Philadelphia University

Faculty of Arts

Department of English Language and Literature

MA Handbook

2018/2019

Contents

This handbook, which is available in print and online, contains important general information for students undertaking the Masters Degree programme in the Department of English Language and Literature in Philadelphia University. Though it provides information about the MA Programme, it includes no descriptions of individual courses. For specific information about and descriptions of individual courses, you may refer to the Ggraduate Course Catalogue. For an electronic version of the present Handbook, you can consult the Department's Website at www.philadelphia.edu.jo/article.asp

Your degree program is subject to regulations contained in the **University Students Guide**. This departmental Graduate Handbook interprets the regulations and your tutors may give advice, but the University Students Guide defines the regulations.

1. GENERAL INFORMATION

1.1 Mission Statement

The Mission of the Philadelphia University English Department is to be a national and regional leader in the provision of excellent instruction and meaningful research in English Language and Literature in the context of an intellectually stimulating and challenging environment. The Department's major task will be to help its students develop the relevant life-long theoretical, practical, and analytic competencies with emphasis on critical thinking, independent judgment, sensible argumentation, and both national and global cultural awareness, which will help them become well-rounded, creative, competent and responsible citizens.

1.2 Key Staff

1.2.1 Administrative Staff

Dean of the Faculty
Dr. Ghassan Abd- Al-Khaliq
ghassan@philadelphia.edu.jo

Head of Department
Dr. Areen Khalifeh

1.2.2 Academic Staff

- Proff. Marwan Obidat
- Proff. Mhmad Awad
- Dr. Khalil Nofal

1.3 Advisors

As soon as you are enrolled in the MA programme of the English Department, the Chairman will act as your Academic Advisor. Be sure to consult him on all issues related to registration, progression, and any kind of help throughout your stay in the Department.

1.4 Registration

Admission criteria are issued by the Jordanian Ministry of Higher Education, which governs all private universities. For admission in the Masters Programme, a student must have completed his/her B.A. with a minimum 'good' rank in a programme in English language or in translation. For students from certain programmes, it will be necessary to enrol in some complementary undergraduate courses to be on a par with the B.A. English holders.

Departmental and University registration must be completed at the time specified in the introductory timetable. Returning students must also register at the times specified during the introductory week. You may consult the University calendar at the web page http://www.philadelphia.edu.jo/event.asp

1.5 Timetable

Lectures' timetable is published separately from this book and is available on the University web site. Whilst every attempt is made to have a reasonable combination of course classes, various constraints make some combinations and options impossible. If you have a timetable problem, please consult your academic advisor.

1.6 Use of Notice Boards

Official notices are posted on the Department's notice board and on the Faculty's general notice board on the fifth floor of the Faculty. Notices are often also posted on the University web site. Electronic mail is also used extensively for communication with the Department and University. Each lecturer provides the students at the beginning of the semester with his/her e-mail, which is also available on the staff-member's homepage at the University's website. Most official information including copies of this handbook, the graduate course catalogue, and timetables are available on the English Department Web pages (http://www.philadelphia.edu.jo/), (http://www.philadelphia.edu.jo/arabic/arts-en.asp). This also includes directories of staff.

1.7 Health and Safety in the University

The University has a Health and Safety Committee, which comprises representatives of all services within the University. It is the responsibility of this committee to investigate complaints and potential hazards, examine the cause of all accidents, and carry out periodic inspections of all areas of the University. When registering as a student, you will be required to accept the University code of behaviour which relates to health and safety in the University buildings.

1.7.1 Buildings

The Department comprises two kinds of buildings: Class Rooms and Language Laboratories. The class Rooms are all in the main Faculty building. The Language Labs are in the University

Language Centre Building. The buildings are generally open between 08.00 and 19.30 (Sunday – Thursday). In accordance with University policy, smoking is prohibited throughout all buildings.

1.7.2 Emergency Evacuation

It is the responsibility of every individual to familiarise themselves with the Faculty's buildings and be aware of the fire exits (which are clearly marked).
- After evacuation of any building please assemble well away from the building and do not block any exit.
- Do not return to any building until authorised to do so.

1.7.3 Fire Action

Fire Action notices and important telephone numbers are located at all floors of the Faculty and all staff and students should make themselves acquainted with this routine.On hearing the continuous alarm you should evacuate the building immediately by the nearest exit.

1.7.4 Operating the Fire Alarm

The manual fire alarm system can be activated by breaking the glass in the red contact boxes sited at strategic points throughout the premises.

1.7.5 Use of Fire Appliances

Fire appliances are sited at strategic points throughout the Faculty to deal with fires. Fires should only be tackled provided there is no personal danger and after the alarm has been set off.

