Faculty Orientation Guide: 2012-2013

A’Sharqiyah University
Ibra, Oman
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Welcome

Welcome to A’Sharqiyah University!

This faculty handbook is created to inform and assist you in your transition to Oman, daily tasks at A’Sharqiyah University (ASU) - College of Commerce and Humanities and to provide you with the tools necessary for an easy transition into the classroom. We hope that you will find it helpful!

If you have any questions or comments, please do not hesitate to address them to Dean’s Office, College of Business. We are here to help you and make your career at A’Sharqiyah University pleasant and rewarding.

Steve Reames, Ph.D.
Dean
About A’Sharqiyyah University

A’Sharqiyyah University (ASU) has charted an ambitious course for a private university that honors the traditions and culture of the Sultanate of Oman while utilizing cutting edge contemporary teaching practices and technology in providing higher education. To this end, it is important to understand certain policies and procedures which will guide the operations of the university for its faculty, staff, and students.

The Faculty Handbook assumes a number of important functions at the university. The handbook is based on the understanding that ASU processes will accomplish the following:

• Provide order and structure for common practices and decisions.
• Reflect sound practice in the fiscal, human resources, faculty, and student dimensions of the university, and provide a framework from which other decisions can follow.
• Ensure fair treatment of those who need exceptions or interpretations of the policies of the institution.

This handbook is, in fact, a resource designed to guide implementation of policy. As such, it should be viewed as a living document that likely will evolve as the institution evolves. It will require review and modification over the years.

ASU has set very high goals and standards for its students. These same high standards must be applied in the university’s operation to make it both effective and efficient. The policies and procedures noted in this handbook provide a set of standards to guide the operation of the ASU from its initial opening day and to assist the university in achieving the vision and mission of its Founding Committee.

VISION

The vision of the founders for the university is to be a unique and distinguished higher education institution that participates in:

• Promulgating high quality and modern knowledge, consolidation of life-long learning skills which not only implanting ability to learn in learners, but make them fond of learning.
• Creating an educated society which is characterized by academic excellence, thinking originality, practical implementation of knowledge and civilized behavior. The University aims, in the same time, at the continuous development of academic programs and activities to assure the sustainability of excellence that enables it to compete.

• Producing knowledge of an international standard through academic and scientific research based on commitment to the highest ethical criteria.

• Encouraging researches and consultative studies relevant to the needs of local communities which directly contribute to economic and social development and meet the requirements of the market in both public and private sectors.

• Preparing students to join labor markets or postgraduate study programs from several locations and through various techniques to meet economic and social needs which witness continuous variations in the Sultanate of Oman, the Arab region and other parts of the world.

• Realizing fame and reputation for the University based on academic excellence, autonomy and commitment to its principles through the achievement of its graduates and their integrity and devotion.

• Attracting distinguished teaching and administrative staff who work through close follow up and continuous guidance to students to inspire them to achieve the highest possible level of achievements.

• Strengthening relationship with the society through propagation of knowledge, continuous learning programs and training as well as cultural and social activities.

• Cooperating with the local, regional and international academic societies to exchange experiences and to enrich knowledge, thought and culture.

MISSION

The University works towards the development of university education, enhancement of knowledge, promotion of studies and researches and caring for activities and experiences that help in continuously developing personal abilities as well as providing services which support the economic and social progress of the society in accordance with the best international criteria and practices. The university endeavors, also, to play a leading role that contributes to the development of scientific and technological innovations in a way that copes with the requirements of the current age and with the international atmosphere which is marked with cultural diversification and extended humanitarian interactions between people. At the same time, the University is concerned with highlighting the history and culture of the Sultanate of Oman.

ASU COMPETENCIES

Six core competencies have been identified that all graduates of ASU will be expected to acquire. These competencies also should be reflected by the faculty and the staff of the university. These competencies will be a distinctive characteristic of the university. The policies and procedures of the university, like its academic programs, student services, and other programs, should help build these competencies throughout the ASU community. These competencies are:

• Communication: the ability to communicate (orally and written) effectively in both English and Arabic in professional and social situations.
• Technological Competence: the ability to use modern technologies to acquire information, communicates, solve problems, and produce intended results.

• Critical Thinking and Problem Solving: the ability to reason logically and creatively to make informed and responsible decisions and achieve intended goals

• Professional Competence: the ability to perform ethical professional responsibilities effectively in both local and international contexts.

• Teamwork: the ability to work effectively with others to accomplish tasks and achieve group goals.

• Leadership: the ability to be informed, effective, and responsible leaders in family, community, and the Sultanate. A’Sharqiyah University is located in Ibra, which is a small inland and rural area approximately 150 kilometers, or about ninety minutes by car, from Muscat, the capital of Oman. A’Sharqiyah has cooperative agreements with Texas Tech University and Oklahoma State University in the United States of America to facilitate excellence in academic program design and implementation.

The university is committed to providing the highest quality of instruction and to being a leading private university in the region.

A’Sharqiyah University intends to transmit up-to-date knowledge through high-quality educators and to:

• Promote independent and interactive critical thinking and life-long learning skills in students.

• Maintain a learning community known for its academic excellence, intellectual rigor, and civil discourse.

• Facilitate community-based research and consultancy that contributes directly to the economic growth and development of society and responds to needs of the market in the private and public sectors.

• Prepare students for careers or further education through employing multiple technologies as they meet the changing needs of Oman, the Gulf region, and the rest of the world.

• Sustain a reputation for the university’s academic excellence, daring, entrepreneur spirit, integrity, success, and graduate loyalty.
Faculty and A’Sharqiyah University

Faculty plays a critical role in applying these important skills and serving as role models as they work with students. This expectation reinforces the learning that students acquire in the classroom and in their assignments. This handbook supplements the Policies and Procedures Manual which provides the parameters for decision making, and outlines appropriate and ethical behavioral expectations of university officials. A’Sharqiyah University strives to develop an atmosphere in which faculty and students work in harmony in order to grow personally, academically, and intellectually.

Faculty members have the responsibility of creating an educational environment that promotes academic excellence, scientific development and generally the life of the mind. Inside and outside the classroom faculty must give their maximal effort to provide students with knowledge and insight into current developments in their areas of expertise, with general study and organizational skills, and with broad cultural, ethical and intellectual values. Faculty encourages the free pursuit of learning in students. They should strive to prepare students for the modern workplace and for the modern world, while promoting values of honesty, integrity, responsibility, creativity and tolerance.

Further, faculty have the responsibility of serving the University and wider community through research and outreach activities, scientific projects, lectures and publications, curriculum development, and various educational and research projects that connect the university with the community. Faculty members should strive to remain active and current in their areas of expertise, therefore growing personally as well as contributing to the University as a place of excellent education and scientific research.

The University, in turn, protects the academic freedom of its faculty. The University is founded upon faith in intelligence and knowledge and should defend their free exercise.

Together, students, faculty and staff strive to make A’Sharqiyah University an institution that pursues knowledge and truth.
University Governance

The governance and structure at A’Sharqiyah University are organized in accordance with the regulations / laws the Oman Ministry of Higher Education (OMOHE). A’Sharqiyah is a private university with the governance administered through a set of University By-Laws approved by the OMOHE. The governance of A’Sharqiyah University is shared by the Board of Trustees and University Council and Vice Chancellor (and his administrative team).

Board of Trustees

The Board is formed of a chairperson and eleven members of experience and knowledge. Vice Chancellor is a member in the Board by virtue of his/her formal post. Membership of the Board lasts for a renewable three-year period. Members of the Board elect one or more vice chairperson who shall act as chairperson in case of absence of the original chairperson.
The Board exercises the jurisdictions and tasks stated in the charter of private universities. In addition to that, the Board performs the following tasks:

- Approve the future plans of development of the University and its plan of postgraduate studies, research and society development as well as the plan of attracting and selecting teaching staff and their orientation according to documents submitted to it by the Council.
- Approve the organizational structure of the University.
- Propose financial policies and development budget of the University in a way that achieves its objectives, maintains the rights of its shareholders and develops its operations.
- Discuss the annual budget of the University in preparation of submitting it the Board of Directors for final approval.
- Appoint members of the Council of the University for a renewable three-year period after notifying the Minister of Higher Education.
- Appoint Vice Chancellor and his/her deputies for a renewable three-year period after notifying the Minister of Higher Education.
- Approve bylaws and internal regulations of the management of the University affairs.
- Accept gifts, grants, presents and donations presented to the University after notifying the Ministry of Higher Education provided that this acceptance is not in conflict with the public interest of the country. The Ministry of Higher Education has the right to object within thirty days as from the day of notification.
• Draw academic policies of the University, take decisions and approve recommendations to ensure the efficiency of performance of the University within the framework of the University regulations and its executive bylaws.

