Moberly Area Community College
Common Syllabus

FLN121 Elementary Arabic

Current Term

Instructor: 
Office number: 
Office hours: 
Contact information: 
Classroom number: 
Class days and time:

Catalog Description:  *FLN121 Elementary Arabic      (3-0-3)
Elementary Arabic teaches beginning Arabic to English-speaking students, following a culturally oriented method. It offers a unique blend of standard and vernacular Arabic, largely used in media, daily situations, and business correspondence. The vernacular is Egyptian, the most easily accessible Arabic vernacular even to Arabs. The course meets a variety of communication needs that non-Arabs often grapple with in their daily life in the Arab world. (FA, SP)

Prerequisite/Co-requisite:  None

Text:  
Title:  Alif BAA: Introduction to Arabic w/DVD
Author:  Brustad
Edition:  3rd Edition 2010
Publisher:  Hopkins

Other Required Materials:  None

Purpose of Course:

Course Objective/Content:

Assessment of Student Learning:
Your grade will be based on the following pattern:
• 30% for three examinations
• 15% for class activity (including short tests); unexcused absences cannot be made up
• 15% for assignments
• 40% for final examination

Grading Scale:
A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%

**Expected Study Time Commitments:** Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

**Description of Major Assignment(s)/Project(s):** Per instructor’s policy

**Schedule of Student Assignments/Activities:**

Course Introduction; Learn and practice the Arabic alphabet

Unit One: Arabic letters and Sounds: *Alif, Baa’, Exercises*

Unit One: Arabic Letters and Sounds: *Taa’, Thaa’, Exercises*

Unit Two: Arabic letters & Sounds: *Jeem, Haa’, Exercises*

Units Two-Three: Arabic Letters & Sounds: *Khaa’, Daal, Exercises*

Unit Three: Arabic Letters & Sounds: *Dhaal, Raa’, Exercises*

First Exam/50 minutes

Unit Four: Arabic Letters & Sounds: *Seen, Exercises*

Unit Four: Arabic Letters & Sounds: *Sheen, Ssaad, Dhaad, Exercises*

Units Four-Five: Arabic Letters & Sounds: *Dhaad, Ttaa’, Exercises*

No Class: Professor out of town at a conference

Unit Five: Arabic Letters & Sounds: *Dhaa’, Exercises*

Spring Break and Easter Holiday

Second Exam/50 minutes; Unit Five: Arabic Letters & Sounds: ‘Ain, Exercises*

Unit Five: Arabic Letters & Sounds: *Ain, Ghain, Exercises*

Unit Six: Arabic Letters & Sounds: *Faa’, Qaaf, Exercises*

Unit Six: Arabic letters & Sounds: *Kaaf, Laam, Exercises*

Unit Seven: Arabic Letters & Sounds: *Meem, Noon, Haa’, Exercises*

Third Exam/50 minutes; Arabic Letters & Sounds: *Waaw, Exercises*

Units Eight-Nine: Arabic Letters & Sounds: *Yaa’, Definite Article, Forms of Alif, Exercises*

Unit Ten: Arabic Letters & Sounds: Extra-Alphabetical Markers and Tenween

Last day of our class

Finals Week

**Statement to Connect Course with General Education Outcomes:** In compliance with MACC’s General Education outcomes, the student who successfully completes this course will be able to:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.
College / Instructor Policies:

Academic Dishonesty: MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook, M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Attendance Policy: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.
### Definition of Course Attendance

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<th>Description</th>
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<td><strong>In Seat Course</strong></td>
<td>Physically attending scheduled, face-to-face, class meetings</td>
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<tr>
<td><strong>Virtual Course</strong></td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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| **Hybrid Course**    | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:  
  - Completion of quizzes or exams during class meetings and online  
  - Submission of assignments during class meetings and online  
  - Participation in discussions during class meetings and online |
| **Online Course**    | Active participation in an online course includes the following:  
  - Completion of quizzes or exams  
  - Submission of assignments  
  - Participation in threaded discussions |

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. *(Policy Handbook, I.090 & M.095)*

**Requirements:** *Turn off cell phones before you enter class. In-class texting is not allowed.* You are **required** to attend class regularly, participate as much as you can (there is no limit except time to your activity and interaction), perform your assignments duly and seriously, and watch out for examination dates. If you have an **extenuating** circumstance, such as death in the family or serious illness, you are advised to show documents for verification. As a professor who measures his success in terms of his students’ success, I would be pleased to see you progress and to help you, by any way possible and **legitimate**, accomplish promising results before the end of the semester. But this is a language-learning class, not a lecture hall; much of your progress depends on how best you use your time. So help me help you learn and succeed.

**Tardiness:** Per instructor’s policy

**Make-up and late work:** Per instructor’s policy

**Extra credit:** Per instructor’s policy

**Student Email:** MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the
online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:** Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:** MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) (links to an external site) or contact Ms. Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.