1.7.6 First Aid

In case of a medical emergency, you can get first aid from the Health Centre located near the Nursing Faculty.

1.7.7 Personal Difficulties

Please inform the head of Department or your tutor of any difficulties with which the Department can be of assistance.

2. PROGRAMME OVERVIEW

2.1 Aims and Learning Outcomes of the Programme

The Department offers the MA degree in English. A student may choose to pursue a 'thesis' or a 'non-thesis' option. In both, the student will have to take the programme's obligatory courses (15 credit hours), as detailed in 2.3. Beyond that, he/she may choose language courses only , literature courses only , or mixture of both.

2.1.1 Aims

This programme aims to produce postgraduates in English with specialized knowledge, to give them the chance to be competent specialists. The motives and destinations of the students in the program vary. Some go on to work in humanities-related fields such as public relations and arts administration; others teach in high schools; some teach community college or pursue a PhD. Still others pursue the degree solely for their own interest and enrichment.

The programme aims to achieve the following:

- To support the local, regional and international markets with well qualified graduates in English language and/or literature.
- To encourage the scientific research through supervising master theses, and research project carried out by the postgraduate students.
- To increase the opportunities for students to continue their postgraduate studies in Jordan.
- To cover the increasingly urgent needs of educators and researchers in the field of English.
- To increase the quality and the standards of education at the Department of English, by enhancing the scientific background for both faculty members and students.
- To participate in the growth of local community and to cooperate with educational, industrial and commerce sectors in mutually beneficial scientific and development projects.

2. 1.2 Learning Outcomes

Learning outcomes describe what you should know and be able to do if you make full use of the opportunities for learning what the Department provides. These skills are described in the following areas (A, B, C, and D). In the individual course syllabi, the categories of learning outcomes (A, B, C, and D) and the individual learning outcomes appropriate to the course are identified.

A- Knowledge and Understanding – At completing this programme, a student will be able to

A1) Know and understand the essential terminology, concepts, and discourse in the area of English language and literature.

A2) Understand and apply a wide range of principles and tools available to the English language specialist, such as language and literary theories; relation of language and literature to culture and behaviour; etc.

A3) Know and understand modern trends in research areas related to the English language and literature.

A4) Recognise the professional and ethical responsibilities of the practising English scholar, including understanding the need for quality, productivity and professional ethics.

B- Intellectual Sills – a student will be able to:

B1) Analyse a wide range of issues related to English language and literature, such as the correlations between language and intellectual processes; style and the socio-economic class; literary tastes and the cultural background, etc.

B2) Refer to a wide range of concepts and terminology for presenting language and literary topics.

B3) Design and implement syllabuses and teaching materials in the area of English language or/and literature.

B4) Practice self-learning by perusing research on his/ her owns using the e-courses.

C- Practical skills – will be able to

C1) Plan and undertake a major individual / group project in the areas of English language and/or literature.

C2) Prepare and deliver coherent and structured verbal and written reports on issues related to language, literature, art, or culture.

C3) Give mature presentations suitable for the time, place, and audience.

C4) Use the scientific literature effectively and make discriminating use of language and/or literary resources.

D – Transferrable skills – will be able to

D1) Initiate and/or conduct social researches that may contribute to the good of local or regional communities, especially those requiring cultural maturity.

D2) Help overcome English language weakness at schools and in the local community at large.

D3) Work effectively with and for others.

D4) Strike the balance between self-reliance and seeking help when necessary in new situations.

D5) Display personal responsibility by meeting deadlines in complex activities.

In order to provide students with the "life long learning" attitude, the teaching method is essentially based on self learning (3 hours in class rooms and 9 hours out of class rooms: coursework, practical works, workshops, seminars, etc.)

2.2 Course Organisation

2.2.1 Credit Rating

A student in the MA programme in English may sign in for two or three courses per semester, each for 3 credit hours. Though you are advised to take two courses per semester, you may take the maximum 3 courses. In all, you will have to complete 33 credit hours for graduation.

All students will have to take: Methods of Research, Linguistic Theory, Literary Theory, Modern British American Literature and Stylistic. These are deemed basic requisites for any later courses. Then you proceed to complete the rest of 33 credit hours at the rate suggested above. You may choose to take a majority of language courses, of literature courses, or a rather balanced mixture of both fields.

2.3 Programme Structure

The MA in English Language and/or Literature programme offers the opportunity for students to further develop the study pathway which they have chosen for themselves, and which reflects their own changing and developing interests. It aims to develop specialist strengths in the areas of language and literature, and gives the students the opportunity to extend their interests in each of these areas.

