

**General Directorate of Planning,  
Development and Quality Assurance  
Directorate of Quality Assurance  
Quality Culture Unit**



**جامعة دار العلوم  
Dar Al Uloom University  
لعلوم توابك العصر**



**Orientation Program for  
New Teaching Staff  
2022 – 2023**

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## Introduction

To achieve a stimulating work environment at DAU, and to provide integrated services to develop the skills of all teaching staff, “Orientation program for new teaching staff” has been conducted. This program aimed to introduce new teaching staff to all DAU systems. The program included several workshops to enhance the knowledge of new teaching staff of all duties at the beginning of his/her work journey at DAU.

This report includes the workshops that were conducted during the “Orientation program” held by the Quality Culture Unit which belongs to the Directorate of Quality Assurance at the beginning of 2022-2023.

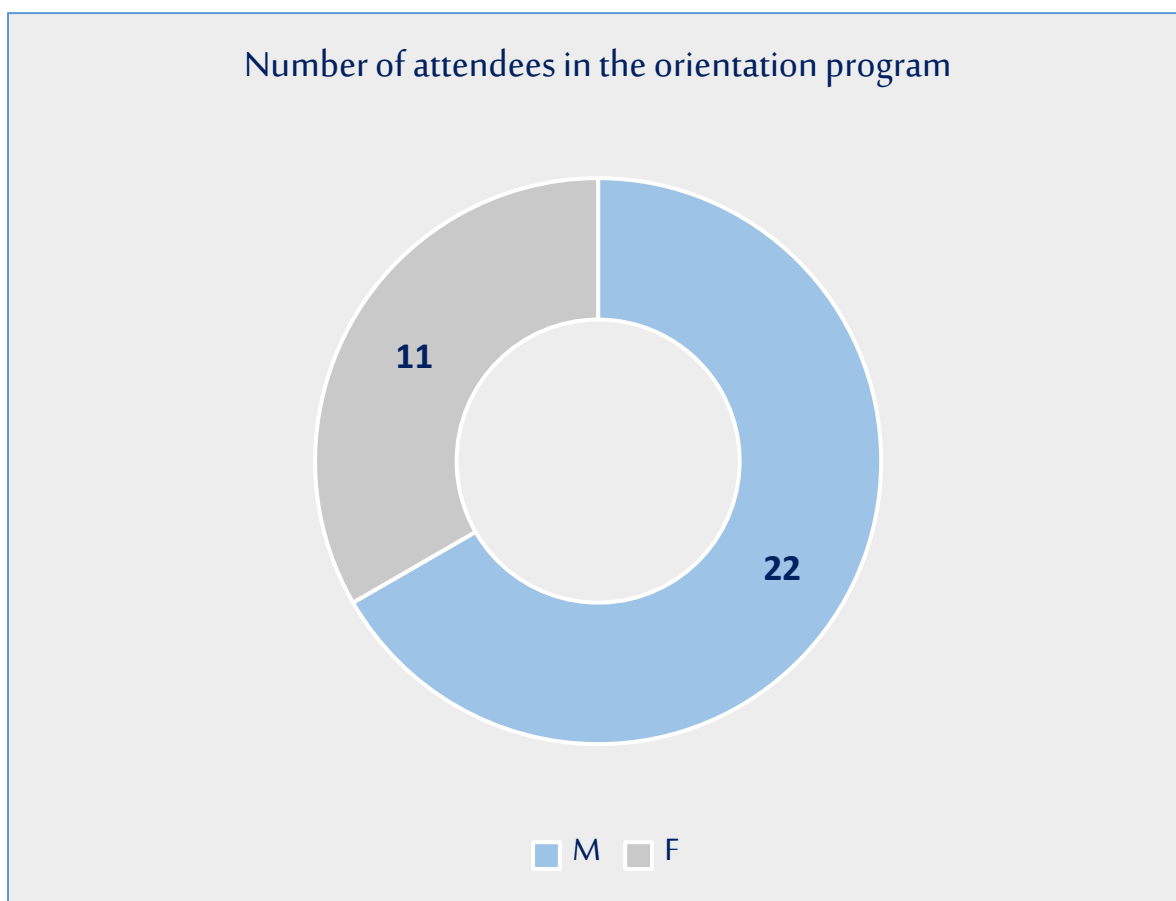
## Workshops conducted during the "Orientation program."

