



UNIVERSITY OF  
CALGARY  
**Faculty of Arts**  
**School of Languages, Linguistics, Literatures and Cultures**

ALMC 204  
Beginners Arabic II  
Lectures: MTWR 9:00-9:50  
Location: SA 245  
COURSE OUTLINE - Winter 2017

**Instructor:** Hasmik Tovmasyan  
**Office:** CHC 202  
**Email/Phone#:** hasmik.tovmasyan@ucalgary.ca  
**Office hours:** Fridays 12:00-15:00

**Required Text:**

*\*Please note: The University of Calgary bookstore is organized by AUTHOR LAST NAME.*

- Brustad, Al-Batal, & Al-Tonsi. Al-Kitaab fii Ta'allum al-'Arabiyya: A Textbook for Beginning Arabic, Part 1 (Third Edition); Georgetown University Press. **REQUIRED**
- Wehr, H. (1993). Arabic-English Dictionary: The Hans Wehr Dictionary of Modern Written Arabic. Urbana: Spoken Language Services **RECOMMENDED**

<b>Distribution of Marks:</b>	<b>Final Examination:</b>
Preparation and Participation 10 % - Homework 15 % - Journaling 10% - Final Project 10 % - Oral presentations 10% - Tests 25 % -Quizzes 20%	There will be <u>no</u> final exam

**Objectives:**

**The students will** enhance their ability in reading, writing, listening and speaking, and will deepen their understanding of the Arab culture.

**Course Expectations:**

Day to day preparation, active participation and on-time submission of all assignments are key to your success.

*Electronic device policy:* No electronic devices are allowed in class unless required by a certain in-class activity.



## Faculty of Arts

### School of Languages, Linguistics, Literatures and Cultures

*Missed tests* can be retaken only if you have a serious excuse (see section Medical Exemptions below)

For other details about the course please check your syllabus.

The School of Languages, Linguistics, Literatures and Cultures	
<b>Undergraduate Program Advisors:</b>	
Arabic Language and Muslim Cultures: Asmaa Shehata <a href="mailto:almcadv@ucalgary.ca">almcadv@ucalgary.ca</a>	Italian: Emilia Spoldi <a href="mailto:spoldi@ucalgary.ca">spoldi@ucalgary.ca</a>
Chinese: Shu-ning Sciban <a href="mailto:chinadv@ucalgary.ca">chinadv@ucalgary.ca</a>	Japanese: Akiko Sharp <a href="mailto:asharp@ucalgary.ca">asharp@ucalgary.ca</a>
EAST: <a href="mailto:abarber@ucalgary.ca">abarber@ucalgary.ca</a>	Linguistics: Dennis Storoshenko <a href="mailto:lingadv@ucalgary.ca">lingadv@ucalgary.ca</a>
French: Anthony Wall <a href="mailto:awall@ucalgary.ca">awall@ucalgary.ca</a>	Russian: Olga Mladenova <a href="mailto:omladenova@ucalgary.ca">omladenova@ucalgary.ca</a>
German: Cornelia Burian <a href="mailto:cburian@ucalgary.ca">cburian@ucalgary.ca</a>	Spanish: Luis Torres <a href="mailto:latorres@ucalgary.ca">latorres@ucalgary.ca</a>
<b>For assistance with registration issues in SLLC courses, contact:</b> _____	
<b>Arts Students' Centre (ASC):</b> Faculty level advising. Office: SS102, Phone: 403.220.3580, Email: <a href="mailto:artsads@ucalgary.ca">artsads@ucalgary.ca</a> . More information below.	
<b>Location:</b> Craigie Hall C 205 / Craigie Hall D310	

## Policies:

### A. UNIVERSITY INFORMATION

**PLAGIARISM** is a serious offense, the penalty for which is an 'F' on the assignment and possibly also an 'F' in the course, academic probation, or requirement to withdraw.

The University Calendar states that "plagiarism" exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),*
- parts of the work are taken from another source without reference to the original author,*
- the whole work (e.g., an essay) is copied from another source, and/or,*
- a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.*

*While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.*

Plagiarism occurs not only when direct quotations are taken from a source without specific acknowledgement but also when original ideas or data from the source are not acknowledged. A bibliography is insufficient to establish which portions of the student's work are taken from external sources; footnotes or other recognized forms of citation must be used for this purpose.

Plagiarism also occurs when work submitted is done in whole or in part by a tutor (see the SLLC policy on tutoring, below), or relies in any way on computerized translation programs.



## Faculty of Arts

### School of Languages, Linguistics, Literatures and Cultures

**CHEATING** is an extremely serious academic offense. Cheating at tests or examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner; writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so, or leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.

**OTHER ACADEMIC MISCONDUCT** includes, but is not limited to, tampering or attempts to tamper with examination scripts, class work, grades and/or class records; failure to abide by directions by an Instructor regarding the individuality of work handed in; the acquisition, attempted acquisition, possession, and/or distribution of examination or other class assignment; the falsification or fabrication of clinical or laboratory reports; the non-authorized tape recording of lectures.

