

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Introduction:

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

Concepts and terminology:

Academic Program Description: The academic program description provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

Course Description: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

Program Mission: Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

Program Objectives: They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

Hilla University College

Scientific Department: .English

Academic or Professional Program Name: Assessment

Final Certificate Name: Bachelor's Degree

Academic System: Annually

Description Preparation Date: 22\9\2023

File Completion Date: 1\4\2024

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

Date:

1. Program Vision

This course prepares students to learn about assessment, and tests for students at the university level, from beginners to advanced students. Assessment contribute to improving student learning from various aspects. It helps the student, teacher, and those involved in the educational process identify problems and work to solve them, clarify the information and skills the student and teacher need, and determine the extent of progress in what has been taught and what has been learned.

2. Program Mission

Teaching students assessment and tests.

3. Program Objectives

This course focuses on developing students' ability to understand and know effective and appropriate testing methods across the curriculum, by focusing on preparing tests, each of which represents the requirements and expectations of a different academic discipline. assessment and tests contribute to improving student learning from different aspects. It helps the student, teacher, and stakeholders. The educational process involves identifying problems and working to solve them, clarifying the information and skills needed by the student and teacher, and determining the extent of progress in what has been taught and what has been learned.

4. Program Accreditation

3 credits

5. Other external influences

none

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6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	Annual	2	3	
College Requirements	Annual	2	3	
Department Requirements	Annual	2	3	
Summer Training	None			
Other	None			

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
fourth		Writing Academic English	theoretical	practical
			2	-

8. Expected learning outcomes of the program

Knowledge	
	Basic assessment Characteristics of assessment
Skills	
	Developing testing skills
Ethics	
	Developing students' assessment abilities

9. Teaching and Learning Strategies

Various Activities
 Oral presentations
 Competitions
 Written Assignments

10. Evaluation methods

Monthly exams
 Daily participation

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Asst.lect.	Linguistics	applied linguistics	None			

Professional Development

Mentoring new faculty members

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion

Passing 3th year.

13. The most important sources of information about the program

- [Ann Gravells](#), FOURTH EDITION

14. Program Development Plan

None

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

Course Description Form

1. Course Name:
Test design and assessment
2. Course Code:
HUC-ENG-038
3. Semester / Year:
Year
4. Description Preparation Date:
1\4\2024
5. Available Attendance Forms:
6. Number of Credit Hours (Total) / Number of Units (Total)
60
7. Course administrator's name (mention all, if more than one name)
Name: Ali Abbas Jasim Email: aliabbasjasimjasim@gmail.com