

Elementary Arabic

ARBC 1020

Spring 2021

Section 001	M, W, F	11:00- 11:50 am	https://unt.zoom.us/j/81315802974
Section 002	M, W	12:00 -1:20 pm	https://unt.zoom.us/j/86238247789

Instructor	Caroline Najour
E-mail	Caroline.Najour@unt.edu
Phone number	469 438 9603
Office	Zoom ID: 469 4389603
Office Hours	Fridays from 8:00 to 10:00 am & 12:00 - 2:00 pm and by appointment. <u>Please make sure you email the instructor prior to showing up to office hours.</u>

Tutoring

Tutoring begins on Tuesday January 19th.

Monday	1:30 to 2:30 (Isteeze Grace);	Meeting ID: 745 8402 0506;	Passcode: xzZ12P
Tuesday	2:00-3:00 (Isteeze Sophie);	Meeting ID: 731 2288 9384,	Passcode: t0bRbY
Thursday	3:00-4:00 (Isteeze Sophie);	Meeting ID: 790 4241 3162,	Passcode: URD11d
Friday	1:00 to 2:00 (Isteeze Grace);	Meeting ID: 731 1564 0364	Passcode: FW5F2A

Legend

Zoom	Canvas > zoom
Homework	Canvas > Assignments. Homework is posted in “schedule” under modules. Homework is due one hour prior to every class. The audio and video material for our textbooks are available free-of-cost through this link .
Quizzes	Canvas > Quizzes
Final Exam	Canvas > Quizzes

Your success in this class is extremely important to me. If any aspects of this course prevent you from learning, please reach out as soon as possible. I will do my utmost best to work with you and to develop strategies that support your success.

Communication Expectations

The best way to reach me is via email. Please avoid using canvas to email me; rather, send an email directly to Caroline.Najour@unt.edu. I respond within 24 hours on weekdays, and on Monday, when email is sent after 5 pm on Friday.

This class relies heavily on canvas where grades and assignments will be regularly posted. Be sure to check Canvas and your email daily as the instructor will share important information pertaining to class over the email.

Required Textbook and materials

Kristen Brustad, Mahmoud Al-Batal, and Abbas Al Tonsi. *Al-Kitaab fii Ta'allum al-Arabiyya with DVDs: A Textbook for Beginning Arabic*. Part One. Third Edition. Washington, D.C. Georgetown University Press, 2013.

Course Description

This course is a continuation of ARBC 1010. We will cover chapters 2 to 6 of *Al-Kitaab*, Part One and will continue learning Modern Standard Arabic (MSA) and the shaami dialect simultaneously. By the end of the semester, students are expected to reach novice high proficiency.

Course Objectives

By the end of this course, you will be able to do the following:

1. Speak about yourself, your family, and your environment and initiate and sustain short conversations in dialect on a number of topics such as weather and hobbies.
2. Perform tasks such as ordering food at a restaurant and shopping at the market.
3. Understand the main ideas of texts on familiar topics.
4. Understand simple and short videos on familiar topics.
5. Demonstrate familiarity with certain aspects of Arab culture.
6. Write simple paragraphs about yourself, using the present tense.

Teaching Philosophy

Despite the effort required to learn a new language and to come to every session fully prepared, learning a language must be fun. Also, I am a firm believer in the importance of fostering learner agency and in creating a learning environment that encourages student autonomy. For that purpose, I encourage and expect students to assume responsibility for their learning and to view the instructor not as the source of knowledge but as a coach helping them on their learning journey. Finally, another important factor in successful learning is learner-learner interaction. Therefore, I strive to create a collaborative learning environment where students work together to accomplish tasks, drawing on each others' strengths and resources.

Course Technology & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)
(<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Below is a list of course-specific technical skills learners must have to succeed in the course:

- Using Canvas
- Using email with attachments
- Downloading and installing software

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.

