Course Change Request

Date Submitted: 03/04/18 12:40 pm

Viewing: ARAB 321 : Business Arabic

Last approved: 08/28/17 3:21 am
Last edit: 03/04/18 12:40 pm
Changes proposed by: ayari-s

Catalog Pages referencing this course

ARAB - Arabic (ARAB)
Department of International Studies

Programs referencing this course

BA-U(SI, AFSI,): University Studies - BA, Society, Ethics and Law Concentration
MINOR-ARAB: Arabic Studies - Minor

Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Larson</td>
<td><a href="mailto:larson@tamu.edu">larson@tamu.edu</a></td>
<td>979 845-2124</td>
</tr>
</tbody>
</table>

Rationale for Course

Edit

The proposed changes are part of a routine curriculum review.

Course prefix ARAB Course number 321

Department International Studies
College/School Liberal Arts
Academic Level Undergraduate
Undergraduate course level justification (Select One)

Effective term 2018-2019 2017-2018

Complete Course Title Business Arabic
Abbreviated Course Title BUSINESS ARABIC

Catalog course description

Business and financial terminologies useful in the Arab World; cultural etiquette for effective communication in Arabic business settings; oral and written business reports from a variety of authentic sources; language skills and communication strategies for traveling, shopping and conducting financial transactions in the Arab World.

Prerequisites and Restrictions

ARAB 202 or ARAB 204, or equivalent; junior or senior classification or approval of instructor.

Should catalog prerequisites / concurrent enrollment be enforced? Yes

Approval Path

1. 03/05/18 9:33 am
   Robert Shandley: Approved for INTS Department Head

2. 03/05/18 9:51 am
   Sandra Williams: Approved for Curricular Services Review

3. 03/06/18 6:30 pm
   Steve Oberhelman: Approved for LA Committee Preparer UG

4. 03/06/18 6:31 pm
   Steve Oberhelman: Approved for LA Committee Chair UG

5. 03/06/18 6:33 pm
   Steve Oberhelman: Approved for LA College Dean UG

6. 03/07/18 8:16 am
   Sandra Williams: Approved for UCC Preparer

7. 03/09/18 3:29 pm
   Sandra Williams: Approved for UCC Chair

History

1. Aug 28, 2017 by Ruth Larson (larson)
Enforced Prerequisites / Concurrent Enrollment

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Course Prefix/Number</th>
<th>Min Grade/Score</th>
<th>Academic Level</th>
<th>Concurrency?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td>ARAB 204</td>
<td>D</td>
<td>UG</td>
<td></td>
</tr>
</tbody>
</table>

Crosslistings: No Crosslisted With
Stacked: No Stacked with

<table>
<thead>
<tr>
<th>Semester</th>
<th>Contact Hour(s) (per week):</th>
<th>Lecture:</th>
<th>Lab:</th>
<th>Other:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Repeatable for credit? No

CIP/Fund Code: 1611010001

Default Grade Mode: Letter Grade (G)

Method of instruction: Lecture

Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education) Yes

Learning Outcomes

Meets traditional face-to-face learning outcomes.

Describe how learning outcomes are met or provide justification why they are not met.

The syllabus for this shortened, non-traditionally taught course reflects the same learning outcomes found in the course taught in traditional face-to-face manner in terms of developing interpretive, interpersonal and presentational communication and gaining in-depth understanding of cultural practices, products and perspectives among speakers of the target language. It is expected that these linguistic and cultural learning outcomes will bring the learners to the intermediate high/advanced low level of proficiency as measured by the Oral Proficiency Interview (OPI) test. The desirable learning outcomes will be accomplished not only through traditional means (homework assignments, projects, exams), but also through authentic tasks involving direct interaction (speaking and writing) with native speakers of Arabic outside of the classroom.

Hours

Meets traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.

Students will meet face-to-face with their instructor(s) and conversation partner for the duration of three hours per day, five days per week. Though most of them will take place at the classroom level, about % of those face-to-face meetings will consist of site visits to the local businesses and attractions and cultural events in order to create authentic learning opportunities for the students. Those activities, both inside and outside of the classroom, will easily meet the requisite number of 45 contact hours, thus making the contact hour requirements for this course equivalent to those for a traditionally taught course.

Will this course be taught as a distance education course? No

Is 100% of this course going to be taught in Texas? Yes

Will classroom space be needed for this course? Yes

This will be a required course or an elective course for the following programs:
Course Syllabus

Syllabus: Upload syllabus
Upload syllabus
ARAB 321 Traditional.pdf
ARAB 321 Non Traditional.pdf

Letters of support or other documentation

Yes

Additional information

Reviewer Comments
Sandra Williams (sandra-williams) (03/02/18 9:17 am): Rollback: You need to include a traditional syllabus and a non-traditional syllabus (if applicable).
Sandra Williams (sandra-williams) (03/09/18 3:29 pm): UCC approved March 9 via e-vote.
Course description: This course will help you learn business terminology useful for traveling and doing business in an Arabic-speaking environment; understand cultural etiquette important for effective communication in Arabic business settings; understand oral and written business materials from a variety of authentic sources.