A graduate of this degree programme should therefore have a good command of the English language and a good understanding of English language, literature, and culture in addition to a wide range of vital areas like research and sociology.

2.3.1 Course Choices

The obligatory courses (five in all), which may take up a year to complete, are deemed to be essential for any specialist in English. Besides giving the student a sure grip of research design, referencing, and scientific documentation, the Obligatory Courses provide him/her with such basic knowledge of the English language and literature as are judged to be inevitable for a specialist in this discipline. The total is 15ch.

Next, a student proceeds to choose and enrol in six more courses (in the non-thesis track) which reflect his/her own interest: for they may be predominantly language, predominantly literary, or a mixture of both.

An MA student must maintain a minimum of 75 point average. Students who fail to do so for two consecutive terms will not be allowed to complete the M.A. Program and may be asked to leave. See appendix after details.

2.3.2 Option A: the Non thesis / Comprehensive Exam Option

Purpose:

1. To ensure that M.A. students have specialized knowledge about most areas regarding set texts from various genres and periods.

2. To afford M.A. students the opportunity to study independently a few texts in depth, thus practicing sustained inquiry and critical synthesis as M.A. Thesis students do.

Description/Process:

1. A student who chooses the Comprehensive Exam option must complete all of the required coursework for the M.A., a total of 33 credit hours of coursework at the 700-level.

2. The student will have to be an active participant in the presentation of the course; he/she will prepare a paper on a specific aspect of the course, arrived at in consultation with the instructor; a presentation on the part of each student may or may not concern the paper prepared by the student.

3. 30 points are allotted to the mid-term exam, another 30 to the projects and participation, and 40 to the final exam.

4. Students will be allowed three hours to write the Examination; the examiner will choose the number of questions and if the student may have the option to answer some and leave others.

5. Though students will be notified early in the course of the prescribed text/s that does not rule out the need for consulting some additional references.

6. A student will have to take and pass the (non-credit) Comprehensive Examination after taking his final examinations of the last semester. The passing mark for these exams is 75.

2.3.3 Option B: The M.A. Thesis Option

Purpose:

1. To provide students with an opportunity to explore a topic in depth and to develop an expertise in it; and
2. To give students an opportunity to learn to develop and carry out a sustained research project, under the guidance of a faculty member.

Description/Process:

1. It is allotted 9 Credit hours.
2. The M.A. thesis is customarily at least seventy five pages in length.
3. A Student who chooses the Thesis Option should submit a thesis proposal to the Graduate Committee no later than midway through their fourth semester (usually spring semester of the second year).
4. At the end of their first year, or early in the beginning of their second year of the program and choose his / her proposal.
5. Once the proposal is final, the student should fill out the M.A. Thesis Proposal Approval/Title Page. The form and the proposal should then be submitted to the Graduate Committee for consideration. The Graduate Committee may remand the proposal for revision or clarification or approve it.
6. Once the proposal is approved, the Graduate Committee will set up a three-member evaluation committee, which is then formally appointed by the Department Council. This committee includes a representative of the Deanship as well as the thesis advisor and two other members of the English Department.
7. Soon after the Graduate Committee approves the proposal, the supervisor should meet with the student to review the approved proposal. Thereafter, the student works in consultation with the chair of the Committee.
8. To complete the thesis no later than just over midway through their fourth semester (usually the beginning of April in their second year).
9. Once the supervisor deems the thesis ready for referring to the examiners, the student delivers a copy of them (one external examiner and two internal ones).
10. The Department council will scheduled a thesis defense session to three weeks after copies of the thesis has been delivered to the examiners.
11. During the thesis defense the student should be prepared to defend or explain the design or development of the thesis. He or She may be asked to make major or minor corrections, if any, based on the oral examination.
12. The student prepares finished copies for binding as directed in Instructions for Preparing Theses and Dissertations. Six copies and one CV of the thesis should be submitted to the main library.

Proposal Guidelines

1. Proposal Approval Form/Title Page must be completed and submitted (including the signature of the proposed paper advisor, normally the faculty member for whom the original paper was produced). A copy of this form is available in the back of this Handbook or the Graduate Program Office.

2. Procedures. Describe the procedures, materials, and resources you will use to write your M.A. paper. Provide a substantive bibliography of secondary and primary sources (if relevant) that you will use over and above those used in the original paper. How will you access them?
3. Timeline. This section outlines the timeline for completing this paper. The timeline should be realistic.
4. Works Cited. Provide a list of works cited in the proposal.
5. Appendix: Bibliography of secondary and primary readings that you will do (refer to the Appendix B or the proposal form) .

