGL 232 & ENGL 233	2	Department
	332 ENGL	The 19th Century Novel	Required	ENGL 232& ENGL 233	3	Department
	334 ENGL	Interpretation	Required	241 ENGL1	3	Department
Level 6	107 ISL	Professional Ethics	Elective	NO	2	College
	132 ARB	Literary Tasting				
		Elective required course	Elective	NO	3	Department
	323 ENGL	Semantics	Required	ENGL 221	3	Department
	324 ENGL	Language Acquisition	Required	ENGL 221	3	Department
	333 ENGL	Shakespeare	Required	ENGL 331	3	Department
	334 ENGL	Romantic Poetry	Required	ENGL 231	3	Department
		Elective required course	Required	NO	3	Department
	421	Discourse Analysis	Required	ENGL	3	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 7	ENGL			221		
	422 ENGL	Socio- Linguistics	**Required**	ENGL 221	3	**Department**
	423 ENGL	Research Methodology	**Required**	Completing 100 credit hours	3	**Department**
	431 ENGL	The 20th Century Novel	**Required**	332 ENGL	3	**Department**
	432 ENGL	Literary Criticism	**Required**	ENGL 232& ENGL233	3	**Department**
Level 8	424 ENGL	Applied Linguistics	**Required**	ENGL 221	3	**Department**
	433 ENGL	Modern poetry	**Required**	ENGL 334	3	**Department**
	434 ENGL	Modern Theater	**Required**	ENGL 333	3	**Department**
	451 ENGL	Language Practical Training	**Required**	COMPLETING 119 CREDIT HOURS	4	**Department**

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

No	Course Code	Course Title	Required or Elective	Pre- Requisite Courses	Type of requirements (Institution, College or Department)
1	**325 ENGL**	**Syntax theories**	**Elective**	**ENGL322**	**Department**
2	**425 ENGL**	**Pragmatics**	**Elective**	**ENGL221**	**Department**
3	**426 ENGL**	**Psycholinguistics**	**Elective**	**ENGL221**	**Department**

4	427 ENGL	Language testing	Elective	ENGL221	Department
5	428 ENGL	Teaching English as a Foreign Language	Elective	ENGL221	Department
6	435 ENGL	Literary theories	Elective	ENGL232& ENGL233	Department
7	436 ENGL	Short story	Elective	ENGL231	Department
8	437 ENGL	Comparative literature	Elective	ENGL232& ENGL233	Department
9	438 ENGL	World literature	Elective	ENGL232& ENGL233	Department
10	441 ENGL	Computer-based translation	Elective	ENGL241	Department

12- Program Advisory Committee:

The committee was formed on 19/1/1442 and approved by the college council on 21/1/1442.

Members of the committee:

1. Head of English department.
2. Coordinator of the department of English, females' section.
3. Dr. Abdulhamid Alenezi (Vice-Dean of College of Arts).

4. Dr. Mohamed Bin Said Alalm (Associate Professor of Applied Linguistics and former Dean of College of Languages and Translation, Imam Mohamed Bin Saud University).

5. Dr. Mansour Bin Said Almalki (Associate Professor of Applied Linguistics, Altaif University).

6. Dr. Abdulla bin Ali Albarqi (Associate Professor, Department of European Languages, and Dean of English Language Institute, King Abdulaziz University).

13- Laws and Regulations

- The University Council determines the number of students to be admitted in the upcoming academic year according to the recommendations of Colleges' Councils and respective bodies.

- Students must progress in the study in accordance with the implementation rules approved by the University Council.

- Study plans for the undergraduate study are designed for a minimum of eight semesters.

- The college assigns each student an academic advisor to guide him/her in matters related to the study system and his/her study course such as selection of an academic major, registration of compulsory and optional courses, and other academic related issues.

- The student is responsible for recognizing and following-up the study system and its regulations governing the graduation requirements.

- Students must progress academically according to the courses he/she successfully passed within the approved study plan.

- Students must adhere to attend lectures from the first day of starting the study as indicated in the university academic calendar.

- The study load is the total number of hours (units) of the courses registered by the student in the semester, and determined according to the following rules:

  A. **Minimum Limit:** The minimum course load is 12 credit hours per semester and one credit hour per a summer semester.

  B. **Maximum limit:** The maximum course load is 20 credit hours per semester and 10 credit hours per a summer semester.

- A Student is given an academic warning if his/her cumulative GPA is less than 2.00 out of than 5.00.

- The regular student must attend lectures and practical lessons, and in case his/her attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he/she will be denied from entry to the final exam. Denied students due to absenteeism would be considered failing in the related course and graded as (DN).

- The student is denied from entering the final exam of a course if his/her unexcused absenteeism exceeds (25%) of the total specified lectures or practical classes.

- The student who is denied from entry to the final exam due to absenteeism is considered failing in the course, his grade in the semester works is recorded, and his/her result in the course is graded as (DN).

- The lists of denied students are approved by the College Council that offers the course.

- The lists of denied students are announced by the relevant college in the last week of study every semester.

- The student may apply for postponement of the study for an excuse accepted by the body determined by the University Council, provided that the period of postponement must not exceed two consecutive semesters or three non-

consecutive semesters in maximum throughout his/her study at university, and then his/her enrolment is closed. The university council, in case of necessity, may exclude a student from this condition, where the duration of the postponement will not be counted within the period required to complete the graduation requirements.

- A student whose enrolment is closed may apply for re-enrollment keeping his/her same university ID number and record before discontinuance according to the following regulations:

  A. To apply for re-enrolment within four semesters from the date of the enrolment closure.

  B. The concerned College Council and relevant authorities should approve the student re-enrolment.

  C. If the student passes four or more semesters, he/she may apply for admission to the University as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to official issued regulations.

  D. A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.

  E. A student whose enrolment is closed may not be re-enrolled if he/she has been warmed academically.

- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is no less than pass grade. The College Council, upon the recommendation of the relevant department council, may determine appropriate courses for a student to study and raise his/her cumulative GPA if he passes the courses and failed in the cumulative GPA.

14- Services offered to the students:

A. Student Academic Counseling:

- Each student enrolled in the program shall be assigned an academic advisor, whose task shall be to monitor the academic performance of the student until his/her graduation.

- Each academic advisor at the beginning of each semester to advice his/her students in the selection of courses, the method of deletion and addition of the courses, and provides them with the advice they need.

- Every academic advisor (hour) shall set a desk every week to meet with his students to advise them and help them to overcome the difficulties they face.

- Electronic communication with students through e-mail / social networking sites / e-learning systems.

- Each academic advisor shall establish at the beginning of each semester a special file for each student.

- Creating conditions for the annual growth of students and students, and building positive social relations with students, colleagues, faculty members and university employees, and building successful responses to academic problems encountered in different situations throughout the period of study at the university.

- Providing students about academic difficulties and study skills, how to prepare study plans and schedule, and to provide them with skills that increase their academic achievement and achieve their personal consensus.

- Encourage outstanding students to gain more and direct them to invest their abilities and potential in areas commensurate with their interests and scientific interests.

B. Learning Resources:

- Books, references and journals available at University libraries.

- Electronic databases available at the University digital library.

- E-books and references available at the University digital library.

C. Students Activities:

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

D. Study Rooms, Labs and other Facilities:

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

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

E. Arrangements to Maintain a Healthy and Safe Environment:

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

F. Online Education:

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