Prerequisite: ARAB 202 or equivalent

Course Materials (provided)

- Selected video clips from different Arabic media sources
- Selected articles and advertisements from different Arabic newspapers and magazines

Learning Outcomes

Upon completion of this course, you will be able to:

- compose a resume in Arabic describing your education, job experience and skills;
- understand job postings;
- conduct a simple job interview;
- prepare employment forms;
- Describe shopping places;
- recognize commercial advertisements;
- communicating properly via e-mail messages;
- perform essential functions (finding a place to live, shopping) when travelling to an Arabic-speaking country
- understand simple economic reports;
- identify and practice social customs on the job in the Arab world.

Grading policies

Homework (40%): there will be a variety of homework assignments on a regular basis (reading, writing, posting, in-class presentations, completing a project, etc.) Each assignment will be graded based on timely completion and accuracy (vocabulary, grammar, content)

Tests (60%): There will be a total of five tests, each worth 12% of the final grade. A test consists of reading and writing activities (writing a resume, filling out a job application, reading and summarizing a business report, etc.).

Grading Scale

A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = 59 and below
Attendance

Attendance is mandatory in order to meet course objectives. If you have an excuse for missing a class, notify the instructor in advance if feasible, or otherwise by the end of the second working day after the absence. (Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.) If you are late to class for more than 10 minutes, you will be considered absent from class. It is your responsibility to contact the instructor to find out what you have missed and what you need to do for the following class. Make-up quizzes will be arranged in accordance with University Policy (see Student Rules 7.3).

Excused absences

Excused absences are legitimate but must always be documented. Please see http://student-rules.tamu.edu/rule07 for current policy on University-excused absences. For illness- or injury-related absences of fewer than three days, an Explanatory Statement of Absence (available at http://attendance.tamu.edu) or a note from a health care professional confirming date and time of visit will be required in order to count the absence as University-excused; for absences of three days or more, a note containing a medical professional’s confirmation that absence from class was necessary will be required (see Rule 7.1.6.1 and 7.1.6.2). It is your responsibility to meet with me or with one of your classmates to see what you have missed.

Academic Integrity

You are expected to be aware of the Aggie Honor Code and the Honor Council Rules and Procedures, stating that "an Aggie does not lie, cheat, or steal, or tolerate those who do" (see http://www.tamu.edu/aggiehonor).

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.

Other expectations

- Cell phones must be turned off during class time
- Laptops during class may only be used for class-related activities
- Food is not allowed in class
- Homework assignments should be completed at home, not in class
Calendar

August 28 – September 15

Writing a Resume/bio

- Writing a resume, Filling out employment forms, conducting a job interview
- Jobs and majors
- Reading bios: Al-Kitaab pages 172/173
- Reading: How to maximize your employment opportunities after graduation
- Project: Writing a bio of your favorite personality
- Culture: The importance of personal connections (wasta)
- Test #1 (September 15)

September 18 – October 6

Searching for Jobs

- How to be prepared for a job after graduation?
- Reading: كيف تزيد من فرصك الوظيفية بعد التخرج؟
- Examining job postings
- Watching Al-Jazeera program: الاقتصاد والناس
- Program: الاقتصادية والساحة: الحلقة - أي وكيف تحصل على وظيفة؟
- Reading: Youth unemployment in the Arab World
- Reading: البطالة في العالم العربي
- Grammar:
- Test #2 (October 6)

October 9 - 27

Business Correspondence

- Examining sample e-mail messages: key terminology and structures
- Communicating with native speakers via e-mail messages
- Searching for information
- Sharing information: Posting and reacting to messages and pictures on Facebook
- Test #3 (October 27)

October 30 – October 17

Traveling in Arabic-speaking countries

- Geography of the Arab World
- Sharing experiences about traveling in the Arab World
- Sharing experiences about shopping in traditional souks
- Watching a report: جولة الصباح الأسواق التركية التقليدية ومنتجاتها
- Reading: الأسواق العربية التقليدية
- Watching a report: جولة في سوق خان الخليلي
- Test #4 (November 17)
November 20 – December 6

Searching for housing in Arabic-speaking countries

- Describe a house/apartment where you currently live (or want to live in the future)
- Examining online housing ads in different countries where you want to study/work to identify places where you can live

- Test #5 (December 4)
Morocco Arabic Institute 2018

ARAB 321: Business Arabic

Instructor: Salah Ayari (ayari-s@tamu.edu)

Dates: May 15 – June 15, 2018

Meetings: Monday-Friday (9:00 – 12:30)

Location: Meknes, Morocco

Course description: Learn business and financial terminologies useful for traveling to and doing business in an Arabic-speaking environment; understand cultural etiquette important for effective communication in Arabic business settings; understand oral and written business reports from a variety of authentic sources.