Thesis Guidelines

(These Guidelines cover only some main points about format and content of the thesis. An MA student is responsible, however, for fulfilling all the requirement of the thesis included in University's MA regulations.)

1. A thesis consists of the title page, the body of the thesis, and two abstracts, one in Arabic, and another in English. An abstract should not exceed 600 words.
2. On the title page there should appear:
   a. The thesis' title and the candidate's name;
   b. The supervisor/s' names
   c. The time scheduled for discussion
   d. The conventional statement: "This thesis is submitted."
   e. Names of members of the Examining Committee
3.
   a. A thesis is to printed on A4 size paper
   b. The spacing must be double
   c. The left margin must be 3.5 cm; all other margins must be 2.5 cm
   d. Consistency must be maintained in the format, etc.
   e. The thesis must follow an international style, just as the Chicago style, the APA style, etc.
4. A thesis is to be printed on A4 size paper
5. 6 copies of the thesis are to be submitted to the Deanship for Academic Research and Higher Education, together with an electronic copy on CD.

3. TEACHING, LEARNING AND ASSESSMENT

3.1 Organization of the programme

1. Study System

- The Master Programme in English requires a minimum duration of two years. Students have to complete 33 credit hours by selecting one of the two streams offered by the Master Degree programme: The **Comprehensive Examination** stream and **Courses and a Thesis** stream.

- The academic year for postgraduate study is divided into two obligatory semesters:
  - Fall : Beginning of October – End of January

- Spring : Beginning of February –End of June
  The mode of study in this programme is Evening mode.

- The pass mark in each course is 70% and the accumulated average is 75%.

- More information can be found in the related regulations.

3.2 Terms of Admission

For the purpose of selecting suitable students for this programme, the Ministry of Higher Education and Scientific research imposes the admission criteria:

- Securing an average of at least "good" in the BA degree in English or related topics.
- The BA degree holders must have been attending regular study at authorized universities.
- Securing at least 550 marks in TOEFL or equivalent.
- Academic ability interview.

3.3 Curriculum Design, Content, and Organization

a. Introduction

The curriculum is constantly evolving to cope-up with new technologies and rapidly developing software. The first curriculum was designed in 2005-2006 and updated in 2007-2008. This development is through regular internal monitoring and reviews, and in response to recent local developments in teaching and learning. Proceeding in this way provides a curriculum that matches the aims and objectives of the Department and the University. The Academic Committee with the Syllabus Setup Committee of the Department usually recommend development and modification of curriculum

- *Master Degree by a Comprehensive Examination*
  - 15 credit hours for obligatory courses
  - 18 credit hours for elective courses

- *Master Degree by Thesis*
  - 15 credit hours for compulsory courses
  - 9   credit hours for elective courses
  - 9   thesis

The registration for the thesis is done in the fourth semester after completing the minimum credit hours (21 hours) according to the regulations of the University.

b. Organization and Design of the Programmes

- *Programme Structure*

The Master Programme streams contain two types of courses, namely *Obligatory* and *Electives*. The obligatory courses are for both options. Each obligatory course has 3 credit hours. In both streams, core and elective modules are offered.

3.4 Work and Attendance

The University regulations governing the Work and Attendance of students are given in the Student Guide 2007/2008. Full attendance is required at all lectures, language labs, and any tutorials, which may be scheduled. Completed assignments or term papers should be handed in on time. Attendance at lectures is monitored and attendance registers kept. Please note that you are required to undertake approximately 50 hours per week of study i.e. an average of 3 hours private study will be required for every scheduled courses and some of you may require much more time than this. Being a full time student means that your attendance is mandatory and absence for holidays is not permitted in term-time. The experience of the Department confirms that lack of attendance leads to study problems. However, if you do have problems you should consult your Academic Advisor. In addition, failure to attend can result ultimately in refusal by the University to allow you to sit the degree examinations. The duty of the lecturer is to keep continuous review of the work and attendance of the students whom he/she teaches. If the rate of your absentia in a course is greater than 15% of the completely accredited hours and you have no acceptable justification, then you will be excluded from that course. If the Dean of the Faculty accepts your justifications for absence, then you are mentioned as *withdrawn* without being refunded the registration fees. A formal process is defined to tackle the problem of any student whose work and attendance appear unsatisfactory. Direct approaches by lecturer to solve the problem are as follows: he/she may choose to issue an "informal" warning, which has a precisely defined format and permits recovery of the situation. If this proves unsatisfactory, a "formal" warning is issued. This is again of a precisely defined format. Failure to recover the situation at this stage leads to an exclusion from the course. A copy of this correspondence is held in the student's file.