Workshop name	Presenter	Date	Time	Location
Awareness for vision, mission, and strategic objectives of DAU	Dr. Mohammed Samir	Sunday 11/9/2022	12:30 - 2	Room B223, 2nd floor
ILOs Assessment	Dr. Hossam Al-Samti	Monday 12/9/2022	12:30 - 2	Room B223, 2nd floor
Activating the Electronic System for Academic Advising	Mrs. Manal Al-Hamoud	Tuesday 13/9/2022	12:30 - 2	Room B223, 2nd floor
Profession ethics in academic work	Dr. Maha Kullab	Thursday 15/9/2022	12:30 - 2	Room B223, 2nd floor
Course Report, Course File	Mrs. Joanna Faydi	Sunday 18/9/2022	12:30 - 2	Room B223, 2nd floor
Needs of faculty member from SIS	Mr. Osama Abu Al-Asal	Monday 19/9/2022	12:30 - 2	Room B223, 2nd floor
LMS System + Electronic Exams	Mrs. Rose Al-Momani	Tuesday 20/9/2022	12:30 - 2	Room B223, 2nd floor



## Number of attendees in the orientation program

Num of workshops	7
Num of attendees - M	22
Num of attendees - F	11
Total attendees	33



## Number of attendees in the orientation program – Details

Sr	Workshop name	Date	Attendees' numbers		
			M	F	T
1.	Awareness for vision, mission, and strategic objectives of DAU	2022 – 9 – 11	4	3	7
2.	ILOs Assessment	2022 – 9 – 12	4	1	5
3.	Activating the Electronic System for Academic Advising	2022 – 9 – 13	2	2	4
4.	Profession ethics in academic work	2022 – 9 – 15	3	1	4
5.	Course Report, Course File	2022 – 9 – 18	1	1	2
6.	Needs of faculty member from SIS System	2022 – 9 – 19	3	1	4
7.	LMS System + Electronic Exams	2022 – 9 – 20	5	2	7
<b>Total</b>			<b>22</b>	<b>11</b>	<b>33</b>

## Satisfaction of new teaching staff with the Orientation program offered to them.

Sr	Item	Result	
		Rate	%
1	Orientation program helped me understand the mission and the vision at of the university and its strategic objectives	4.4	88%
2	Orientation program helped me identify the electronic systems at DAU	4.1	82%
3	Orientation program helped me identify Electronic Learning Resources at DAU	4.2	84%
4	Orientation program helped me to adapt to the practical and psychological at university.	4.3	86%
5	Orientation program helped me connect with faculty members from other departments and work with them friendly	4.3	86%
6	Orientation program helped me increase my teaching and learning skills as well as manage the learning process	4.5	90%
7	Orientation program helped me identify the quality management system at DAU and increase awareness about quality culture	4.3	86%
8	Orientation program helped me prepare the course file according to the requirements of NCAAA	4.8	96%
9	Orientation program helped me identify Academic Advising system at DAU	4.5	90%
10	Orientation program helped me develop effective teaching skills at DAU	4.4	88%
11	Orientation program helped me write and measure learning outcomes according to the requirements of NCAAA	4.5	90%
12	In general, I am satisfied about the program and to meet my functional needs when I start my university work	4.5	90%
<b>Overall satisfaction</b>		<b>4.4</b>	<b>88%</b>

## Workshop Reports

### 1. Awareness for vision, mission, and strategic objectives of DAU

Workshop specification	
Name	Awareness for vision, mission, and strategic objectives of DAU
Objective	Understanding the vision, mission of DAU, DAU plan, and its strategic goals.
Target group	New teaching staff
Main topics	Overview the vision and mission of DAU. Overview of the strategic objectives of DAU. Overview of the most important achievements of DAU. Presentation of an orientation video about the university facilities.
Presenter	Dr. Mohammed Samir Abdel Haq
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	11 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.1 out of 5