**University Council**

The University Council serves as an executive committee for the university and the primary advisory group for the Vice-Chancellor.

The Council is chaired by Vice Chancellor and the membership includes those university administrators reporting directly to the Vice-Chancellor, including:

• Deputy Vice Chancellor of Academic Affairs
• Assistant Vice Chancellor for Administrative and Financial Affairs.
• Deans of colleges
• A staff member from each college elected by the college council for two years.
• Directors of research centers.

The University Council advises the Chancellor on programs, policies, priorities, and budget matters, and it provides feedback on vulnerabilities and issues that the university faces. The Council exercises the following jurisdictions:

• Propose the general policy of undergraduate and postgraduate studies as well as scientific research.
• Propose establishment, abolishment or modification of names of colleges, centers and institutes and their departments.
• Propose academic bylaws regulating the educational and research processes.
• Set up rules of hiring deans and colleges’ boards as well as scientific and research centers.
• Implement policies endorsed by the Board.
• Approve requirements of admission to colleges.
• Award degrees and academic certificates.
• Propose numbers of students admitted to different colleges, institutes and centers.
• Prepare annual budget.

**Vice Chancellor**

The Vice Chancellor serves as the Chief Executive Officer of ASU and is responsible for the strategic direction of all operations. The Vice Chancellor has responsibility for overseeing the management structure and performance of the entire university. He is responsible for the conceptualization,
implementation, and evaluation of academic, personnel, financial, and student life policies of the institution. The Vice Chancellor reports to the Board of Trustees.

Because of the unique characteristics of ASU, the Vice Chancellor must focus on external relations rather than detailed management of the university’s operation. He must provide vision and leadership and yet be able to delegate to the Deputy Vice Chancellors significant areas of responsibility. The administrative structure, including the University Council, supports this kind of delegation by the Vice Chancellor.

The necessary qualifications of the Vice Chancellor require the selection of a highly qualified and experienced higher education administrator with strong leadership and human relations skills. A special committee constituted from the Board of Trustees is charged with the selection of the Vice Chancellor. A thorough search is conducted including widespread advertisement of the position in higher education employment vehicles. In addition to Board members, leaders in the community are invited to participate in the search and interview candidates for the Vice Chancellor position. The Vice Chancellor exercises his vision and leadership and is involved with the initial selection of faculty and staff for the university.

The Vice Chancellor is appointed by the Board for a renewable three-year period. It is stipulated that Vice Chancellor should be holding an academic title not less than an associate professor. The Vice Chancellor shall be in charge of the management of the University’s scientific, administrative and financial affairs. Vice Chancellor shall represent the University in all transactions and relationships with other parties. In addition, Vice Chancellor shall:

- Supervise and ensure the good handling of daily work in the University.
- Appoint an Assistant Vice Chancellor for administrative and financial affairs and deans of colleges as well as directors of the University library, admission and registration, student affairs and community service and continuous learning center.
- Endorse financial allocations for research projects after being approved by the scientific research committee.
- Propose the annual budget and present it to the Council.
- Approve the appointment of the University employees and their promotion as well as issuing decisions related to their appointment, promotion, transfer, assignment to particular tasks in accordance with regulations of such arrangements.
- Issue executive decisions for all matters approved by the Board of Trustees and the Council.
- Any other tasks as per assigned by the Board.
- Vice Chancellor may delegate some jurisdictions to the Deputy Vice Chancellor, Assistant Vice Chancellor, Deans or any University director.

**Deputy Vice Chancellor for Academic Affairs**

The Deputy Vice Chancellor for Academic Affairs is appointed by the Board with a recommendation of Vice Chancellor from among the teaching staff who hold a title of associate professor or higher for a renewable three-year period. The Deputy Vice Chancellor for Academic Affairs shall be in charge of the following tasks:
• Follow up the progress of work in the colleges and propose improvements of the same.

• Propose names of deans of colleges and heads of departments which are under his/her direct supervision.

• Supervise the procedures of appointment of the teaching staff and renewal of their contracts in accordance of regulations specified therefor.

• Study reports prepared by deans of colleges on academic performance in their colleges.

• Study reports prepared by evaluators, evaluation and quality control teams and submit such reports to Vice Chancellor.

• Make proposals with regard to academic development in the University.

• Submit an annual report to Vice Chancellor on the progress of work in colleges and academic units which are under his/her supervision.

• Submit periodical reports to Vice Chancellor on scientific research in the University.

• Any other tasks as per assigned by Vice Chancellor.

Assistant Vice Chancellor for Administrative and Financial Affairs

The Assistant Vice Chancellor for Administrative and Financial Affairs assists Vice Chancellor in the management of administrative and financial affairs of the University. The decision of the appointment of the holder of this post is issued by Vice Chancellor and he/she shall discharge the following tasks:

• Implement administrative and financial regulations and bylaws relevant to his/her jurisdictions.

• Supervise the good handling of daily work and propose necessary arrangements to ensure proper control and efficiency of performance in units under his/her supervision.

• Propose appointment of heads of administrative and financial units under his/her supervision.

• Give opinion on budgets presented by different colleges, centers and units of the University.

• Work towards increasing the revenues of the University.

• Submit an annual report to Vice Chancellor on the progress of work in the units under his/her supervision.

• Any other tasks as per assigned by Vice Chancellor.
Deans

Each college shall have a Dean from among its teaching staff holding a title of associate professor or a higher academic title and shall be appointed by a decision issued by Vice Chancellor for a renewable three-year period.

The Dean of a college shall undertake the management of the academic, administrative and financial affairs of the college. The Dean shall, in particular, discharge the following functions:

- Supervise the academic process, the general performance and ensure the good handling of daily work in the college.
- Coordinate among the different departments of the college and with other units of the University.
- Submit recommendations with regard to the requirements of the college of academic personnel, researchers, technicians and administrators.
- Submit recommendations with regards to the requirements of the college of facilities, equipment, books and other requirements.
- Develop medium and long terms strategic plans aiming at development of the college.
- Evaluate the performance of the teaching staff, researchers, technicians and administrators of the college as well as making recommendations for their promotion, renewal of their contracts or termination in accordance with regulations specified therefor.
- Develop proposals with regard to the budget of the college and submit them to the Deputy Vice Chancellor after being discussed by the College Council.
- Submit annual reports to the Deputy Vice Chancellor on the progress of work and all activities of the college after being presented to the College Council.
- Submit minutes of the meetings of the College Council to the Deputy Vice Chancellor within one week from the date of their approval.
- Any other tasks as per assigned by Vice Chancellor or the Deputy Vice Chancellor.

Assistant Dean of a College

Each College shall have an assistant dean from among the teaching staff of the college. Decision of appointment of holder of this post shall be made by Vice Chancellor for a renewable three-year period.

The Assistant Dean shall undertake the following tasks:

- Coordinate and follow up the academic affairs of the students.
- Provide information on academic bylaws, curricula, academic guidance for students in coordination with Admission and Registration Administration and Students’ Affairs Department.
• Prepare data on students' results in each semester and submit such data to the College Council.

• Coordinate research activities at the College and with other units of the University with regard to the interdepartmental researches.

• Assist researchers to obtain outside funding for research in accordance with regulations specified therefor.

• Organize activities of community service.

• Maintain records on research and community service activities.

• Any other tasks as per assigned by the Dean of the College.

**College of Commerce and Humanities Council**

The college will have a council headed by the Dean and the membership of:

• The Assistant Dean

• Heads of Student Affairs Offices

• A member of the staff from each department is nominated by the department council for one renewable year.

The College Council shall undertake the following tasks:

• Approve course contents of the college’s study plans.

• Approve the final results of the examinations.

• Recommend awarding academic certificates and degrees in accordance with academic bylaws.

• Make proposals on academic programs and teaching plans.

• Propose numbers of students to be admitted in different departments of the college and terms of their admission in coordination with the Admission and Registration Administration, and submit the same to the Council via the Deputy Vice Chancellor.

• Revise the results of examinations and generally supervise the performance of students.