3.5 Assessment

3.5.1 Examinations

In each semester, there is a mid-term exam and a final exam (at the end of the semester). For the mid-term exams, the lecturer returns to you, after. Whereas the final exam is unseen and you can obtain your marks from the Admission and Registration Office or directly from the University web site at most after 72 hours of the examination time.

At the end of each semester, the timetable of the final exam of the next semester is set by the Admission and Registration Office to help and guide you in choosing your courses for the next semester. The mid-term exam is set by the Department and the syllabus of each course contains its timetable. The lecturer of the course will also inform you about this timetable in the first lecture of the semester. The same can usually be obtained from the instructor's homepage at the University's webpage.

3.5.2 Role of Internal and External Examiners

For each course, the Department assigns a course coordinator and an internal examiner who is one of the senior staff members. On the other hand, external examiners validate the standard of degree program. The external examiners are expected to look at the question papers, inspect a selection of scripts and project reports (particularly those on borderlines). They supply an assessment report to the Department.

3.5.3 Criteria for Assessing Examinations.

First class (90 – 100 marks): First class answers demonstrate depth of knowledge or problem solving skills, which is beyond that expected from a careful and conscientious understanding of the lecture material. Answers will show that you

- have a comprehensive knowledge of a topic (often beyond that covered directly in the program) with an absence of misunderstandings;
- are able to apply critical analysis and evaluation;
- can solve unfamiliar problems not drawn directly from lecture material and can adjust problem solving procedures as appropriate to the problem;
- can set out reasoning and explanation in a logical, incisive and literate style.

Upper Second Class (80 – 89 marks): Upper second class answers provide a clear impression of competence; admirable work that is not equal to the First Class

Lower Second Class (70 – 79 marks): It must not be supposed that this being a lower class than the above two, mediocre work is connived at here. An MA student is by definition a hard-working scholar capable of initiative and some original expression and writing. No real weakness in either oral or written expression may be accepted – a student who displays real weakness, and fails to overcome his/her incompetence may not continue the program. This does not mean, however, that a student may not at all achieve a score of less than 75. He/she does pass a course with a minimum 70, but the cumulative average he/she must maintain must be 75 at the minimum. The cumulative average will be assessed on follows:

- 88-100   Excellent
- 80-89   Very Good
- 75-79   Good
- Lower than 75   Failed

3.5.4 Appeal Procedures

If you have a good reason to question a mark you have been given (in mid-term exams or in coursework), you should in the first instance approach the course instructor. If the problem is not solved, you may approach the Chairman of the Department. He/she will find the appropriate solution with administrative structures.

Problems with final examinations are resolved by submitting complaints or appeals in writing (within three days of the announcement of examination results) to the Department. Such requests are forwarded to the Examination Committee of the Faculty. The Department and the examination committee will consider these cases and check if there is any mistake in the summation of the marks and so on.

3.5.5 Unfair Practices

The University treats attempting to cheat in examinations severely. The penalty is usually more severe than a zero in the paper concerned. More than one student has been dismissed from the University because of this. Plagiarism, or copying of course work, is also a serious academic offence as explained in the University guidelines.

3.5.6 Department Guidelines on Plagiarism

1. Coursework, exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
2. Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.

3. Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

4. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

5. Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if your work has been or is to be presented elsewhere, and you fail to properly document and acknowledge this fact.

6. Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

7. Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the Department will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarized, and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (without allowing resubmission) through caution to disciplinary measures (such as suspension or expulsion).

3.6 Assessment Regulations

Most courses have some continuous assessment, such as assignments, essays, tutorials, seminars, and examinations. Assignments and any coursework must be submitted by the due dates and any submission after these dates will not be assessed. The proportions of coursework and examination are set out in the detailed syllabus for each module.

The examination and continuous assessment marks are combined to form a single mark out of 100 for each course. This mark is divided as follows: 30% of the total mark is given for mid-term exam; another 30% is allotted to coursework and/or seminars, projects, or essays, and 40% are reserved for the final exam that may be a written exam only or a written exam in addition to final small project, or a seminar presentation. The 40% of the final exam is from the University regulations. The minimum pass mark is 70% for any course.

When you do not sit the final exam without any excuse, you will get the "University zero" (i.e. 60%) if your collected mark during the term was less than or equal to 60%. Otherwise, you will retain your collected mark. In both cases, you have to reenroll on this module and study it again.
On the other hand, if you have a certified excuse approved by the instructor, the Chairman of the Department, and the Faculty Dean, then you can submit a request for "incomplete" that lets you sit the exam, which is normally held at the first two weeks of the semester that follows (note that there is no 'incomplete' exam in the summer semester).

