



ATTACHMENT 5.

T6. COURSE SPECIFICATIONS (CS)

Course Specifications

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| Institution: Dar Al uloom university | Date: Feb 2020 |
| College/Department : University Preparation/ Humanities | |

A. Course Identification and General Information

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|---|--|
| 1. Course title and code: : Leadership and teamwork skills | |
| 2. Credit hours: 30 hours | |
| 3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) | |
| 4. Name of faculty member responsible for the course: Dr. Maha ALkallab | |
| 5. Level/year at which this course is offered: 2019-20 | |
| 6. Pre-requisites for this course (if any): Teaching thinking skill 2 | |
| 7. Co-requisites for this course (if any): none | |
| 8. Location if not on main campus: : the classrooms Main campus | |
| 9. Mode of Instruction (mark all that apply): | |
| a. traditional classroom | <input type="checkbox"/> What percentage? <input type="text" value="85%"/> |
| b. blended (traditional and online) | <input type="checkbox"/> What percentage? <input type="text" value="5%"/> |
| c. e-learning | <input type="checkbox"/> What percentage? <input type="text"/> |
| d. correspondence | <input type="checkbox"/> What percentage? <input type="text"/> |
| f. other | <input type="checkbox"/> What percentage? <input type="text" value="10%"/> |
| Comments: | |

B Objectives

1. What is the main purpose for this course?
Teaching students leadership and teamwork skills -

Practicing leadership according to religious and moral principles is suitable with the improvements.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field):

To improve the course, it is best to present it in practice by having leadership tasks by students - Monitoring and evaluation them by the course professor - though from outside the university - through which guidance is given to the most important leadership practices required.

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:

The course introduces the student to the definition of leadership as well as the definition of types of managers, leadership styles and types of leaders

Then it describes the five theories of leadership and the interpretation of the composition of behavior - then talks about the leader and the authority and how the delegation and the difference between the mandate and authority - the leadership of crises and the mechanism of dealing with the occurrence of a problem

Moving to the knowledge of the team with whom people work - team building - motivation and reward.

1. Topics to be Covered

| List of Topics | No. of Weeks | Contact hours |
|---|--------------|---------------|
| Administrative Leadership Director and Leader – (Concept and Definition of Leadership) | 2 weeks | 4 hours |
| Leadership theories | 2 weeks | 4 hours |

| | | |
|---|---------|---------|
| Leadership Patterns - Leadership by Organizational Structure | 1 week | 2 hours |
| Transformation from Process to Relationship | 1 week | 2 hours |
| Explanation of the composition of leadership behavior - the components of leadership behavior | 1 week | 2 hours |
| Inner leadership - leader and power | 2 weeks | 4 hours |
| Leadership in crises | 3 weeks | 6 hours |
| Build and configure team | 1 week | 2 hours |
| Comparison of the qualities that distinguish the effective and non-effective team | 1 week | 2 hours |
| Rules of the team work system | 1 week | 2 hours |

2. Course components (total contact hours and credits per semester):

| | | Lecture | Tutorial | Laboratory/ Studio | Practical | Other: | Total |
|---------------|---------|---------|----------|-----------------------|-----------|--------|-------|
| Contact Hours | Planned | 30 | | | | | 28 |
| | Actual | | | | | | |
| Credit | Planned | 2 | | | | | 2 |
| | Actual | | | | | | |

3. Additional private study/learning hours expected for students per week.

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

| Code | NQF Learning Domains | Course Teaching | Course |
|------|----------------------|-----------------|--------|
|------|----------------------|-----------------|--------|

| # | And Course Learning Outcomes | Strategies | Assessment Methods |
|------------|---|--|---|
| 1.0 | Knowledge | | |
| 1.1 | To let the student recognize the leadership behavior | Cooperative learning | Paper short test |
| 1.2 | The student should list the types of managers and leadership styles that mentioned | Research learning to self-access to information | Paper short test |
| 2.0 | Cognitive Skills | | |
| 2.1 | To let the student compare between management and leadership | The strategy - of conclusion teaching and reading | Discussion and dialogue |
| 2.2 | To distinguish the five theories of leadership | Strategy of learning by playing and sharing roles Brainstorming | Live acting in the classroom middle-term & final exam |
| 3.0 | Interpersonal Skills & Responsibility | | |
| 3.1 | The student must take responsibility for self-learning | Use the six hats to thinking | Homework & research |
| 3.2 | The student should deal with his teammates in the spirit of the team with cooperation between all members | | homework by the required search |
| 4.0 | Communication, Information Technology, Numerical | | |
| 5.0 | Psychomotor | | |
| 5.1 | The student organizes the movement activities which aims to spread the team work in the corridors of the university | Project Strategy | Evaluate the project outputs and give them a degree on it |

| 5. Schedule of Assessment Tasks for Students During the Semester | | | |
|--|---|-----------------------------------|-----------------------------------|
| | Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.) | Week Due | Proportion of Total Assessment |
| 1 | 10 | Within a week | Presentation |
| 2 | 10 | Within 3 weeks | Research تطوع + مشاركة |
| 3 | 10 | During the lesson - 40 min | Quiz |
| 4 | 10 | Week5 | Assignment |
| 5 | 20 | 7 | Midterm exam |
| 6 | 40 | 14 | Final exam |

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

1. The arrangements for faculty members and their like to provide individual academic counseling and guidance to students. (Specify the expected length of time for faculty members and and their like during the week), activates that support the course about leadership through cooperating with students support center that related to the administration of registration.

2.cooperate with enteral institution such as educations or non-benefit , to apply large number of leadership skills

The duration shall not be less than 6 hours per week

E Learning Resources

1. List Required Textbooks

Leadership skills and teamwork

Author: Manal Al Baroodi Edition 2015.

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| 2. List Essential References Materials (Journals, Reports, etc.) Leadership and personal book - keys to success |
| 3. List Electronic Materials, Web Sites, Facebook, Twitter, etc. www.maktabah.com |
| 4. Other learning material such as computer-based programs/CD, professional standards or regulations and software. None |

F. Facilities Required

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| Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access, etc.) |
| 1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) Classroom with 30- 35 students |
| 2. Technology resources (AV, data show, Smart Board, software, etc.) Existing devices are suitable for course requirements |
| 3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) Does not need |

G Course Evaluation and Improvement Processes

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| 1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching 1. The survey written by the student at the end of the semester 2. Discussion and direct dialogue with students about their views on improvement |
| 2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department 1. Analysis the results of tests or survey for students (give students survey about suggestions and see their self-esteem by the survey , created plan awareness to support and raise their level in social and physiological way |
| 3. Processes for Improvement of Teaching To keep in update of the latest studies and theories of leadership, cooperating with Naif Arabic university (security knowledge) to create activities between the two universities, campaign and workshop also king saud university Visit other universities that study the same course and learn about the most important things that are presented and well received by students |

4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)
Examine the distribution of the course's degrees and its evaluation criteria from relevant universities (Sultan University) - (King Saud University) Work in accordance with the course according to other universities

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

- 1- Create a descriptive environment suitable for the course
- 2- Developing the course by adding activities and exercises at the end of each unit
- 3- Add stories from history about the most famous leaders
- 4- Allocate 5 degrees for volunteer work

Name of Course Instructor: Dr. Maha Al Kallab

Signature: _____ Date Specification Completed: 29Feb 2020

Program Coordinator: Dr. Mehmes

Signature: _____ Date Received: _____