

# Elementary Arabic

## ARBC 1020

### Spring 2022

Section 001	M, W, F	11:00 - 11:50 am	LANG 217
Section 002	M, W	3:30 - 4:50 pm	LANG 114
Lab section 301	M	10:00 to 10:50 am	LANG 109 or LANG 106
Lab section 302	M	2:00 to 2:50 am	LANG 109 or LANG 106

Instructor	Caroline Najour
E-mail	<a href="mailto:Caroline.Najour@unt.edu">Caroline.Najour@unt.edu</a>
Phone number	469 438 9603
Office	LANG 401 L; Zoom Room ID: 469 4389603
Office Hours	M and W , 8:30 - 9:20 am; Fridays: 8:00- 10:50 am & by appointment

#### Tutoring

Tutoring begins on the second week of classes via zoom. Below are the times throughout the semester (will be posted on the second week of the semester)

#### Required Textbook

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*. 3<sup>rd</sup> Edition. Washington, D.C. Georgetown University Press, 2013.

Students need to enroll in the instructor's course at the companion website at [this](#) link.

Codes are:

Code for section 001 (class meets three times a week at 11:00am) is: STU-b8d42b4

Code for section 002 code (class meets twice a week at 3:30 pm) is: STU-0037102

#### Teaching Philosophy

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.

## Legend

Exit tickets	Canvas > Assignments” > Click “show by type” on the top right > "Attendance and exit tickets". Students will submit very short tasks as exit tickets at the end of every class to showcase what they have learned during class.
Homework	Canvas > “Assignments” > homework assignments. Homework is posted on the “schedule” under modules as of the second week of class. During the first week of class, the homework is shared in announcements. Homework is due on canvas before every class.
Quizzes	In class
Reading	Canvas > Assignments> Readings
Writing assignments	Canvas > Writing assignments
Graded conversations (with classmates)	Recorded via zoom and uploaded on canvas
Graded conversations	Instructor’s zoom personal room; ID: 469 438 9603
Final Exam	section 001: Monday, May 9: 10:30 a. -12:30 pm; LANG 217 Section 002: Wednesday, May 11: 1:30 a. -3:30 pm; LANG 114

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](mailto: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.

## Course Description

This course is a continuation of ARBC 1010. We will cover chapters 1 to 4 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.
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.

## Course Requirements and Grade Distribution

### Attendance, Participation, and Exit Ticket (15%)

Regular attendance is crucial to keeping up with the pace of the class and your overall success, so I look forward to you being in class on time and well-prepared. During the semester, you may be unable to prepare for class adequately for 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 prior to class, and she can arrange for you to learn by listening that day** and will avoid asking you questions in class.

At the end of most class sessions, you will be given a very short assignment to complete as an exit ticket; the aim is to showcase what you have learned both through your preparation prior to class and during the class session. Exit tickets must be submitted on canvas, under assignments, “attendance, participation, and exit tickets” before leaving the classroom. Students can use their phone or their laptops to upload the task.

Daily attendance, participation, and exit tickets are graded on a scale of 1 to 5, and will be posted on Canvas after every class.

- Because of the pandemic and the possibility of contracting COVID and having to stay isolated, the lowest 5 “Attendance, Participation, and Exit Ticket” grades for section 001 and the lowest 4 “Attendance, Participation, and Exit Ticket” grades will be dropped.
- Please note that attending lab sessions is mandatory and counts toward your overall attendance grade for the class.
- In case of an absence, please inform your instructor prior, not after, the class you will be missing. The participation grade for that day will be a “0,” but the lowest 5 (for section 001) and 4 (for section 002) grades are automatically dropped on Canvas allowing you to miss a few classes without impacting your grade.
- You are responsible for any class work, homework, and for any announcements made in your absence.
- Attendance and participation points will be deducted for tardiness as follows:

- Arrival during the first 5 min of class = 1 pt.
  - Arrival during the first 15 min of class = 2 pts.
  - Arrival during the first 30 min of class = 3 pts.
  - Arrival during the first 40 min of class = 4 pts.
  - If you arrive more than 40 minutes late, you will receive a “0” for that day’s participation.
- Be fully prepared for class activities, and participate actively in class and group activities. 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.
  - Speaking in English during pair work or during class. If you think you need to use English, ask for permission first.= 0.5 points
- **Exit tickets:** Turn in your exit ticket on canvas before leaving the classroom. Your exit ticket assignment must showcase adequate preparation prior to class and an understanding of the material covered in class. You are encouraged to seek your classmates’ or your instructor’s help if you are struggling with the task of the exit ticket. Exit tickets are not quizzes; rather, opportunities for you and your instructor to make sure you understand the material before moving on.

### Homework Assignments (25%)

- New material will not be presented in class; rather, you will prepare for it at home. Class time is reserved for the activation and practice of what you have studied and prepared at home. Expect to spend an average of four hours a week learning new material, reviewing, and writing homework at home. Homework assignments must be submitted on canvas **before** class, and late homework assignments will not be accepted unless you have received approval from the instructor prior to the assignment’s due date.
- Homework will be submitted on canvas. Click on assignments, then Click “show by type” on the top right, then “homework assignments” and scroll to the right homework number. You will find the homework number on the schedule available on canvas, under “modules,” schedule. Please note that whenever the assignment is a file upload, only pdfs are allowed.
- 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. It is important to note that this is not a simple completion grade; rather you are required to put effort and review the necessary material to do a good job on the homework.