4. STUDENT PROGRESSION

4.1 Change and Transfer, Postponement and Interruption

4.1.1 Change and Transfer

Change of Programme

1. A student is allowed to change from his English Masters Programme to another major in Philadelphia University subject to the approval of the Faculty Dean. Only courses with a good average or above will be counted.

Transfer of Programme

1. A student is allowed to transfer from another university to English Maters Programme of Philadelphia University provided:
    *   The courses studied in the other university are similar to the ones offered by the Department.
    *   Not more than 12 credit hours can be countered in the Department.
    *   A student in the Department Programme can study 6 hours in another university while still enrolled in the department.
2. A student may transfer from the comprehension stream to the thesis stream and vise versa.

4.1.2 Postponement

1. A student can postpone his study of the Department only after he / she has done one semester at least.
2. A student can postpone study for a maximum of two semesters.
3. He / She should obtain permission from the Department for the postponement.
4. Any interruption (taking at most 2 semester) of your degree programme requires special permission from the Faculty. Permission will only be granted if satisfactory reasons are given. A written case with supporting evidence must be presented to the Faculty. Reasons might include prolonged illness. A student must consult his / her Academic Advisor

4.1.2 Withdrawal from Courses

A late withdrawal from a course incurs loss of its fees. If he / she contemplating withdrawing from a course, he / she discuss the situation with your personal Academic Advisor at the earliest opportunity. He / She should follow the following University regulations in this context:

*   A student withdraws a course at most during the fourth week of the first or second semester and at most during the second week of the summer semester.
*   A student withdraws courses as he / she wishes. However, you have to make sure to keep the minimal number of course required for each semester (2 courses).
*   If a student is absent for 25% of the lectures he / she counted withdraw.

- A student may withdraws all his / her courses of the semester subject to the Faculty Dean's approval , on condition he / she has applied 2 weeks at least before the final exam .

5. STUDENT SUPPORT AND GUIDANCE

5.1 Academic Guidance

For the MA student, the academic advisor is the chairman of Department. However, problems which cannot be dealt with by the advisor will be referred to an appropriate member of the academic or administrative staff, or even to higher officials.

The Deputy Dean office also offers advice upon request. The advisory service offers advice on departmental and University matters and helps with anything that concerns you, whether in your studies, at the Department, the University, or in your life outside the University. The advisor is available, and is of course knowledgeable about the Department and University, and is willing to listen and help with whatever he / she bring. Note that:
- All visits to the advisory service offices are strictly confidential.
- If you have difficulties with material on a particular course units you should normally first approach your instructor/thesis supervisors. You may also consult your instructors on matters that are more general but you can equally well call in at the Chairman.
- If you have health problems, you are welcome to consult an advisor in the Department but may prefer to go directly to your doctor or to the University Clinic.

Feel free to make use of these services at any time and on any matter.

5.2 Students Affairs Deanship

Confidential, individual counselling on any matter affecting personal well-being or effectiveness is available at the Philadelphia University Students Affair Deanship. The Deanship sees well over a hundred students a year and gives expert advice on problems such as low motivation, personal decision making, relationships, anxiety and family difficulties. People there are willing to help you in finding fresh ways of coping with the emotional and personal aspects of problems and seek to do so in a collaborative, straightforward and empowering way. Advice is also available concerning referral to other services, helping others and dealing with common student problems such as exam anxiety.

The Deanship is open from 8.00 AM to 4.00 PM, from Sunday to Thursday throughout the year and appointments can be made by calling into the office of the Dean of Students affairs. All inquiries will be treated confidentially.

5.3 Seeing Instructors During Office Hours

Course instructors are always available to discuss questions or problems with the course material. Each lecturer fixes at least six office hours on his/her timetable, which is fixed on his/her office door. You can call at these hours. For any reason, if these lecturers could not see you at these office hours, they may arrange an appointment at another time. It is important that any matter that affects your ability to work is reported to the Department – meet the Head of the Department, or meet the

Deputy Dean or any concerned person for you particular problem. The following are examples of matters that may affect your work: illness, personal or family difficulties (including illness in the family) or financial problems. In assessing your performance, the Department has a policy of trying to compensate for difficulties you have encountered whilst studying. We can only do this if we are notified of difficulties and have some idea of their extent.