- Ask for and use the correct name and pronouns for your instructor and classmates. In Arab culture, the instructor is not addressed by first name only; make sure you use “Isteeze Caroline” both in email correspondences and when addressing the instructor
- Avoid using “text-talk” unless explicitly permitted by your instructor.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Course Policies

Language

- You are expected to speak only in Arabic from the time class starts, including and especially when in zoom breakout rooms. If you need to speak in English in class, please ask for permission first.

Late Work

- Late homework assignments will not be accepted unless you received an approval from the instructor prior to the assignment’s due date; however, the lowest two homework grades will be dropped automatically on Canvas. This will allow you to miss two homework assignments without impacting your grade.

Academic Honesty

- You are expected to submit your own work and participate in all aspects of the course with integrity and academic honesty. It is against the policy of this course to use an answer key or any translation platform or resource, to enlist the help of a fluent Arabic speaker or to have your work checked by anyone other than your instructors before submitting it. Failure to follow this policy on any assignment will result in a grade of zero for that assignment. Working on the homework with other classmates is allowed, but each student must submit to the instructor his or her own answers.

Grading Concerns

- I encourage you to reach out to your instructor as soon as possible if you have any questions about grades or if you feel that the grade is not accurate or fair. It is extremely important you understand the rubric and the reasoning for your grades. Grades for participation will be posted immediately after class; if you have questions about your attendance grade, please reach out to the instructor before the following class.

Assignment Policy

- All assignments will be indicated on the bi-weekly schedule uploaded on canvas in modules.
- Assigned homework will be posted on canvas and, unless otherwise noted, must be submitted one hour prior to the beginning of the following session.

- The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Grade Distribution

Attendance, Participation and Preparation (15%)

I look forward to you being in class on time and well-prepared. Regular attendance is crucial to keeping up with the pace of the class and your overall success. Daily attendance and participation are graded on a scale of 1 to 5, and will be posted on Canvas after every class. Make sure to check canvas daily to see how well you are doing.

- Most of class time will be devoted to doing group work. To participate actively and engage others with the material, you need to prepare well before class. During the semester, you may be unable to prepare for class adequately on one or a couple of days. If for any reason, you have been unable to prepare for class adequately, **make sure to inform your instructor via email or the chat function on zoom, and she can arrange for you to learn by listening that day** and will avoid asking you questions in class.
- In case of an absence, please inform me before, not after, the class you will be missing. The participation grade for that day will be a "0," but the lowest two grades for attendance and participation are automatically dropped on Canvas allowing you to miss two classes without impacting your grade.
- You are responsible for any class work, homework, and for any announcements made in your absence.
- To receive a grade of 5 on participation, students must:
 - Join class at least a minute before class time, having fully prepared the material to be covered in class
 - Have the textbook (if using ebook, make sure you have it open on the chapter we are working on before class starts), and actively engage in all class activities.
 - Abstain from using English throughout class, especially in breakout zoom rooms.
 - Be fully prepared for class activities, and participate actively in class and group activities during zoom synchronous meetings. The homework due prior to class will help prepare you for class activities. Attendance and participation points will be deducted for participation as follows:
 - Not actively participating in every class activities= 1 pt.
 - Being unable to participate in an activity because of lack of preparation for class, such as not having watched the video being discussed in class= 2 pts

- Attendance and participation grades will be deducted for tardiness as follows:

- arrival during the first 5 mins. of class = 1 Pt.
- during the first 10 mins. = 2 Pts.
- during the first 15 mins. = 3 Pts.
- during the first 20 mins. = 4 Pts

If you arrive more than 20 mins. late for class you will receive a “0” for that day’s class participation

- Students are encouraged to email the instructor for clarification if they don’t know why they haven’t received a full score for participation before the next class period.
- Lab homework will count as lab attendance grades.
- Camera policy: I believe that the class feels more personal if we can see each other. If, however, you feel uncomfortable having your camera on, please inform the instructor before class. There is no need to explain the reasons behind your decision.

