

**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:** Reading 1

**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 for early-to-advanced college reading and writing. Students read a wide variety of types of texts, practicing skills such as pre-reading/surveying texts, adjusting speed and reading style to different genres and tasks, improving comprehension, and reviewing and retaining material. Students focus on critical reading skills, such as evaluating the reliability of published or Internet materials, and recognizing biases in written works.

## 2. Program Mission

Teach students reading skill.

## 3. Program Objectives

This course focuses on developing students' ability to improve effective and appropriate reading across the curriculum, by focusing on consistent reading repetition to improve pronunciation and phonology, each of which represents the requirements and expectations of a different academic discipline. Since students in their first year of study not only take courses in their major, but also in other areas as part of the core curriculum. The course focuses more on developing the reading and critical thinking strategies required by academic writing. A community approach to effective and appropriate reading is implemented throughout the course, with students receiving individual guidance as well as group lessons.

## 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	
First		Reading 1	theoretical	practical
			2	-

### 8. Expected learning outcomes of the program

Knowledge	
	<p>This course focuses on developing students' ability to improve effective and appropriate reading across the curriculum, by focusing on consistent reading repetition to improve pronunciation and phonology, each of which represents the requirements and expectations of a different academic discipline. Since students in their first year of study not only take courses in their major, but also in other areas as part of the core curriculum. The course focuses more on developing the reading and critical thinking strategies required by academic writing. A community approach to effective and appropriate reading is implemented throughout the course, with students receiving individual guidance as well as group lessons.</p>

Skills	
	Developing reading skill
Ethics	
	Develop reading skill
	Developing students' abilities to read well

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**

**13. The most important sources of information about the program**

Pamela Hartmann and James Mentel , sixth Edition, Interactions Access Reading .



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:
Reading 1
2. Course Code:
HUC-ENG-004
3. Semester / 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