5.4 Student Presentation and Feedback

5.4.1 Staff Student Liaison Committee

In each academic year, the Department forms a staff student liaison committee that is composed of student representatives who are elected from different levels and three staff members. The committee meets at least twice each semester and may discuss any matter of concern which cannot be resolved informally. The staff members of the committee are members of the Department and principally are the academic advisors.

Feedback from students on courses and teaching is important to us, particularly for the role it plays in ensuring and enhancing the overall quality of the programme. The objectives of this committee are:

• to provide a unique forum of staff and students for the discussion of new ideas and for solving problems;
• to form the basis for the representation of students' views within the department;
• to take students' opinion on academic matters including degree programme and syllabuses and form part of the Department's quality assurance and enhancement procedures;
• to provide an opportunity for students to learn about and contribute to the development of quality assurance and enhancement procedures in their Department

5.4.2 Departmental and Deanship Meetings

The meetings, held by the Head of Department and the Dean of the Faculty during term time, have mainly an advisory role, where students may raise their problems that need attention from these authorized persons. These meetings are held separately for each year students.

5.4.3 Collecting and Analysing Feedback

The Faculty in general and the Department in particular attach great importance to the opinion of students on the quality of the teaching provided. At the thirteenth week of each semester, every student is asked to complete a Course Evaluation Questionnaire for each course. The questionnaires are anonymous.

The Departmental Quality Assurance and Enhancement Committee which is responsible for the quality of teaching in the Department, usually makes the analysis of these questionnaires and uses the result to monitor the teaching process and the programme as a whole.

6. FACULTY AND DEPARTMENTAL LEARNING RESOURCES

6.1 Philadelphia University Language Canter (PULC)

The Philadelphia University Language Center (PULC) was established in 1998 as an independent academic unit. It is responsible for developing students' language skills and abilities by offering

training courses and conducting studies and research in language development. One of its main and distinguished tasks is to prepare and supervise English Placement Tests (EPTs) used for assigning students to Remedial English, English Skills I, and English Skills II. The language taught in the center is not restricted to English, as other languages are also being taught. The center designs and offers non- degree courses in the European Languages of French and Italian and the oriental language Hebrew.

It is also responsible for preparing Arabic placement tests for non- natives in order to assign them to levels according to their scores. Moreover, it evaluates courses in Arabic for speakers of other languages (ASOL). The center also offers training courses in English and other modern languages both for university employees and for non-employees (Local community). Furthermore, it supervises language qualification programmes leading to TOEFL and IELTS. Furthermore, the center holds seminars, conferences, and training courses in language acquisition and teaching methodology.

6.2 Language Labs

The language center has two modern multimedia language labs for the provision of language training with 55 student stations of (P4) version. There are also two laptops for presentation, travel, etc. The first lab adopts the multimedia and multi-objective purposes as it contains a full operating system and one machine named (WICOM-MC-3000C) of 1998 model. This system enables the instructor who controls the main station (computer, data show, two cassette recorders, and a headphone) to supervise and observe 25 of students' units connected directly to his/her system.

For each unit, the user can record and listen to his own voice in order to evaluate his sound performance, keeping it in a file with a password so others cannot have illegal access. In addition, labs are freely allocated to help students improve their language competence in video watching, listening and speaking as they can watch movies by either using their personal units or watching them shown on data shows connected to the instructor's main station.

The second lab is regarded as one of the most modern multimedia labs. It is equipped with 30 units of ACER type and each unit has its own headphone. The instructor is able to supervise all students' units as he can transfer data shown on those units to his. Along with the aforementioned features available, the instructor may assign various activities to groups simultaneously. Moreover, he/she can converse with students individually or in groups while they are watching and listening. There are also 17 cassette recorders to help instructors in teaching and training.

Students also can utilize the 87 video cassettes related to novels, short stories, movies, drama, and skills in general. They can also utilize the 300 audio cassettes available that are related to developing language skills.

6.3 The University Main Library

This structure includes the University Main Library, which provides students and staff members with the required recent text and reference books, journals, and CD ROMs. As a result of its collaboration and co-ordination programme, the library has relations with more than 120 universities and scientific organisations. It opens from 08:00 AM to 07:00 PM.

The University Main Library includes:

- *Conventional Library* which contains books and journals. The books halls contain more than (2872) different recent English titles in English Language and literature. It has

moreover (21) periodicals related to different topics about linguistics, literature, and translation.

- *Electronic Library* which contains (16) English CDs and (21) on-line journals which students and staff members can use

- *Internet Access Service,* available in a room containing 20 PCs.

- **Bookshops:** contain books, exercises with solutions, solutions to previous examinations and so on.

6.3 The University Computer Canter

This centre provides the Department with training and maintenance facilities.