Prerequisite: ARAB 202

Course Materials (will be provided)

- Selected video clips from Al-Jazeera and Al-Arabiyya channels
- Selected articles and advertisements from different Arabic newspapers and magazines
- Online materials from Al-Jazeera and Al-Arabiyya websites

Learning Outcomes

Upon completion of this course, students will be able to:

- compose a resume in Arabic describing your education, job experience and skills;
- understand job postings;
- conduct a simple job interview;
- prepare employment forms;
- recognize commercial advertisements;
- employ simple business correspondence;
- understand simple economic reports;
- identify and practice social customs on the job in the Arab world.

Grading policies

Homework Assignments (20%): Homework assignments consist of completing reading and writing assignments and exchanging e-mail messages with designated individuals.
Tests (80%): There will be a total of four tests, each worth 25% of the final grade. A test consists of reading and writing activities (writing a resume, filling out a job application, reading and summarizing a business report, etc.).

Grading Scale

A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = 59 and below

Attendance
Attendance is mandatory in order to meet course objectives. If you have an excuse for missing a class, notify the instructor in advance if feasible, or otherwise by the end of the second working day after the absence. (Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.) If you miss more than two classes with no legitimate reason (see University policy below on excused absences), your grade will be lowered by 2% for each class you miss after the second unexcused absence. If you are late to class for more than 15 minutes, you will be considered absent from class. It is your responsibility to contact the instructor to find out what you have missed and what you need to do for the following class. Make-up quizzes will be arranged in accordance with University Policy (see Student Rules 7.3).

**Excused absences**

Excused absences are legitimate but must always be documented. Please see [http://student-rules.tamu.edu/rule07](http://student-rules.tamu.edu/rule07) for current policy on University-excused absences. For illness- or injury-related absences of fewer than three days, an Explanatory Statement of Absence (available at [http://attendance.tamu.edu](http://attendance.tamu.edu)) or a note from a health care professional confirming date and time of visit will be required in order to count the absence as University-excused; for absences of three days or more, a note containing a medical professional’s confirmation that absence from class was necessary will be required (see Rule 7.1.6.1 and 7.1.6.2). It is your responsibility to meet with me or with your classmates to see what you have missed.

**Academic Integrity**

You are expected to be aware of the Aggie Honor Code and the Honor Council Rules and Procedures, stating that “an Aggie does not lie, cheat, or steal, or tolerate those who do” (see [http://www.tamu.edu/aggiehonor](http://www.tamu.edu/aggiehonor)).

**Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit [http://disability.tamu.edu](http://disability.tamu.edu).

**Other expectations**

- Cell phones must be turned off during class time
- Laptops during class may only be used for class-related activities
- Food is not allowed in class
- Homework assignments should be completed at home, not in class

**QEP Assessment**

You will be asked by the College of Liberal Arts to complete a pre-trip and a post-trip online survey, and writing self-reflections on the basis of prompts that will be given near the end of the program in Morocco. Please be sure to complete those surveys, the results of which will help us improve the quality of the program in the future.
Calendar

Weeks 1 & 2: Writing a Resume

- Writing a resume, Filling out employment forms, conducting a job interview
- Reading: Al-Kitaab pages 172/173
- Reading: كيف تزداد فرصك الوظيفية بعد التخرج؟
- Culture: The importance of personal connections (wasta)
- Test #1 (May 25)

Week 3: Searching for a Job

- Conducting a job search and examining job postings
- Reading: الوطن العربي... معلومات أساسية
- Reading: الشباب في... مرحلة ما بعد التخرج وانهاء الدراسة الجامعية
- Test #2 (June 1)

Week 4: Business Correspondence

البحث عن وظيفة «صحفي» في شبكة الجزيرة (تعليم العربية - لغة العمل)
- Watching Al-Jazeera program:
  - الحلقة 1: ملئ استمارة عمل
  - الحلقة 2: السيرة الذاتية
  - الحلقة 3: كتابة الرسائل
  - الحلقة 4: المقابلة الشخصية
  - الحلقة 5: البداية في العمل
- Writing e-mail messages in Arabic
- Test #3 (June 8)

Week 5: Shopping

- Watching a report: جولة الصباح: الأسواق التركية التراثية ومنتجاتها
- Reading: الأسواق العربية التقليدية
- Conducting a site visit to the souk for shopping
- Watching a report: جولة في سوق خان الخليبي
- Test #4 (June 15)