- The lowest 3 homework grades for section 001 and 2 homework grades for section 002 will be dropped.
- Check canvas daily to see any comments your instructor or the grader might have left. A grade of 4.9 means that your homework is very well done, and there is a comment you need to check. A 0.1 deduction will not impact your grade significantly, and is meant merely to draw your attention to go to canvas to listen to feedback or read any comments.
- It is your responsibility to check that the grade you receive is fair. Whenever you receive a grade that is less than 4.9, you must know why. The grader is encouraged to write to let you know why you have less than a perfect score. If any grade does not make sense, please write in the comments on canvas to inquire. If the grade still does not seem fair to you, please let your instructor know.
- For fill-in-the-blank exercises, please write out the full sentences making sure to underline the fill-in-the-blank word. You will not receive credit if you only write the word.

#### **Graded conversations with language partner (10 %)**

Twice during the semester, you will be asked to upload a fifteen minute conversation with one of your classmates for a grade. You will be given personalized audio feedback regarding your language and the areas you need to focus on. You are encouraged to write down notes from the instructor's feedback and review them. Making the same mistakes in the next graded conversation will result in major loss of points.

#### **Graded conversations with instructor (10%)**

Twice during the semester, you will conduct a 15 minute graded conversation with the instructor. The first will take place toward the middle of the semester and the other towards the end.

#### **Quizzes (15%)**

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.

#### **Reading and lab projects (10%)**

At the end of every chapter, you will record a specific passage on canvas under assignments. You will have 3 reading assignments this semester.

Also, two projects will be turned in for the lab: a calligraphy piece and a comic strip.

#### **Writing Assignment (5%)**

This semester, you will have one typed writing assignment. You will be given feedback on your first draft. Only your revised second draft will be graded. As 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 you are not expected to know at this stage will result in a grade of "0" on that assignment. Please check Canvas for guidelines.

### **Final exam (10%)**

The final exam will include listening, reading, and writing parts in addition to sections on vocabulary and grammar.

### **Grade distribution:**

Attendance, Participation, exit ticket (15%)  
Homework Assignments (25%)  
Graded conversations with language partner (10%)  
Graded conversations with instructor (10%)  
Quizzes (15%)  
Reading and lab projects (10%)  
Writing Assignment (5%)  
Final exam (10%)

### **Grading Scale**

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

### **Extra credit**

Several opportunities for extra credit will be available through the semester. To earn extra credit, students must attend an event related to the Arab world and write a cultural report in English about it. The event must be pre-approved by the instructor and announced to the class, so everyone has an opportunity to attend. Guidelines are on canvas and students must answer specific questions. The deadline to submit the report and receive extra credit is a week after the event.

## **Course Policies**

### **Language**

Please use only Arabic from the moment you enter class. English may be used on occasion to explain some grammatical concepts, during translation exercises, or for a quick translation of a word. In all other

instances, only Arabic should be used in class including when chatting with classmates before class begins.

If you think you need to use English, ask for permission first. English may be used, however, during office hours and via email correspondence. Class participation points will be deducted for speaking English in class. This is a chance to practice, so take full advantage!

### **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.

### **Academic Integrity**

I expect you to submit your own work and participate in all aspects of the course with integrity and academic honesty. Do your own work. 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 encouraged, but each student must submit to the instructor his or her own answers.

To learn more, check [UNT's Academic Integrity Policy](#).

### **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.

### **Attendance Policy**

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, participation and exit tickets are graded on a scale of 1 to 5, and will be posted on Canvas after every 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 four or five grades (depending on section) will be automatically dropped on canvas allowing you to miss a few class sessions without impacting your grade.

You are responsible for any class work, homework, and for any announcements made in your absence.

## Homework

Assigned homework will be posted on Canvas and, unless otherwise noted, must be submitted before the beginning of the following class session.

## Class Conduct

Remember to greet the instructor and your classmates when you enter class and to engage in small talk with your classmates (in Arabic, of course!) while waiting for class to begin.

Eating or chewing gum is not allowed, but feel free to bring coffee, tea, or water.

Please keep your cell phones in silent mode, in your bags, and out of sight during class time.

Lastly, please be respectful of the instructor and your classmates at all times. Behavior that is disruptive or disrespectful in any manner will not be tolerated. We are all here to learn, so please do not inhibit the learning process for yourself, your classmates, or the instructor.

## COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. **It is important that you communicate with me prior to being absent.**

If you are experiencing any [symptoms of COVID-19](#), please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

## Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a computer, reliable internet, webcam, speakers and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to



cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

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 survey will be made available during weeks 13, 14 and 15 to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection.

### ODA Statement

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 Access (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, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because 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 in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### **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. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available

to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

## Academic Support & Student Services

Here is a list of important links:

### Office of the Registrar— Spring 2022 Registration Guide

<https://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 2022 Exam Schedule

<https://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 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

- [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/)



حظاً سعيداً وبالتوفيق!

*\*\*This syllabus is subject to change at the discretion of the instructor. Students will be notified of all updates; then it becomes their responsibility to adhere to the changes.*