6.4. Extra Curricular Activities

The University provides some entertainment for the students to enrich their talents in their free time. This includes:

Deanship of Student Affairs that organises the social, cultural, and sport activities for the students at the University. It has also an alumni office that maintains contact with the graduates of the University

There are also:

1. Several spaces for different sports.
2. Several spaces for cultural activities.
3. Several common rooms for meetings, snacks, and cafeterias.
4. Four Internet cafes each one containing 10 PCs.
5. Student Clubs.

<u>Appendix A</u>

Philadelphia University
Faculty of Arts / Department of English
Study Plan
<u>M.A in English Language& Literature</u>

<u>Thesis Option (2012/2013)</u>

<u>General Rules and Conditions:</u>

Master in English Language and Literature is of two options: Thesis Option and Non-Thesis Option.

1. This plan conforms to the regulations of the general frame of the programs of graduate studies.
2. The student may be required to study one or more undergraduate course(s) as perquisite(s) for (a) course(s) in his MA study plan.
3. The student should study (24) credit hours with cumulative arrange (75) and above as follows:

1. Obligatory Courses   (**15** Credit Hours)

Course No.	Course	Credit Hours
0120701	Methods of Research	3
0120710	Schools of Linguistics	3
0120780	Literary Theory	3
0120723	Stylistics	3
0120760	Modern British and American Novel	3

2. Electives

                                        (9 CH Credit Hours**)**

A. Language

Course No.	Course	Credit Hours
0120711	Advanced English Grammar	3
0120712	English Phonetics and Phonology	3
0120713	English Semantics and Pragmatics	3
0120714	Contrastive Linguistics	3
0120720	Applied Linguistics	3
0120721	Sociolinguistics	3
0120722	Discourse Analysis	3
0120730	History of English Language	3
0120731	Special Topic in Language	3

OR

B. Literature   (**15** Credit Hours)

Course No.	Course	Credit Hours
0120740	Medieval Literature	3
0120741	Shakespeare and the Renaissance	3
0120750	Modern Poetry	3
0120770	Modern British and American Drama	3
0120781	Advanced Literary Theory	3
0120782	World Literature	3
0120783	Post- Colonial Literature	3
0120784	Special Topic in Literature	3

3. Thesis   (0120799)   (9 Credit Hours)

4. Supporting Courses: The student may be given a number of supporting courses according to his/her B.A study Plan.

Non-Thesis Option (2012/2013)

General Rules and Conditions:

Master in English Language and Literature is of two options: Thesis Option and Non-Thesis Option.

4. This plan conforms to the regulations of the general frame of the programs of graduate studies.
5. The student may be required to study one or more undergraduate course(s) as perquisite(s) for (a) course(s) in his MA study plan.
6. The student should study (33) credit hours with cumulative arrange (75) and above as follows:

1. Obligatory Courses   (18 Credit Hours)

Course No.	Course	Credit Hours
0120701	Methods of Research	3
0120710	Schools of Linguistics	3
0120780	Literary Theory	3
0120723	Stylistics	3
0120760	Modern British and American Novel	3
0120702	Research Project	3

2. Electives

(15 CH Credit Hours)

A. Language

Course No.	Course	Credit Hours
0120711	Advanced English Grammar	3
0120712	English Phonetics and Phonology	3
0120713	English Semantics and Pragmatics	3
0120714	Contrastive Linguistics	3
0120720	Applied Linguistics	3
0120721	Sociolinguistics	3
0120722	Discourse Analysis	3
0120730	History of English Language	3
0120731	Special Topic in Language	3

OR

B. Literature   (**21**Credit Hours)

Course No.	Course	Credit Hours
0120740	Medieval Literature	3
0120741	Shakespeare and the Renaissance	3
0120750	Modern Poetry	3
0120770	Modern British and American Drama	3
0120781	Advanced Literary Theory	3
0120782	World Literature	3
0120783	Post- Colonial Literature	3
0120748	Special Topic in Literature	3
0120740	Medieval Literature	3

3. Comprehensive Exam   (0120798)

4. Supporting Courses: The student may be given a number of supporting courses according to his/her B.A study Plan.

Appendix B

Philadelphia University
Faculty of Arts
Department of English

Course Title: …………………….……… Instructor's Name: ………………….…… Report/Research Paper: …..………………..	Course No.: …………………….…… Day & Date: ……………………….

Student's Name: …………………….……………. Student's No.:

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Student's Remarks: …………………………………………………………………

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Marks Earned: ……………………………………………………………………..

Instructor's Remarks: ………………………………………………………………

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Title:

By:

Submitted to Dr.:

Date:

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