Homework Assignments (20%)

- Expect to spend an average of 1 ½ to 2 hours of homework in preparation for every class session (around 2.5 to 3 hours for classes that meet twice a week). Homework assignments must be turned in one hour before the beginning of every class, and **late homework assignments will not be accepted** unless you have received approval from the instructor prior to the assignment’s due date. The lowest 3 grades for homework are automatically not counted when calculating the average grade (2 homework grades are dropped for classes that meet twice a week). **In case of absence, feel free to email your instructor a picture of the homework one hour before class starts.**
- Homework assignments will be graded on a scale from 1 to 5. You will be graded on the overall quality of your work, and on the effort you put into the homework and not on the number of correct answers. Students are encouraged to consult with their instructor for clarification about homework grades before the next class.
- Make sure you write your homework assignment in full sentences for fill-in-the blank exercises. You will not receive credit for the exercise when you submit just a list of words rather than full sentences.

Quizzes (10 %)

You will have several short vocab and grammar quizzes covering the material learned throughout the course. Dates for quizzes will be announced at least one week in advance.

Writing Assignments (5%)

This semester you will have 2 writing assignments. Your instructor will give you feedback on your first draft. You will revise your writing accordingly, and only your second draft will be graded. Because the purpose is to practice the vocabulary and grammatical structures we are learning this semester, you are not allowed to use any new words, look up words in the dictionary, or enlist the help of others. **Using words or constructs the student is not expected to know at this stage will result in a grade of “0” on that assignment.** Please check canvas for guidelines and rubric.

Graded conversation, and formulaic expressions oral quizzes (20%)

We learned many of the essential formulaic expressions last semester, and we will continue to add to that list throughout this semester. You will have two oral quizzes about the formulaic expressions with the tutors or your instructor this semester; they include what you have learned last year and this semester. Please inform your instructor if none of the available tutoring hours or instructor office hours work for you.

Also, for this class, you will have 2 interviews. The first will take place toward the middle of the semester and the other towards the end.

Skits (10%)

For this class, you will prepare two skits with a partner using dialect. The skits will be recorded via zoom and shared only with the instructor on canvas. Details will be shared in the bi-weekly schedule. Check Canvas for the rubric and guidelines.

Readings and lab projects (15%)

- At the end of every chapter, you will record a specific passage on canvas under assignments. You will have 2 reading assignments this semester. A recording of your instructor reading the passage is provided on Canvas.
- Two projects will be turned in for the lab: a calligraphy piece and a comic strip.

Final exam (5%)

The final exam will be comprehensive. It includes listening, reading, and writing parts in addition to sections on vocabulary and grammar.

Grade distribution:

Attendance, Participation and Preparation: 15%

Homework: 20%

Quizzes: 10 %

Writing assignments 5%

Graded conversations, and formulaic expressions 20%

Skit: 10 %

Readings, and lab projects 15 %

Final: 5 %

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D

59 and below	F
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Below is a list of important links

Office of the Registrar— Spring 2021 Registration Guide

<http://registrar.unt.edu/registration/spring-registration-guide>

This is a link to important dates for adding, dropping, withdrawing, and so forth.

Office of the Registrar— Spring 2021 Exam Schedule

<http://registrar.unt.edu/exams/final-exam-schedule/spring>

This is a link to the official schedule for final exams.

Undergraduate Catalog

<http://catalog.unt.edu/>

This is a link to the official catalog for all undergraduate students.

UNT Policy Manual

<http://policy.unt.edu/policy-by-number/1>

This is a link to the official policy manual for faculty and students.

Student Perceptions of Teaching (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey provides you with an opportunity to evaluate how this course is taught. Toward the end of the semester, you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

UNT Policies

Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid

any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.

For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)

- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
(https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)
(https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)

- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

[1] This syllabus is subject to change at the discretion of the instructor.