• Propose the annual budget of the college and submit it to the Deputy Vice Chancellor.

• Organize scientific research and propose methods for improvement.

• Make recommendation regarding appointment, promotion and transfer, in scholarships of staff and their assistants.

College Councils may form sub committees to give assistance in performing assignments. They may also seek help of experts during meetings or committees' sessions.

The College Council holds meetings upon call of the chairperson at least once a month during the academic year, whenever it deems necessary or upon the request of at least half the number of its members. Meetings shall be valid by the attendance of the majority of its members and decisions are taken by absolute majority of votes. Abstainers are considered absentees when votes are counted. In case of equal votes, the chairperson's vote shall be the casting vote.
College Committees

The dean shall form committees from members of the teaching staff of each department chaired by heads from among their members. The academic committee and the heads of department committee shall be under the chairpersonship of the dean of the college. These committees are:

• **The Academic Committee**
  The Academic Committee undertakes all matters related to teaching staff. Members of this committee shall be professors or associate professors wherever it is possible. The functions of this committee are:
  
  o Look into applications submitted by departments with regard to appointment of members of the teaching staff.
  o Make recommendations regarding appointment of the teaching staff.
  o Make recommendations regarding finalization of procedures of promotion of the teaching staff.
  o Study reports on performance of members of the teaching staff and make recommendations.

• **The Research Committee**
  The Research Committee supervises research activities in the college and it is concerned with the following matters:
  
  o Propose a plan for research activities in the college.
  o Study research projects presented by staff in order to obtain funding for such projects
  o Propose a budget for research.
  o Develop a periodical report on research activities of the college.

• **The Teaching Programs committee**
  The Teaching Programs Committee supervises preparation and development of teaching plans for different specializations taught in the college so as to ensure that these specializations cope with the latest developments. The functions of this committee are:
  
  o Study teaching plans and modifications that are made thereof and make recommendations with regard to these plans presented to the college council.
  o Study contents of the courses within the teaching plans.
  o Approve references of the courses prescribed.
  o Approve equivalence of courses studied by students who join the University from other universities.

• **The Heads of Department Committee**
  The Heads of Department committee comprises of heads of department of the college. It is concerned with the following functions:
  
  o Study methods of development of academic and administrative performance in the college.
  o Study budgets proposed by departments and coordinate among them and combine them in one unified budget for the college.
  o Any other matters related to more than one department.
• The Library Committee
The Library Committee works as a connecting link between the college and the central library of the University. It undertakes, in particular, the following tasks:
  o Follow up the work of departments to provide them continuously with learning resources for different specializations including books, periodicals and software.
  o Coordinate with counterpart colleges in the Sultanate of Oman to benefit from academic resources available at such colleges.
  o Follow up the provision of references for the courses taught within the college before the beginning of each semester.
  o Propose the budget for learning and teaching resources in the college.

• The Students' Affairs and Activities Committee
The Students' Affairs and Activities Committee is concerned with all matters related to students of the college. It undertakes, in particular, the following tasks:
  o Study data on students' academic performance and propose methods of improvements.
  o Propose solutions to problems which face students regarding registration in courses.
  o Encourage students to participate in extra curricula activities.
  o Look into any matters transferred to the committee from the Dean of the College
  o The committee for communication with the society

• The Committee for Communication with the Society
The Committee for Communication with the Society communicates with the society to strengthen ties of cooperation with all categories of the society. It discharges, in particular, the following tasks:
  o Inform of the college and the specializations, services and consultations it may provide to the society.
  o Reach to secondary school students through visits, bulletins and making arrangements for students to visit the college.
  o Invite societal eminent persons to meet students so as to get acquainted with the experiences of such personalities.

The dean may form permanent or provisional committees if it deems necessary in the college.

Departments
A college is formed of many departments. Each department shall have its own academic, administrative and financial component.

• Heads of Department (Chairpersons)

Each department shall have a head from among its teaching staff that hold at least the academic title assistant professor. The appointment decision of the holder of this post shall be issued by Vice Chancellor upon the recommendation of the dean for a renewable three-year period. The head of the department shall undertake the following tasks:
Supervise the progress of work in the department and propose methods of development of performance.

Give opinion on matters related to employment affairs of academic staff, their assistants and all employees of the department.

Supervise allotment of teaching hours to teaching staff.

Follow up and ensure the good functioning of the academic guidance process to students.

Encourage and support research as well as provide recommendations regarding research projects, contracts and consultative services. Make recommendations relevant to services rendered by the employees to the society.

Follow up the implementation of decisions of the department council.

Propose the projected budget of the department.

Develop an annual report on work progress to be submitted to the dean of the college.

Any other tasks as per assigned by the dean.

• Department Council

Each department shall form a council headed by a department head (chairperson) and the membership of all members of the academic staff of the department. The department council shall undertake the following tasks:

Propose plans of academic programs and supervise their implementation.

Prescribe courses and their content which shall be taught within the department.

Identify books and references related to subjects taught in the department and facilitate the obtaining of such books and references by students.

Approve allotment of teaching tasks to staff in the department.

Set up a plan for research activities in the department.

Discuss department’s annual report.

Give opinion on the budget proposed by the head of department.

Give opinion on matters sent to the College Council from the dean or presented by the head of department.

Research and Service

• Faculty Meetings

Once or more times every semester, meetings of all faculty members are scheduled. During these meetings a broad range of issues related to teaching and research is discussed, and faculty questions and concerns are addressed. Meetings are usually called by the college president and can also be called by the Dean(s). Attendance at these meetings is mandatory.

• Committee Work

Faculty Meetings

Committee Work

Faculties are encouraged to take part in committees that create policies related to the University’s central functions of teaching and research. We welcome any suggestions by the faculty on how to further develop and enhance the academic life by forming of and participating in committees.
• Conferences/Symposiums/Seminars/Workshops

Faculty are encouraged to attend conferences, symposiums, seminars and workshops in their area of expertise in order to present their current research, learn about recent developments in the field and maintain communication with colleagues from other institutions. When planning to attend a conference/workshop faculty should notify the Student Affairs Office in advance, by filling out a Faculty Activity Request and Report (see Appendix V) and seeking approval for their trip/activity. This includes coordinating efforts to make-up missed classes or arranging suitable substitutes.

Publications

Faculties are encouraged to pursue research and scholarly activities and to publish articles and books. Articles published in refereed scientific journals and textbooks play an important role in the promotion and tenure process.

• Promotion

Faculty are appointed at the rank appropriate to their academic experience and further promoted in accordance with the by-laws of A’Sharqiyah, the Oman Workforce Commission, and the Oman Ministry of Higher Education.
Before you leave... a checklist before departure

✓ Telephone numbers for contacting ASU personnel in Muscat and Ibra
✓ Current medications/prescriptions
✓ Call all credit card and debit card companies to inform them of your trip and to update information and the card as needed
✓ Originals of all relevant academic certificates (and official transcripts if your degree(s) are from the United States) and relevant to your work experience and letters of recommendation
✓ Printed copy of parts of this document you find helpful
✓ All obvious travel documents such as your passport, driver’s license
✓ Phone airline to check baggage allowance
✓ Sufficient funds to last until payday (around the 25th of the month, usually) for items such as:
  o food which except for locally grown produce will most likely be more expensive than in your home country
  o cell phone and money for SIM-card and airtime plus snacks and water at airport
  o taxis if you wish to visit Muscat or see the area around Ibra
  o new medications/prescriptions
  o internet cafes (300 baisas per hour)
  o water tank refill
  o entertainment if desired
  o baggage
  o passport-size and style photos – eventually you will need 8 here (these may be less expensive to make here than in your country of origin)
- lunch at work, 1-2 RIALS per day
- appliances compatible with Omani electrical outlets

Optional:

- Books, personal supplies, laptop, hiking shoes, art supplies, hobby equipment
- Electrically compatible hair dryer, coffee pot, flashlight/torch
- Medications for females to last six months to a year

After you get here:

- It is advisable to register with your embassy; if you do, you may wish to place your contact information on a mailing list for social functions.
- You may wish to check “Timeout Magazine” online or for information about more social groups open to men and women.

Arriving in Muscat

When you arrive, you will need the equivalent of 20 RIALS (roughly $50 US) to purchase a tourist visa in order to enter the country. Keep your receipt and submit it for a refund.

