



King Abdulaziz University  
Faculty of Arts and Humanities  
Department of European Languages and Literature  
**Spring 2011**

**Course Syllabus - Practicum II –LANE 463 – Section KC**

<b>Instructor:</b>	<b>Mona M. AlBluwi</b>	<b>Classroom:</b>	<b>Not Applicable</b>
<b>Office:</b>	<b>AlJawhara Bldg. Rm. 132</b>	<b>Website:</b>	<b>mmalbluwi.kau.edu.sa</b>
<b>Office Hours:</b>	<b>S.M.W 11 – 1</b>	<b>E-mail:</b>	<b>mona.bluwi@hotmail.com</b>
<b>Class Days &amp; Time:</b>	<b>S.M.W 3 – 4</b>	<b>Telephone:</b>	<b>+966 2 6400000 ext. 63531</b>

**COURSE DESCRIPTION:**

This is a three hour credit course that requires students to complete ninety working hours of a supervised internship. Employers would assign students to positions that guarantee an improvement in their social and professional skills. Workplaces either use English as a medium of communication or put students in charge of tasks that require the use of English. During the training period, the course advisor visits the interns and evaluates their performances. By the end of the internship period, employers evaluate the interns' performances. Students at this time are required to fill out a form about their internship experience. They are also required to give a presentation to the advisor and to the other co-interns in which they describe and evaluate their work experience. After spending a considerable amount of time practicing communicating in English with co-workers and clients, students are given an English proficiency test to assess their language skills.

**COURSE OBJECTIVES:**

*The course aims at the following:*

- Providing opportunities for students to gain professional experience in the real world
- Giving the chance for graduating students to put into practice the knowledge gained during their course of study
- Providing opportunities for students to develop work habits, attitudes, and personality traits needed for a successful job performance
- Enabling students to acquire skills in and knowledge of work through observation of and participation in actual work tasks
- Offering students opportunities for career exploration
- Increasing students' sense of responsibility, dependability, and independence
- Providing students the opportunity to test their aptitude for a particular career before permanent commitments are made
- Providing students the opportunity to develop attitudes conducive to effective interpersonal relationships
- Providing students the opportunity to develop employment records/references that will enhance employment opportunities
- Improving students' critical thinking skills
- Improving students' problem solving skills
- Improving students' team work skills
- Improving students' communication skills
- Improving students' English language skills

**COURSE OUTCOMES:**

**Description of the knowledge to be acquired:**

*This course will enable students to:*

- Understand job requirements, responsibilities, and tasks
- Understand work ethics through guidance, observation of, and participation in actual work tasks
- Recognize good and bad work environments and situations

- Recognize different personality types and styles found in co-workers and clients and develop strategies to deal with them
- Identify the common problems found in the work environment
- Test their aptitude for a particular career before permanent commitments are made
- Improve their English language skills
- Use English in professional contexts

#### **Description of cognitive skills to be developed:**

*This course will enable students to:*

- Distinguish between good and bad work environments and situations
- Predict common problems found in the work environment
- Evaluate the work environment and make decisions based on experience and objective evaluation
- Form a clearer picture of future career choices and opportunities
- Develop critical thinking skills
- Develop problem solving skills
- Focus and concentrate on a set of tasks given
- Create new methods to improve the work environment
- Make plans to organize and process information and data
- Evaluate a given situation and then act accordingly
- Identify appropriate evidence and weighing up that evidence to make a choice

#### **IMPORTANT GUIDELINES:**

- Contact your instructor to collect the required forms before starting your training.
- After consulting with your instructor, contact the workplace you intend to train in and get a written approval. Make sure your workplace meets the requirements of workplaces approved by your instructor (i.e. The workplace uses English as a medium of communication or puts students in charge of tasks that require using English.)
- Provide your instructor with the name, position, and contact details of your supervisor in the workplace.
- Provide your instructor with a clear map of the location of the training place.
- Your instructor will give you a sealed envelope that contains an official letter from the Faculty of Arts and Humanities directed to your workplace supervisor or director and the Intern's Evaluation Form. The envelope should be handed to your supervisor or workplace director. The evaluation criteria used by employers and instructors are posted online for students to read.

#### **COURSE ASSESSMENT:**

- An evaluation of the student's performance done by the student's supervisor in the internship workplace - **40%**
- An evaluation of the student's performance done by the course advisor based on the advisor's visits to the student in her internship workplace - **10%**
- Internship Report – **10%**
- End-of-course presentation regarding the internship experience – **10%**
- End-of-course English language proficiency test – **30%**

#### **GENERAL POLICIES:**

- Students can meet the instructor during her office hours only, and not any other time.
- Students will be notified of the exact time and date of the instructors visit to their training place, and they are expected to be there even if it is not their regular training time.
- Students are expected to represent the university in a manner consistent with the Islamic values and principles.
- Students are expected to exhibit a high level of personal and academic integrity and honesty.
- Students are expected to exhibit a commitment to work and an adherence to work ethics and rules.

#### **IMPORTANT DATES:**

- Saturday – May 7, 2011. Job Report + Presentation deadline.
- Wednesday – May 11, 2011. End-of-course English language proficiency test.

\*\*\*\*\*