*Any student who voluntarily and consciously aids another student in the commission of one of these offenses is also guilty of academic misconduct.*

**SAFEWALK/Campus Security:** If you require an escort at any time, please call 403.220.5333.

#### **ACADEMIC ACCOMMODATION:**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (403.220.8237); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/). Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf)

**FREEDOM OF INFORMATION AND PRIVACY (FOIP) ACT:** Graded assignments will be retained by SLLLC for three months and subsequently sent for confidential shredding. Final examinations will be kept for one calendar year and subsequently sent for confidential shredding. Said material is exclusively available to the student and to the department staff requiring to examine it. Please see <http://www.ucalgary.ca/secretariat/privacy> for complete information on the disclosure of personal records

#### **EMERGENCY EVACUATION AND ASSEMBLY POINTS**

The University of Calgary is committed to creating a safe and healthy living and learning environment. The health and safety of our employees, students and the general public are the highest priority of the University of Calgary's Emergency Management Program. During times of emergency, Assembly Points have been identified across campus. These areas have been selected as they are large enough to hold a significant number of people and will provide an evacuated population access to washroom facilities and protection from the elements. Assembly points are also designed to establish a location for information updates from the emergency responders to the evacuees; and from the evacuated population to the emergency responders.

Please familiarize yourself with the following:

Emergency Assembly Points: <http://www.ucalgary.ca/emergencyplan/assemblypoints>

Emergency Instructions: <http://www.ucalgary.ca/emergencyplan/node/28>

## **B. SCHOOL OF LANGUAGES, LINGUISTICS, LITERATURES and CULTURES (SLLLC) POLICIES**

**TUTORING:** The School of Languages, Linguistics, Literatures and Cultures (SLLLC) supports all avenues of learning in the study of languages. Tutors may fulfill a useful role in this endeavor; however, they may not do, or assist with, assignments such as homework exercises, or editing and revising essays. The University of Calgary Calendar states that "Plagiarism exists when: (a) the work submitted or presented was done, in whole or part, by an individual other than the one submitting or presenting the work". SLLLC does not assume any responsibility for any arrangements made between students and tutors. Before posting an advertisement, a tutor must consult with a staff member of the appropriate language area, and provide certain information for departmental files. Upon approval, the advertisement will be rubber-stamped by one of the administrators in the Department Office (CH C205 or CH D310) and posted on the bulletin board. Advertisements which do not bear the official departmental stamp will be removed from the bulletin board without notice.



## Faculty of Arts

### School of Languages, Linguistics, Literatures and Cultures

**ACCESS TO LANGUAGE LABS:** For the benefit of students who may wish to "drop in" to D428 OR E212, the Language Research Centre and SLLLC shall continue with the protocol that leaving the door open during an instructor's session implies willingness to let students from other courses and/or sections to work at free stations while a class is doing its lab. Students coming in should, of course, request permission.

**PLEASE NOTE, HOWEVER, THAT SHOULD STUDENTS WISH TO CONTINUE USING THE LAB ONCE THE INSTRUCTOR LEAVES, THEY MUST FIRST LEAVE THE ROOM AND THEN WAIT FOR THE NEXT INSTRUCTOR TO ARRIVE.**

**MEDICAL EXEMPTIONS:** When a student is/was unable to attend a class/lab/examination and wishes to make alternate arrangements, the instructor may require prompt and current documentation from a medical practitioner confirming that a medical condition prevents/prevented attendance. Explanation of the absence should be provided on the same day, or at the student's earliest possible convenience. Only if a student observes these guidelines will instructors consider making alternate arrangements.

#### C. STUDENT RESOURCES

If you have questions about courses or programs within the School of Languages, Linguistics, Literatures and Cultures (SLLLC), please contact the Undergraduate Advisor in your area of concern.

##### ADVISORS:

Have a question, but not sure where to start? The new **Arts Student's Centre (ASC)** is your information resource for everything in Arts! Drop in at SS102, call us at 403.220.3580 or email us at [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca). You can also visit the Faculty of Arts at [arts.ucalgary.ca/undergraduate](http://arts.ucalgary.ca/undergraduate) which has detailed information on common academic concerns.

For program planning and advice, contact the **Student Success Centre** (formerly the Undergraduate Programs Office) at 403.220.5881 or visit them in their new space on the 3rd floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees, and assistance with your Student Centre, contact **Enrolment Services** at 403.210.ROCK (7625) or visit them at the MacKimmie Library Block.

Contact for **Students' Union Representatives** for the Faculty:

[arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca), [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca), [arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca)

Students' Union: <https://www.su.ucalgary.ca/>

Student Ombudsperson Office: <http://www.ucalgary.ca/provost/students/ombuds>

The Ombuds responds to the individual's situation and informed consent. Therefore, we:

- Listen to your concern, which may be the only reason you came in
- Discuss your concerns and help clarify the most important issues to you
- Help identify and evaluate and brainstorm options with respect to academic and non-academic issues you may be subject to
- Explain university regulations and policies in easy to understand terms, and offer referrals to other on campus resources if needed
- Serve as a neutral party to help solve problems and resolve conflicts and work to achieve fair outcomes by using mediation and other conflict resolution strategies if needed
- Offer coaching to help you prepare for a difficult conversations with supervisors, administration or instructors or to prepare for upcoming appeals
- Facilitate conversations among parties
- Operate under the code of ethics and standards of practice of the International Ombudsman Association