It is important to bring cash with you because some debit cards are not compatible with ATMs in Ibra; however, this is less likely to be a problem in Muscat (although it may be). Debit cards issued from the USA or Europe will generally work everywhere in Oman, but credit cards may not. Additionally, many stores do not accept debit cards.

When at the airport in Muscat, it is extremely helpful to buy a SIM card in the event you need to contact A’Sharqiyah University (ASU) personnel. A SIM card costs approximately 2 (two) Omani RIALS. You will also need to buy a two-RIAL pre-paid card, but if you are planning to make international calls, you will need to purchase a more expensive card. There are several popular telecommunication companies which have kiosks at the airport and shopping centers in Muscat. However, these companies also have outlets in Ibra.

The currency of Oman consists of RIALS and baisas. One thousand baisas (ten 100-baisa notes) is equal to one RIAL. See an Internet currency conversion site for the current exchange rate for your currency. People usually change their home currency for Omani RIALS at the airport.

Normal working hours for most restaurants and mini-markets are approximately 7:30 a.m. to 2:00 p.m. and from 5:30 to 11:00 p.m. Saturday through Wednesday. Most private businesses and stores are also open Thursday mornings and Friday evenings. Government offices may or may not
be open Saturday mornings if they are open Thursday mornings. Banks are open in Oman Sunday through Thursday from 8 a.m. to 2 p.m. Thursday morning is the best time to do your banking.

You may wish to purchase two liters of spirits at the Duty Free Shop at the airport as alcohol is not available in shops in Ibra. You can use credit cards issued in the USA or Europe for such purchases at the airport. You may also wish to purchase books at the WH Smith Bookstore.

A number of car rental kiosks are available in the arrivals lounge at Seeb International Airport in Muscat. Value Plus rents small sedans for 130 to 145 RIALS per month (9901 7333). Another popular car rental company in Muscat is Rent-A-Wreck.

Foreigners are allowed to drive rental cars if they have a driver’s license from a Western country. However, if you want to buy a car, you will need to get an Omani driver’s license before you do so. You don’t have to take a test if you can show them your other license providing it was issued at least one year before taking an Omani license.

For information on Oman, you can visit:
http://www.state.gov/r/pa/ei/bgn/35834.htm
and
http://www.omanet.om/english/culture/men_dress.asp?cat=cul

Ibra, Oman

An eighty to ninety-minute taxi ride from Muscat through stark but stunning mountains, populated with wildlife, takes you to Ibra, surrounded by low mountains capped with old guard houses. The semi-desert terrain surrounding Ibra is dotted with shrubs. Cultivated palm groves provide a touch of green to the horizon. Areas of ruins can be spotted from the highway as you near Ibra. Further, the remnants of an arresting mud- and stone-built section of old Ibra are easily accessed by taxi and provide endless opportunities for photographers.

Alayat is the central area of town where the female student dormitories are located and some faculty live; the other section is Sufalat. The buildings in which faculty live are located within walking distance of a medium-size grocery store where basic food supplies and some household goods are available. Basic medicinal supplies are obtainable from two nearby pharmacies.
However, Ibra retains the character of a peaceful small town with stores and restaurants owned by individuals. The town also has one of the oldest souks in the Sultanate and is home to historically significant structures.

The local stores do stock towels and sheets, but they offer a limited assortment of styles and colors. Of course, a trip to Muscat provides an opportunity to buy items from White Linen, Lu Lu’s, and Carrefour.

One hotel in Ibra has a swimming pool with a lovely outdoor area. Nightlife is limited to two hotels serving liquor, which is costly by US or European standards ($4 a large can of beer; $7 for a large measure of spirits). There is one weight lifting fitness center in Ibra, and it is open to males. Therefore, many faculties take advantage of the safety of this area and regularly walk around the town and into the mountains ringing the area.

There are several restaurants in Ibra. The Sands Hotel has a restaurant which offers dishes from a number of countries. Alcoholic beverages are available in a bar and also at dinner within specific hours.

Many people determine they are able to find everything they need in Ibra. Others, in order to find specialty items, make regular trips to Muscat to locate meat forbidden in Islam, fine cheeses, vegetarian items, a wider array of clothing stores, and so on.

Just outside Ibra is the Wahiba Sands desert. A visit requires four-wheel drive vehicles or an organized tour.
Twenty minutes from Ibra on the road to Sur is the turn off for Wadi Bani Khalid. A fifteen-minute drive up the mountain brings you to the Wadi and a small restaurant. A ten-minute walk up the gorge brings you to the main pool with a waterfall.

Ibra, one of the oldest continually inhabited cities in Oman, has retained many of its historically significant structures. An extensive archeological area of the city awaits serious exploration, and the city retains a powerful mystique. As you will have gathered, there is much natural beauty and intriguing history to explore for the residents of this small town.

Making Life Smoother in Ibra

You may wish either to bring a collection of your favorite novels, an electronic book reader, or stock up on books at the airport as there are no English-language bookshops in Ibra and those in Muscat tend to stock light reading. Bearing in mind the difficulty of obtaining books and novels in Oman, you may think that Dickens, Proust, or Tolstoy may suit the situation better than page turners that you can swallow whole in an evening. (You can always, of course, order books from Amazon, as there are no restrictions on importing literature, but you may find doing so expensive.)

Omanis in Ibra most usually wear the traditional dress (described above). In Ibra conservative dress is expected. For example, even foreigners do not wear shorts. Further, men should not remove their shirts while playing football. Three-quarter-length pants are, however, generally acceptable. Casual footwear for walking is the norm. Tight clothing is discouraged.

Faculty should be aware that Omanis pay close attention to their personal hygiene, and so all visitors are expected to meet equally high standards. In Oman cleanliness is an important part of religious faith because washing is a prerequisite to prayers which occur five times daily. Further, you will notice many perfume stores in malls and perfume sections within small stores in Ibra.

As in any warm and dry climate, dry skin can become an issue and be made worse by the water in Ibra which is de-salinized salt water. You may wish to bring extra moisturizers.

The largest store in Ibra is Al Najah near the souk in Sufalat. The clothing section is separate from the rest of the store. Therefore, pause so that sales personnel can tally your bill and collect your cash before returning to the larger section of the store.

You may also find it advisable to bring prescription medicine to last at least sixty days. However, certain prescriptions, such as female estrogens, may not be available here, so you should consider carrying a year’s supply.
Educational Options for Dependents

One option for dependent children is Indian School Ibra (www.indianschoolibra.com). As the name implies, the school is primarily intended for children with parents who are of Indian heritage. Children may begin kindergarten at age three and continue through the final secondary class. About 575 students attend classes which are staffed by approximately thirty faculty and administrators.

Admission is by test, documentation from prior schools, and English ability. Classes are in English. The school is holistic and individual achievement is emphasized. The school uses the Indian system of education and reports excellent results from Class X exams.

Taxi Etiquette and Pricing

Local custom dictates that when women are traveling alone in a taxi, they should sit in the back. If other males are in the car, the woman should sit in the front. Typically, the person who sits in the front of the taxi will pay the fare.

Always negotiate the rate before you get in the car. Very short distances may only cost 200 baisas, yet a trip to the Sands on the outskirts of town may cost 2 to 2.5 RIALS.

A taxi to Muscat should cost around 8 (eight) RIALSs each way. At that rate, the taxi driver will drop you at the clock tower. City Center Seeb is a short walk from that spot. Alternatively, you can pay 2 RIALSs extra and get the driver to take you directly to the shopping area.

If you are traveling alone to Muscat, you may wish to find a taxi to share at the downtown taxi stand near Omantel and the Kia dealership. You may also wish to talk to other faculty to determine which taxi drivers to use as some will pick you up from your building.

Some faculty hires a taxi for an entire day. To do so, negotiate a plan with a potential driver. For example, if you are going to Muscat and will be making many stops where the driver will wait for you from 7 in the morning to midnight, you might end up paying 50 RIALSs for the day’s service. (Of course, Muscat taxi service is expensive, so that point needs to be factored in when negotiating outings in Muscat.) However, if you are going to Sur or Nizwa and will not be gone long, you might secure a round-trip taxi rate for as little as 20 RIALSs.
Postal Correspondence

You may be able to rent a box at the post office in Ibra; it is located near the souk downtown. Otherwise, since street addresses do not exist, giving DHL or Federal Express information about where to deliver an item can be problematic. Therefore, you may wish to use the university’s address for receiving correspondence. It is:

You’re Name  
A’Sharqiyah University – GFP Instructor  
PO Box 42  
Post Code 400  
Ibra  
Sultanate of Oman

Packages and letters usually take three to four weeks to arrive. If someone asks the United States Post Office how many days it will take for first-class mail to arrive, he or she will typically receive an estimate of ten days. You might receive the mail in that amount of time. However, if mailed from the United States, it is wise to plan on three weeks for the mail to arrive.

