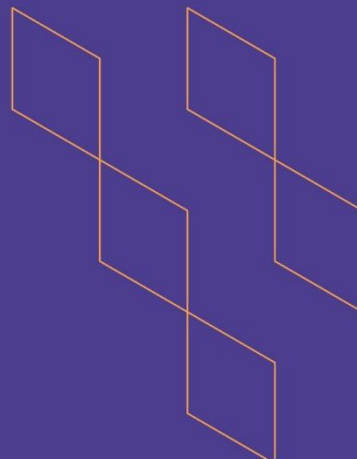




T-104
2022

Course Specification



Course Title: Introduction to Report Writing
Course Code: ENGL 102
Program: All University Programs
Department: English Language Department
College: Deanship of Educational Services
Institution: The University of Prince Mugrin (UPM)
Version: 1.0
Last Revision Date: 12 March 2023



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A. General information about the course:

Course Identification	
1. Credit hours:	3
2. Course type	
a.	University <input checked="" type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Track <input 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. Course General Description	
<p>This course teaches students how to write a term report on a themed topic. Students select individual topics within themes assigned and approved by the teacher. They are introduced to basic research skills involving the internet and the University's available databases or print collections. They are taught about research report design: the MLA (Modern Language Association) style of documentation and citation, evaluating sources, summarizing, outlining, note-taking, drafting, revising, and editing. Academic integrity in report writing is strongly emphasized. Students' reading skills are further enhanced through exposure to a variety of reading materials on their research topics. The ENGL 102 course also explores three common academic writing skills: paraphrasing, summary, and synthesis in report writing. Students practice writing, evaluating, and revising during the research report process. Students will advance their skills in introducing, developing, and concluding their term reports and present them orally. Students are taught presentation skills culminating in a PowerPoint presentation based on their term report.</p>	
5. Pre-requirements for this course (if any): ENGL 101	
6. Co- requirements for this course (if any): None	
7. Course Main Objective(s)	
<p>The objectives of the course are:</p> <ol style="list-style-type: none"> 1. to build upon the language skills acquired from ENGL 101 to enhance their proficiency in English for Academic Purposes (EAP); 2. to develop students' skills in writing technical reports using a variety of sources, and evaluating and integrating those sources and referencing them using MLA format; 3. to develop the students' critical thinking skills and ability to make informed inferences. 	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	100
2.	E-learning	0	0
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom 	0	0



No	Mode of Instruction	Contact Hours	Percentage
	• E-learning		
4.	Distance learning	0	0

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	0
3.	Field	0
4.	Tutorial	15
5.	Others (specify)	0
	Total	60



B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with ACCT / FIN program	Teaching Strategies	Assessment Methods
1.0	By the end of this course, students will be able to..... Knowledge and understanding			
1.1	Recall the techniques and procedures involved in writing a 1000-1200 word research report on a specific themed topic.	FIN PLO K3	Lectures, Class Discussions, Inquiry-Based Instruction, Cooperative Learning	<ul style="list-style-type: none"> • Research Report • Midterm Exam • Final Exam
2.0	Skills			
2.1	Apply reading comprehension strategies on academic texts and paraphrase relevant information to support claims.	ACCT PLO S3 FIN PLO S3	Lectures, Modeling, Inquiry-Based Instruction, Collective Feedback, Cooperative Learning	<ul style="list-style-type: none"> • Research Report • Reading Quiz • Writing Quiz • Midterm Exam • Final Exam
2.2	Produce a 1000-1200 word source based research report on a specific themed topic according to MLA guidelines.	ACCT PLO S3 FIN PLO S3	Lectures, Class Discussions, Inquiry-Based Instruction, Cooperative Learning	<ul style="list-style-type: none"> • Research Report • Writing Quiz • Midterm Exam • Final Exam
2.3	Deliver an oral presentation on the submitted research report.	ACCT PLO S3 FIN PLO S3	Lectures, Modeling, Inquiry-Based Instruction, Collective Feedback, Cooperative Learning	Oral Presentation
3.0	Values, autonomy, and responsibility			
3.1	Independently evaluate and report from credible sources while applying ethical reporting principles		Modeling, Group Discussion, Error Correction & Collective/individual Feedback	<ul style="list-style-type: none"> • Research Report • Final Exam



C. Course Content

No	List of Topics	Contact Hours
1.	Unit 1: Introduction to ENGL 102	4
2.	Unit 2: Paraphrase & Summary Paraphrase	12
3.	Unit 3: Introduction, Outline & Source Evaluation	12
4.	Unit 4: MLA Style & Selective Paraphrase	12
5.	Unit 5: Solutions, Conclusion & Recommendations	12
6.	Unit 6: Oral Presentation + Revising & Editing Research Report	8
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes (2 Reading/ 2 Writing)	Weeks 3, 5, 10 & 12	15%
2.	Research Report	Weeks 7, 11, 15 & 16	20%
3.	Oral Presentation	Week 16	5%
4.	Midterm Exam	Week 8	20%
5.	Final Exam	Week 17	40%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)





E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	<ul style="list-style-type: none"> • Academic Writing, Stephen Bailey, 2011 • English Vocabulary in Use, McCarthy and O'Dell, 3rd Edition, 2012 • Classwork Note book, Designed by the course teachers
Supportive References	Introduction to Research Methods and Report Writing: A Practical Guide for Students and Researchers in Social Sciences and the Humanities [Mligo, Elia Shabani] Publisher: Resource Publications; Illustrated edition (2016).
Electronic Materials	<ul style="list-style-type: none"> • An Introduction to Report Writing, On-Line KFUPM Course • UPM library database • Purdue online writing lab for research and citations https://owl.purdue.edu/owl/purdue_owl.html • Plagiarism software for teachers and students to ensure research reports are not plagiarized https://plagiarismdetector.net/
Other Learning Materials	<ul style="list-style-type: none"> • Notetaking apps: https://clickup.com/blog/note-taking-apps/ • Paraphrasing worksheets: https://www.easyteacherworksheets.com/langarts/2/paraphrasing.html • Summarizing worksheets and activities: https://www.ereadingworksheets.com/free-reading-worksheets/reading-comprehension-worksheets/summarizing-worksheets-and-activities/ • Source Evaluation practice: http://tutorials.istudy.psu.edu/sourceevaluation/sourceevaluation9.html

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Ordinary 25 seat classrooms are the main requirement for the course
Technology equipment (projector, smart board, software)	High quality data show and smart board facilities are highly required for the course.
Other equipment (depending on the nature of the specialty)	Microsoft Teams platform is used when taught online



F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course Instructor, Course Coordinator, Department Coordinator, and Students	Comprehension Check Questions, Evaluation & Feedback Questionnaires, and Performance Assessment Reports
Effectiveness of students assessment	Course Instructor, Course Coordinator, Department Coordinator, and Students	Evaluation & Feedback Questionnaires, and Performance Assessment Reports
Quality of learning resources	Course Instructors & Course Coordinators	Discussion and Collective Feedback
The extent to which CLOs have been achieved	Course Instructors & Coordinators	Evaluation Rubrics & Report Evaluation
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	ELD COUNCIL
REFERENCE NO.	03282023
DATE	MARCH 28, 2023

