



Course Specifications

Course Title:	Study Skills
Course Code:	ENG 118
Program:	Bachelor of Arts in English
Department:	English
College:	Faculty of Languages and Translation
Institution:	King Khalid University

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A. Course Identification

1. Credit hours: 2
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: Level 2/Year 1
4. Pre-requisites for this course (if any): N/A
5. Co-requisites for this course (if any): N/A

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	100%
2	Blended	N/A	N/A
3	E-learning	N/A	N/A
4	Distance learning	N/A	N/A
5	Other	N/A	N/A

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	30

B. Course Objectives and Learning Outcomes

1. Course Description

The course prepares a student to become a better student and helps with managing time and organizing work, taking effective notes, teaches skills on taking tests, prioritizing assignments, getting the most from teachers, lectures, technology, and quickly handling problems, as well as many different methods and skills to improve success at university level academic endeavors.

2. Course Main Objective

A good deal of evidence is present to show a positive correlation between improvement of students' study skills and achievement. This course offers an accessible manual to the learner for improvement of his/her study skills and determines strategies, if learned and practiced in classroom, home study space and exam taking sessions, that could result into gradual academic achievement of the student. The course also focuses on time-management, learning strategies, reading, note taking, stress management, and other relevant strategies to improve study skills.

Main Objective:

The key objective of *the Study Skills course* is to help students manage their own success as. It does this by:

1. Promoting understanding of how good marks and successful outcomes are possibilities for any student;
2. Clarifying expectations of conventions, study tasks and ways of thinking typical of Higher Education;
3. Supporting you in identifying your strengths as well as what else you can do to achieve well;
4. Developing effective strategies – study habits, techniques and thinking that optimize learning;
5. Encouraging a personal approach – one that works best for you
6. Providing step-by-step guidance in how to undertake academic tasks typical of Higher Education
7. Offering insights on how to tackle study activities that many students find difficult
8. Providing resources to help students evaluate, reflect upon and manage their studies more easily;
9. Encouraging students to evolve into a “life-long learner” who has the ability to self-evaluate, reflect and review; and to plan for long-term and short-term life goals with an eye to a successful career;

3. Course Learning Outcomes

CLOs		Aligned PLOs
Upon successful completion of the course, learners will be able to:		
1	Knowledge and Understanding	
1.1	Identify and discuss what is expected from university students.	K3
1.2	Explore students' anxieties and identify resources and signs of stress	K3
1.3	Identify areas of strength in their current study skills and areas to develop further	K3
1.4	Explain the processes involved in reading and taking notes for academic tasks	K3
1.5	Describe strategies that can help students prepare well for exams.	K3
2	Skills:	
2.1	Build resilience as a student so as to maximize chance of success.	S8
2.2	Apply skills to gain the maximum benefits when reading to improve academic achievement.	S3
2.3	Set priorities for developing study skills, monitor achievements	

CLOs		Aligned PLOs
2.4	Effectively take notes from lectures and written materials.	S8
2.5	Develop and apply revision and exam-taking techniques.	S8
2.6	Utilize technology to support their academic studies.	S8
3	Values:	
3.1	Organize their independent study in ways that make the best use of student's time.	V1
3.2	Show an ability to solve problems	V1
3.3	Build confidence in utilizing different learning tools to enhance achievement.	V1
3.4	Communicate effectively and professionally with others.	V2
3.5	Prioritizes time effectively to meet to targets in self-development.	V3

C. Course Content

No	List of Topics	Contact Hours
1	Success as a Student: Take Charge of your Success	4
2	Successful Study: Intelligence, Strategy, and Personalized Learning	4
3	The C.R.E.A.M. Strategy for Learning	4
4	Time Management as Students	4
5	Managing Stress and Well-being	2
6	Effective Reading and Note-making	4
7	Researching and Managing Information for Study	4
8	Devising your Revision and Exam Study	4
Total		30

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Identify and discuss what is expected from university students.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
1.2	Explore students' anxieties and identify resources and signs of stress	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam

1.3	Identify areas of strength in their current study skills and areas to develop further.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
1.4	Explain the processes involved in reading and taking notes for academic tasks	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
1.5	Describe strategies that can help students prepare well for exams.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
2.0	Skills		
2.1	Build resilience as a student so as to maximize chance of success.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
2.2	Apply skills to gain the maximum benefits when reading to improve academic achievement.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
2.3	Set priorities for developing study skills, monitor achievements.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
2.4	Effectively take notes from lectures and written materials.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam

2.5	Develop and apply revision and exam-taking techniques.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
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3.0	Values		
3.1	Organize their independent study in ways that make the best use of student's time.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
3.2	Show an ability to solve problems	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
3.3	Build confidence in utilizing different learning tools to enhance achievement.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
3.4	Communicate effectively and professionally with others.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam
3.5	Prioritizes time effectively to meet to targets in self-development.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Two midterm exams and final exam

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Exam 1	7	20%
2	Exam 2	11	20%
3	Quizzes, Assignments, and Discussions	Ongoing	10%
4	Final Exam	Week 16-17	50%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

- Instructors are committed to Office hours from 4 to 6 hours weekly for consultations and academic advice.
- Two-way communication through Blackboard.
- Academic advising to help students in resolving any academic and/or study problems related to the course.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbook	Stella Cottrell. (2019). The Study Skills Handbook : Macmillan International Higher Education
Essential References Materials	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

2. Facilities Required

Item	Resources
<p>Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)</p>	<p>Dedicated classrooms for lectures for the purposes of traditional education (face to face) and e-learning facilities/equipment that allow for active interaction between professors and students, casuals (smart blackboard - plasma screens etc. ...), computers, platform speaker (Stage), with an integrated audio system and microphones connected to the Internet and wireless and wired networks (optical fibers), and modern air conditioning system and an appropriate lighting.</p>
<p>Technology Resources (AV, data show, Smart Board, software, etc.)</p>	<p>-A computer for display and use of data with a slide show presentation -Projector screen -Projector -Microphone + laser pointer</p>
<p>Other Resources (Specify, e.g., if specific laboratory equipment is required, list requirements or attach a list)</p>	<p>NA</p>

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<p>Effectiveness of Teaching</p>	<p>Students and Course Coordinator</p>	<p>A Standard course evaluation questionnaire carried out at the end of each semester by the Deanship of Admissions and Registration.</p> <p>Regular review of the course syllabus and teaching/ assessment strategies carried out by the curriculum committee based on comments collected by the course coordinator from the team of instructors.</p>
<p>Evaluation of Instructor Teaching</p>	<p>Program Leadership</p>	<p>Review and evaluate the teaching strategies employed by the team of instructors either on the theoretical or practical level.</p> <p>Instructor's performance evaluation form prepared by Department Chair.</p>

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Processes for Improvement of Teaching	Program Leadership	<p>Training and development through courses and workshops on an ongoing basis</p> <p>Following the latest scientific developments in the field of specialization and the field of education and teaching</p> <p>Encouraging the establishment of scientific seminars and forums</p>
Processes for Verifying Standards of Student Achievement	Program Leadership	Independent faculty member for re-valuations students work sample

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Department of English
Reference No.	14
Date	May 2, 2021