Apartments

Apartments in Ibra are usually considered spacious and especially so if you have been living in a large city in Europe or the US. For example, most apartments have two or three bedrooms plus a sitting area, kitchen, and two bathrooms. However, they do not have Jacuzzis or bathtubs except in rare circumstances. Kitchens and baths have tile to the ceiling.
When you arrive in your apartment, you can turn on the water heaters, air conditioners (ACs), and fans from wall fixtures. Most people turn water heaters on about ten to fifteen minutes before showering.

Because multiple European-style air conditioners are in each apartment, some faculty only use the AC for the room in which they are sitting. You may need to wash your AC filter twice a month or so. Some faculties run clear tape over cracks around ACs and windows to cut back on apartment dust.

A semi-automatic washer/spinner is available in most apartments. However, many people choose to wash their personal garments by hand and send large items, like sheets, to a laundry as laundry service is inexpensive compared to prices in the United States. The ironing of clothes is also inexpensive, and so some faculties prefer to wash clothes by hand but pay laundries to do the ironing if the weather is particularly hot.

The term “fully furnished” has different connotations from country to country. Typically, the ASU arranged apartments here have a couch, two arm chairs, a small table with four matching chairs, coffee and end tables, wardrobe, curtains, dressing tables, bed (the mattresses in the Middle East are not like the ones in the US and Europe), a microwave, gas stove and oven (cooker), pot and pan, cooking utensils, electric kettle, a few dishes and pieces of silverware, and sometimes more. Typically, apartments also have a heavy blanket, a sheet, pillows, and a towel. However, some apartments do not come furnished. For this option you can negotiate a price with your landlord and he will purchase and charge you additional rent. Prices on apartments vary but usually around 150-180 RIALS you can find a nice 1-2 bedroom flat. Furniture for an apartment is usually 50-60 RIALS additional per month. You can negotiate for the landlord to pay the utilities but, if he/she is unwilling you can plan on spending 30-40 RIALS per month for Electric and Water.

You can find other items you may require in Muscat at White Linen or similar stores as well as in Ibra, but here the choice of colors is limited and may not suit your preferences. You are free to not take an apartment arranged by the company and, instead, rent a place on your own. It is important to keep in mind that plumbing is a problem throughout most of Oman because tradespeople are often in short supply and may not be experienced. Most semi-skilled workers are not Omanis but immigrants whose country of origin does not support the same building standards as seen in North America and Europe.

Electricity bills are distributed monthly at work and range in price from a few RIALSs in winter months to as much as 30 RIALSs in summer. The bills come near the end of the month. You can pay them on the ground floor of the Oman National Engineering building which is next door to the Hyundai dealership building. The office is open on Thursday until about 1 p.m. The payment office is not marked; however, it is the door on your right as you go into the Oman Nat. Eng. Building.

Apartments will sometimes have a television set with a remote and a housing cabinet. Three basic cable companies are available in Ibra but usually only one is available per apartment. During stormy weather service can be interrupted.

The computers on campus have Internet service and there are several Internet cafes in Ibra which charge around 300 baisas per hour. While it is not common to have Internet service in your home, it is possible. Once you have your labor card/resident card, you can apply for a phone and/or Internet line in your apartment. To do so, go to Omantel and fill out the forms (they are in English and all employees speak English as well.) You will need to pay a refundable deposit (the rates vary depending on the service you want.) There is a separate deposit for an internet connection. The deposit for a modem connected through a telephone line is about 30 RIALSs. The modem has Wi-Fi which enables you to share the cost with another apartment on the same floor. According to some faculty, this system offers better service than the USB modem option in which you buy a modem and pre-pay for a specific amount of airtime – something that can be pricey. Once you have filled
out the forms, Omantel will come to your house two or three days later to hook up the connection. Be prepared to give them specific directions on how to get to your home.

Alternately, as mentioned, if you don’t want to pay for a regular connection, you can get pre-paid internet cards at grocery stores or gas stations. Also, Internet service is available at the school. Of course, one is somewhat limited by the amount of time that can be allocated to Internet use.

Some Cautionary Notes

• Many faculty hikes in the rugged mountains even after sunset. More typically, they explore wadis south of Ibra, old ruins, and watchtowers at the crest of hills. Hikers report night time walks are extremely peaceful, silent, cool, and topped by a sky bright with stars and meteors. However, keep in mind that Oman does have scorpions. Additionally, the saw-scaled viper is indigenous to the area. The viper is small, about 60 cm, but extremely dangerous. Additionally, hikers usually carry water, a cell phone, and a flashlight/torch. Long pants and hiking boots are recommended.

• Do not photograph women or girls. Therefore, do not expect to take photos of your students.

• It is best not to smoke or drink alcohol in public.

• Although men sometimes wear a shirt without a tie to work, the shirt should have long sleeves.

• Women should wear loose fitting clothing that covers the elbows, upper chest, and knees.

• If any behavior would be considered inappropriate in your home country, it will generally be considered inappropriate here. That statement includes interactions with students in the classroom. That means no shouting in anger and, generally speaking, no touching!

• As previously mentioned, the Omanis are friendly and may even invite you to tea as you walk through sections of town. However, romantic relationships with Omanis are usually frowned upon.

• Although your female students appear unveiled at the university, they may cover their faces at home. They may refuse to sit in a circle with male students, refuse to speak in front of males, and cover their faces when males are present.

• In a society in which women will not shake hands or sit in close proximity to males, physical relationships are unacceptable. In fact, physical contact with a student is forbidden because it is against Islamic law.
Oman is a tolerant society which reflects an understanding of lifestyles different than those followed by the majority of its population. However, public drunkenness or indecent behavior would be a great cause for concern for A’Sharqiyah University; as such behavior would tarnish the reputation of the institution.

Omani men are not very tactile with each other, but some may follow a Bedouin custom and touch noses three times as they are shaking hands.

Additionally, persons from the Arabic culture observe less body space than people from Western cultures. Stepping back may indicate to your new Omani friend that you are overly formal or do not wish to be friendly.

If an Omani visits your apartment, it is best to immediately offer something to drink and a piece of candy or some cookies to accompany the beverage.

Check to see whether people remove their shoes at the door of any home you are visiting. If the residents do so, it is probably best to follow their behavior. If you are invited to someone’s house, it is customary to politely refuse the first time you are invited; if the person asks a second time, and then you may wish to accept.

Avoid smoking in public when possible.

Never, ever raise your voice in anger to an Omani.

If you plan to apply for a visa for your spouse or first-degree relative, it is best to start early. These visas are issued by the Ibra police and may take some time to acquire.

If you are male, it is best to avoid looking at women in public. Additionally, it is best for men to avoid wearing long hair, necklaces, and earrings.

Avoid religious discussions when Omanis are present.

When crossing the street or walking beside any roadway, pay close attention to the traffic. The pedestrian may not always receive the right of way.

It is best to carry your labor/resident card with you at all times; however, some people carry a copy as well as a copy of their passport instead of the original document.

Hair dryers and other electrical appliances purchased in Europe will work in Oman, but appliances from the United States will not. Further, most appliances (such as irons and coffee pots) will not plug directly into the wall socket; however, you can buy an adaptor.

Banks are open in Oman from Sunday through Thursday from 8 a.m. to 2 p.m. Thursday morning is the best time to do your banking.

Residents of Oman are not required to obtain visas to enter other GCC countries. However, you will need a road pass to leave by car or bus. These cost 11 RIALSs and are good for 6 months.

As in many parts of the world, you are wise to keep a supply of bathroom tissue paper with you at all times.

You will see stray and feral cats in Ibra. (You might even see untethered camels, goats, mules, and dogs near the town.) However, if you do not plan to adopt a cat or dog, you
may wish to consider whether training one to rely on food from you is in its best long-term interest.

- The cost of a rented apartment will probably be less expensive here than in your home country but, perhaps surprisingly, food and other items may not be less expensive. Some fresh produce and fish can be purchased at a souk or in small shops at bargain prices. However, generally, prices are comparable to those in London.