## 2. ILOs Assessment

Workshop specification	
Name	ILOs Assessment
Objective	The workshop aims to clarify the learning outcomes: Description, importance, and measurement.
Target group	New teaching staff
Main topics	<ol style="list-style-type: none"><li>1. Definition ILOs, and relationship with the program's learning outcomes, objectives, and graduate attributes.</li><li>2. Explain how to measure learning outcomes.</li><li>3. Reflecting the results of ILOs in the course report.</li></ol>
Presenter	Dr. Hossam Al-Samti
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	12 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.5 out of 5

### 3. Activating the Electronic System for Academic Advising

<b>Workshop specification</b>	
Name	Activating the Electronic System for Academic Advising
Objective	How the academic advisor can complete all his tasks on the electronic system.
Target group	New teaching staff
Main topics	<ol style="list-style-type: none"><li>1. Academic advisor's office hours on SIS</li><li>2. Academic Advisor's messages through SIS</li><li>3. Academic Advisor's report and how to access them and use them.</li><li>4. Students' Academic requests, how to view them and approve them through SIS.</li><li>5. Student's meeting appointment requests on SIS</li><li>6. Academic Advisor's role after students' graduation</li></ol>
Presenter	Mrs. Manal Al-Hamoud
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	13 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.4 out of 5

#### 4. Profession ethics in academic work

<b>Workshop specification</b>	
Name	Profession ethics in academic work
Objective	Developing interpersonal skills and raising awareness about the importance of working according to ethical standards. Identifying the main problems resulting from the absence of workplace ethics. Additionally, introducing employees to their rights within institution
Target group	New teaching staff
Main topics	<ol style="list-style-type: none"><li>1. The difference between a profession and a job</li><li>2. Legal rules of professional ethics</li><li>3. Employee ethics</li><li>4. Personal traits of an outstanding employee</li><li>5. Employee ethics with customers</li><li>6. The employee's ethics towards the institution in which he works.</li><li>7. Employee ethics towards his work colleagues</li><li>8. Employee ethics in community service</li></ol>
Presenter	Dr. Maha Kullab
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	15 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.1 out of 5

## 5. Course Report, Course File

<b>Workshop specification</b>	
Name	Course Report, Course File
Objective	Explain the contents of the course file with a focus on how to complete the updated Course Report template by the NCAAA.
Target group	New teaching staff
Main topics	Contents of the course file. What is a course report? Explain the Contents of the Updated Course Report template for the NCAAA. How to complete all parts of the course report? Examples (samples of complete course reports) Combined Course Report. Difficulties in filling out the Course Report.
Presenter	Mrs. Joanna Faydi
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	18 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.2 out of 5

## 6. Needs of faculty member from SIS System

<b>Workshop specification</b>	
Name	Needs of faculty member from SIS System
Objective	Overview of the SIS system, developing the skills of faculty members in how to use the system efficiently
Target group	New teaching staff
Main topics	<ol style="list-style-type: none"><li>1. System security settings</li><li>2. Schedules</li><li>3. Admission</li><li>4. Registration</li><li>5. Reports</li><li>6. Grades</li></ol>
Presenter	Mr. Osama Abu Al-Asal
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	19 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.4 out of 5

## 7. LMS System + Electronic Exams

<b>Workshop specification</b>	
Name	LMS System + Electronic Exams
Objective	Overview of the LMS system, how to create an electronic exam, and receiving all assignments and projects in the LMS.
Target group	New teaching staff
Main topics	<ol style="list-style-type: none"><li>1. Overview of the LMS system, explain main contents</li><li>2. Methodes of designing electronic exams.</li><li>3. Designing a question bank and creating electronic questions:</li><li>4. Create electronic assignments and correct them through the LMS system</li></ol>
Presenter	Mrs. Rose Al-Momani
The organizer	Quality Culture Unit which belongs to the Directorate of Quality Assurance
Location	Room B223, 2nd floor
Date	20 – 9 – 2022
Time	12:30 - 2
Evaluation - Overall satisfaction	4.4 out of 5