- Credit cards issued by your home country may not work in Oman.

- At least one restaurant in town might best be avoided as several people have reported extreme gastric disturbances after taking meals there. For more information, ask an experienced teacher about the restaurant.

- Skype is not available except illegally; if you are caught using blocked services, you may have to pay a fine and lose your right to service.

**Tertiary University Information**

- Daily grooming should be a daily occurrence for all faculties. Professional attire is expected at work regardless of temperature, and women should remember they are in a conservative culture and wear appropriate clothing even outside work. Men do not have to wear jackets to the workplace but they are encouraged to wear slacks, a long sleeve shirt, and a tie is encouraged... short sleeves might be frowned upon. Cargo pants and denim are not encouraged. Females are recommended to dress modestly. All employees are expected to be well groomed when entering the classroom. Additionally, in Oman, you represent your employer; A'Sharqiyah expects that both your demeanor and clothing do not reflect upon the image of the university.

- Always use English in the classroom.

- Allow students to volunteer to go to the whiteboard instead of asking them to participate.

- The normal teaching load for a faculty is 4 courses with 3 preparations; however this may vary by rank and **6 office hours per week** which must be posted on your office door. The rest of the available time in the university during the working week is used for preparation of course work, checking over homework assignments, counseling, committee work, research, writing conference papers, advising, and/or any other assigned duties.

- Academic seminars, workshops, and conferences are provided for **faculty development**. Also, each faculty member is assigned a mentor to further facilitate staff development at ASU.
• The university ascribes to the philosophy of **student-centered learning** which places the student in the center of the education process. Students are to be provided opportunities to develop listening/speaking, reading/writing, grammar, and critical thinking skills. At least part of the 50 or 90 minute class should include an activity or discussion that centers on student participation.

• Most Omani students are friendly and very outgoing. They are, like young people everywhere but even more so, concerned with losing face. Therefore, **developing a rapport built upon trust and cooperation** rather than confrontation will facilitate learning in the classroom.

• You should check with your mentor-chair-dean to **retrieve a suggested syllabus and texts** used for your particular class. Every attempt will be made to satisfy your text requirement for your course, and normally you will be asked this question way in advance of your arrival. If a text was not chosen then the mentor-chair-dean has made the selection for you. Please utilize the text assigned; you will be given the opportunity to select the appropriate text during the next cycle of semesters.

• **Payroll details**: Salaries are paid by direct deposit and usually on or about the 25th of the month. Once you receive an Oman Residence card you will have the ability to open a bank account. In Ibra, it is recommended that Sohar Bank or Bank of Muscat be used since ASU has business relationships with each bank. **Remember that the banks close at 2 p.m. on Thursdays.**

• ASU PR staff will shepherd you through the **visa process**. Be sure to bring (or have made here) eight passport style photos. Also, remember to bring copies or originals of your diplomas, certificates, transcripts, and any other documentation you believe might impact your acceptance by the Ministry of Education or Foreign Affairs in Oman. Generally, you will need a valid passport that will not expire for at least six months. Normally, the aforementioned, is accomplished prior to your arrival in Oman. The ASU PR staff will usually schedule and drive you to and from appointments at the clinic, governmental offices, and police department. The reason for the health examinations is assure the Omani government that you are free of communicable diseases, such as HIV and TB. People who take medication for diabetes or other illnesses which do not interfere with their ability to perform their jobs will usually receive a visa. You will also visit the local police department where you will be fingerprinted. To be brief, ASU will make sure you acquire your visa/residence card as they have a good deal of money and time invested in your joining the faculty.

• **Holidays and leaves** vary due to decrees of Sultan Qaboos and other factors such as semester schedules. Therefore, it is best to seek current clarification from your mentor-chair-dean regarding this issue.

• You need your resident card and may need your passport to set up a **bank account**. The two most popular banks in Oman are Bank Shofar and Bank Muscat. Direct deposits from Bank Shofar and Bank of Muscat to other banks sometimes take two or three days to clear. Once you have your bank account number, please provide this to the ASU Director of Finance office. The bank card you will receive is a debit card only and may not work in other countries.

• **Healthcare**: You will be issued a health care card after you obtain your resident card. When you visit a doctor, you will need to take an insurance claim form with you (from
Financial Department) so that the doctor can sign it, and then you can claim a refund. You will also need a receipt. If you submit the pharmaceutical receipt with the doctor’s receipt, you will get a refund for that as well.

A nurse is on duty daily at the university. For common ailments, she will often dispense medication free of charge to last a few days.

Additionally, a medium-size clinic is situated near the central Ibra area (close to faculty apartment buildings) between Bank Sohar and the Western Union building. Ibra Polyclinic (slightly larger) is located in Sofala near the souq. Further, a modern hospital is located on the outskirts of town. Former patients report they received excellent care.

Pharmacists can also dispense some common drugs with a doctor’s prescription, for example, normal antibiotics. Of course, once your resident’s card is obtained, ASU will issue a health care card for you. If all your documentation is in order, the process will take less than three weeks. If you need dental care, the Al Zaher Dental Clinic is located on the first floor of one of our residency buildings. Sultan Qaboos’ dentist is named Peter Vlot and is located in Muscat. See the Internet or Neal Baker for more information about Dr. Vlot or a chiropractor such as Dr. Blair Christink whose office is in Muscat, Al Khuwair area close to the Zawawi Mosque.

- **Cell Phones:** The use of a GSM-SIM phone card system can total many RIALSs per month. Therefore, texting, face-to-face conversations, and e-mail messages may be preferred. Telephone calls may also seem shorter than you might anticipate. However, if you are calling someone who is a native Omani, decorum demands a short greeting before discussing business.

- **Water:** Water is a scarce commodity in Ibra. Be prepared to tell the water delivery person (see telephone number below) which faculty building you live in and, of course, give your apartment number. The cost of refilling your 400-gallon tank is 3 (three) RIALS. It is best to have the correct change. When the water man arrives in his blue truck, it is a good idea to watch him fill the tank. Tanks are filled on an overflow system. That is, when the tank is full, water will fall from an overfill pipe on the top of the building where your 400-gallon tank resides. Some faculty have their tank replenished each week, others every two weeks, and some wait until the water runs out before getting a refill. A few faculties go to their water tank, open the lid, and check its contents visually before having water added. Faculty who wait until the water runs out usually fill empty water bottles (and add a little bleach to the water) as a backup for empty water tanks. The water will only trickle from your facet when it is approaching empty. Some people go up to their roof and make sure the door to the tank has not been blown open by the sudden rise in water pressure. Although the water from the tap is drinkable, it is de-salinized. Further, many people boil tap water for more than five minutes before using it in cooking.

- **Useful Telephone Numbers:**
  - Water Delivery 92255418; 99040802
  - General Emergency 9999
  - Ibra Police 25570099
  - Information (Nawras operator is 1500 and Nawras directory is 1318)
  - Oman Telephone Directory 1318
  - Omantel Information 1234
  - Oman Country Code 968
Faculty and Student Relations:

ACADEMIC CALENDAR

Faculty will refer to the official academic calendar when scheduling instructional activities.  
(Attachment 1)

ACADEMIC WARNING/DISMISSAL FROM CLASS

Students may be dismissed from class for deviant academic behavior or excessive absences. Deviant academic behavior includes unauthorized talking/disrupting the class, using computers, cell phones and other devices for unauthorized activities and other behavior disruptive to the class/faculty member – it is left to the discretion of the faculty member to dismiss a student from class for deviant behavior. Further, deviant academic behavior should be reported in writing to the Student Affairs Department, by filling out an Incident Report Form (Attachment 2). Sanctions for deviant behavior will be administered by the Dean in cooperation with the Disciplinary Committee and include official warnings and dismissal from the University. Class policy for dismissal due to deviant behavior or excessive absences should be included in the class syllabus. Generally, if a student continues with disruptive behavior after a verbal warning from the faculty member, the faculty should dismiss him/her from class and fill out an Incident Report Form. If this is a first time offense, the student will be interviewed and warned by the Student Affairs Advisor, and the Student Affairs Advisor will write a report about this interview. In case of a second time offense, the faculty member follows the same procedure (filling out the form), however the Student Affairs Advisor informs the Disciplinary Committee. The committee will take into account statements from the faculty member, the student and the Student Affairs Advisor and decide upon the appropriate sanction for the student (an official letter of warning placed in the student’s permanent records or possibly dismissal from the University, (co-dependent on the severity of the offense). In case of a third time offense (reported in writing by the faculty member) of a student who has already received an official warning, the Disciplinary Committee will decide on a serious sanctions that would very likely be dismissal from the University. The Student Affairs Advisor will strongly warn any student reported for the first time that a second offense is already sufficient for dismissal from the University (if the Disciplinary Committee makes this judgment). Dismissal from the university is at the discretion of the Vice Chancellor of the university.

ATTENDANCE/ABSENCES

Each student is expected to accept full responsibility for meeting all of the academic requirements for every course in which he/she is enrolled. Attendance regulations are determined by faculty based on academic requirements for each curriculum and/or course. In each course the faculty member shall record attendants and absentees and shall keep the record till after the end of the semester.

The course faculty member shall warn any student if he/she is absent for more than 10% of the lectures. (Attachment 3)
A student is considered as a compulsory withdrawing student if he/she is absent from lectures for more than 20% of the classes. In such a case the student is given a failure withdrawal grade (FW grade) and shall be notified by the Director of Admission and Registration.

If a student is late for registration of the courses for special circumstances, then the lateness period shall not be counted for the purposes of attendance and absenteeism.

It is recommended that all faculty members review this policy, attend faithfully to documenting attendance and reporting same to their Departmental Chair or Dean.

At the beginning of each semester, the faculty should state clearly the attendance policy in their course syllabus to the student.

Students may be excused from classes (including quizzes and hourly examinations) for the following reasons: family emergencies and medical emergencies. Any other reason must be discussed with the student. Students should, whenever possible, inform faculty in advance of their excused absences. Faculty members have the right to accept or deny excused absences for students. Since notes from doctor’s offices/hospitals and other institutions are written in Arabic, it is highly recommended that faculty members seek assistance of the Student Affairs Advisor-Student Affairs Office to better understand/translate the documents. Certainly, in any case where the student’s excuse is questionable the faculty member should consult with the Student Affairs Advisor or Departmental Chair or Dean before making a decision. In extreme situations involving prolonged absences or extraordinary circumstances, the faculty member should work together with the Student Affairs Advisor and the Departmental Chair or Dean in order to come to a solution.

FIELD TRIPS ORGANIZED BY FACULTY

Faculty planned field trips should be included (along with any associated fees) should be clearly noted in the course syllabus.

Faculty should determine if attendance is mandatory or not. If they decide that attendance is mandatory, then the same rules regarding absences from class should be applied to absences from a field trip.

CANCELLATION OF CLASSES BY COLLEGE

The decision to cancel classes will be made by the Vice Chancellor of A’Sharqiyah University (ASU). Classes at ASU are held according to the Academic Calendar, and will be cancelled only for extraordinary reasons (special visiting lectures, field trips, weather disasters, etc.). Makeup times for missed classes will be scheduled as needed.

Announcement of college closing or individual class cancellation will be timely posted on the college’s website www.asu.edu.om and distributed by e-mail.

CLASS SCHEDULE

The Director of Admissions/Registrar determines class times and room assignments. Faculties are notified of their class schedule two weeks prior to the beginning of the semester.
COURSE OUTLINE AND SYLLABUS

Course outline is the general description of the course on file in the Deans office after governance approval. The syllabus reflects the Faculty member’s requirements for a particular class and should be distributed to students on the first day of class. All syllabuses must be electronically submitted to the Student Affairs office with a copy to the Dean’s office by the first week of class. For more details on preparing the course outline/syllabus see sample Course Procedures/sample syllabus format form (Attachment 4 and 5)

DISCRIMINATION AND HARASSMENT

A’Sharqiyah University does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran’s status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs.

DRESS CODE

Daily grooming should be a daily occurrence for all faculties. Professional attire is expected at work regardless of temperature, and women should remember they are in a conservative culture and wear appropriate clothing even outside work. Men do not have to wear jackets to the workplace but they are encouraged to wear slacks, a long sleeve shirt, and a tie is encouraged… short sleeves might be frowned upon. Cargo pants and denim are not encouraged. Females are recommended to dress modestly. All employees are expected to be well groomed when entering the classroom. Additionally, in Oman, you represent your employer; A’Sharqiyah expects that both your demeanor and clothing do not reflect upon the image of the university.

EVALUATION PROCESS

Through the evaluation process students anonymously express their opinion (by answering multiple choice questions) about the quality of faculty lecturing and professionalism toward the specific course. Students are not graded for this evaluation and they do not put their name, or any detail which could uncover their identity. Evaluation scores for each faculty member provide the college with valuable information and ideas how to improve lecturing in order to fulfill student’s needs. Student Affairs Office can answer any questions on the evaluation process. Additionally, at the end of each semester, faculty fill out a faculty report, for each course they taught, in which they give their opinion on various aspects of the course. This input also provides the college with valuable information.

FINAL EXAM POLICY

There will be a final examination period at the end of each semester. This period must be used for a comprehensive final examination, the last unit test, or some other activity of academic merit. This examination (activity) carries a percentage of the total grade as specified in the syllabus which the faculty member prepares at the beginning of the semester. Students may be able to pass a course even if they fail or fail to attend the final exam, provided their overall total percentage grade is satisfactory.

GRADING POLICIES

The faculty member’s syllabus, distributed on the first day of class, must include the grading method that clearly outlines how the final grade is calculated (percentages of final, midterm, chapter tests, projects, attendance, etc.) as indicated in the course outline on file in the Dean’s office. Grading methods should include any conversion from numeric to letter grades. For
INCOMPLETE GRADE

An incomplete grade may be assigned by a faculty member in cases when, for valid reasons (sickness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work. Responsibility for making up incomplete work lies with the student. **Incomplete work must be made up within two weeks after the first day of classes in the subsequent semester.** Alternate arrangements (shorter or longer time frame) can be implemented if agreed upon by the faculty member and student and approved by the Dean of the College. If the work is not completed according to the agreed upon plan, the incomplete grade will be recorded as an “F” on the student’s record.

NOTIFICATION OF NOT BEING ABLE TO LECTURE

If the faculty member, due to illness, family emergency or for another reason is unable to lecture at the scheduled time(s), he/she should notify the Student Affairs Office and Chairman of his/her department. And, when possible, the faculty member should send students an email informing them of the situation. Faculty may propose a suitable substitute to teach or an alternate time to make up the lecture – in either case this should be coordinated with the Student Affairs Office. Likewise if the faculty member plans to attend a conference/workshop, he/she should fill out a Faculty Activity Request and Report Form (see Attachment 5) available from the Student Affairs or Departmental Chairs office.

OFFICE HOURS

In order to assist and advise students outside of the classroom, faculty must maintain office hours. ASU requires six (6) office hours per week for each faculty member to be available in his/her office to advice and address students concerns. Faculty should inform the Departmental Secretary and/or the Student Affairs office of the specific hours he/she intends to maintain throughout the semester. The hours must be posted on each faculty member’s office door. Last, students may elect to contact a faculty member by e-mail. In this case, all faculties should respond/answer all students inquire within 24 hours of the message receipt.

OFFICIAL MODE OF COMMUNICATION

The official method of communication at A’Sharqiyah University (ASU) is through its e-mail system. Faculties are issued an e-mail address as soon as they begin employment at the University. E-mail is used for all important announcements and communications. Faculty should communicate with students by e-mail and check their e-mail on a regular and timely basis.

PASSING GRADE

A, B, C and D are passing grades. The grade considered satisfactory for completion of a course as a prerequisite for subsequent courses or activities will be determined by each department or program and stipulated in the course description.

ACADEMIC DISHONESTY

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

instructions on how to assign letter and number grades see the Grading System Attachment 4.
• **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.

• **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.

• **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

• **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.

• **Bribery:** or paid services. Giving certain test answers for money.

• **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

• **Professorial misconduct:** Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.

• **Personation:** assuming a student’s identity with intent to provide an advantage for the student

**All acts of academic dishonesty are a breach of ethics and will not be tolerated at A’Sharqiyah University.**

When there is evidence of academic dishonesty, upon the first incidence/occurrence, the student will be awarded a grade of “F” grade for the assignment/test/project and then verbally warned that the behavior is not acceptable (this should be done one-on-one without an audience). On the second incident/occurrence by the same student, the student will be asked to visit the Dean’s Office and will be awarded a performance grade of “F” for the final course grade in which a student committed the act of academic dishonesty.

All instances of academic dishonesty, each instance will be reported, in writing, to the Student Affairs Office and Dean’s office via an incident report (see Attachment 2). If a student repeats plagiarism for a third time he/she will be dismissed, at the discretion of the ASU Vice Chancellor, from the college

**SEXUAL HARASSMENT**

Sexual harassment is considered an unlawful employment practice on the basis of sex. Regulations against sexual harassment protect all employees of both genders, as well as students. University policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment is defined as: “Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature.”
STUDENT AFFAIRS ADVISOR

The Student Affairs Advisor at A’Sharqiyah University assists students in planning their courses and offers continuous advice and support to students throughout their years at the University. The Student Affairs Advisor also serves as a link between faculty and students assisting both parties in successful communication and cooperation, and in resolving any problems and misunderstandings.

STUDENT ACADEMIC GRIEVANCE

A student who has cause to believe that he/she has been graded unfairly may file a grievance report in writing to the College Dean’s office, but must do so within 48 hours from the moment the grade was issued. In this case, the College Dean will appoint a committee (of faculty members) that will conduct an additional examination of the student and determine his/her final grade.

TEXTBOOK OFFICE

At ASU, the Textbook Office (Bookstore) deals exclusively with books/textbooks that is necessary to fulfill the needs of the faculty and students at the University. The Textbook Office at ASU is in charge of the entire process of ordering textbooks, desk copies, supplements and resources. However faculty members are encouraged to make individual contact with publishers in order to obtain information and possible free inspection copies. In this case faculty members should include the textbook officer on all their correspondence with publishers (CC) so that the textbook officer could be informed about any cooperation between faculty and publishers. This is very important so that the efforts in attaining textbooks are unified. Faculty should contact only publishers who have the right to sell their books in the Middle East. Before the beginning of each semester, faculty will be consulted so that the most appropriate choice of textbook(s) is made for their subject(s). If it is not possible to do so, the Academic team at ASU will strive to choose the most adequate textbook for each particular subject. An effort is always made to choose books that contain as much supplementary material as possible. The textbook officer will, in due time, send desk copy and supplement requests to the publisher. All desk copies will be sent to the ASU address in Ibra, Oman. Depending on the textbook, faculty will be sent a CD with additional or login details (to access supplements) to their ASU mail address. When contacting the sales representatives the textbook officer should be on CC of the ASU e-mail.

All textbooks are the property of ASU. When faculty are issued a textbook they will sign a textbook issue slip and at the end of the semester they are obligated to return the textbook as well as all additional teacher’s resources.

VISITING LECTURES

Faculty may wish to have other professors or distinguished persons from other institutions give guest lectures or participate in their classes. In such cases, faculties are asked to inform and seek approval from the Student Affairs Office in advance by filling out the “Request for Visiting Professor” form [Attachment 8].
How the Semester Flows

First day of the course:

- Retrieve an attendance roster from the Departmental Secretary or Admissions/Registrar’s Office
- Pass out a customized syllabus to the students of the class.
- Read aloud your customized syllabus to the students
- Explain in detail the important aspects of the course syllabus/outline such as attendance, participation, grading methods, grading system, plagiarism, etc. but with special emphasis to both the objectives and outcomes of the course (this should be repeated throughout the semester)

During a semester:

- Please submit your class Attendance Rosters for each class/section for the previous week each Saturday by 12:00 noon via email to both the Dean’s office and the Student Affairs Office. It is mandatory for you to keep attendance by denoting P=Present; A=Absence; T=Tardy; and E=Excused for each student.
- Provide each student with a course syllabus/outline if they lose it or post on-line.
- Be thoroughly prepared for each class (the rule of thumb, 2 hrs. of prep for each 1 hr. of class)
- Provide current, relevant, and organized information to the students.
- State objectives, outcomes expected, and the evaluation scheme several times throughout the course.
- Present both theoretical and practical (applied) concepts of the subject matter.
- Adjust teaching techniques to the level and needs of the class.
- Keep the class busy!! Let’s say it again...keep the class busy!!
• **Vary** the mode of classroom presentation and types of activities. In particular, do not overdo power point presentations during class. Recent studies have shown that students are far more motivated to learn in an interactive discussion with their faculty member then if they are passive observers of a set of slides and they appreciate lively explanations. Power point is a useful tool that can be of assistance during some lectures but should not dominate lectures.

• Tests and quizzes should reflect the materials presented or assigned. It is important to remember when preparing examinations that the academic quality of the school is reflected in the quality of its written materials.

• Ensure **timeliness** in returning tests and recording grades.
  
  • Evaluate student progress as **often** as possible.

• When a faculty member doesn’t know the answer to a question, he/she should simply inform the student that an answer will be **provided** by a certain date. Then follow-up by the date promised.

• Be **authentic** as a person and show concern.

• Do not be afraid of a little **humor**.

• Represent the institution in a **positive** manner as exemplified by dress, decorum, and attitude.

• All faculty members serve as an **example** for the students with whom they work. Consistent with this role, all faculty members should dress in a manner and have an appearance that is both appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Faculty members should be aware that a dress code at European and Middle Eastern universities is the norm. And, student’s attitudes and respect for their faculty are, regrettably, related to their appearance (a dress shirt and tie are expected - for more details consult the ASU dress code).

**Security:**

• Please keep your offices **locked** while you are not present. Only admit students or employees whom you know.

• If you notice any **suspicious** activity in or around ASU facilities, please report it to the Departmental Chair, Dean, or ASU Security.

• If you arrive at ASU early in the morning or stay late in the evening at night there is a **security officer** at the front gate 24 hours a day. They will require you to sign in and sign out of the facility.

• Please keep in mind that your own safety starts with **you**!
Exams:

- **Conduct** a review of readings, lectures, etc. before the Midterm and Final Exam.

- It is suggested that you provide the students a **study sheet** before each quiz/exam.

- For any needed assistance or **proctoring an exam**, please inform the Student Affairs Office at least 72 hours prior to the exam.

- If you notice any **suspicious activities by a student during an exam**, do not wait for further proof; please pick up the test from the student, mark it with an F and ask the student to leave the classroom.

**Protocol to follow during the exams:**

- Since the temperature in the classrooms is normal for work and study, there is **no need** for students to have excess clothing like a jacket and/or scarf on during the exam. All heavy clothing, such as jackets, coats, scarves, gloves, etc. will be placed in a corner, away from the students.

- All handbooks, textbooks, study sheets and papers not provided by the faculty member of the class will be placed away from the students in the corner together with heavy clothing.

- The use of **cell telephones** is not permitted during the exam. All cell telephones should be turned off before an exam begins.

- A student will be immediately sanctioned and a grade of “F” will be awarded on the exam if he/she is caught cheating and/or using a **“cheat sheet”**.

  i.e.-If a faculty member suspects that a student has a cheat sheet placed under his or her shirt, or upper shirt pocket, under shirt sleeves, under skirts, under seats, under shoes, boot soles or inside of pens, back cover of calculator, etc.; Students are not allowed to write answers, formulas, or text on body parts, such as hands, arms or on the top of the desk, back of the calculator, on clothing, wristwatches, etc. The faculty member should immediately approach the student, ask for the “cheat sheet” or note the area of body or placement of the device, award a grade of “F” on the paper, and ask the student to leave the classroom. An Incident Form (see Attachment 2) should be filled out completely and forwarded to the Student Affairs Office AND the Dean’s office.

- Students can talk only with the person designated to be a **proctor** in the classroom such as the faculty member or the faculty member’s assistant. If a student is willing to speak to the faculty member, he/she will raise his/her hand and wait until the faculty member or assistant approaches them.

- A student is not allowed to **turn** around and look at someone else’s exam.

- Students must keep both of their **hands** on the top of the desk. If a student places his or her hand under the desk, the faculty member or assistant will interpret this as an attempt to cheat.
• The faculty member will sanction any suspicious activity.

• **Aftermath of the exam:**

After taking an exam, some students like to talk to their friends about how they cheated but have not been caught. If such information comes to a faculty member or the Student Affairs Office, then a special exam for particular student(s) will be administered.

**Problems during the semester:**

• Any problems during the semester should be reported immediately to the Student Affairs office. An Incident Report (Attachment 2) should be filled out with details of the issue at hand. The Student Affairs Office has a standard procedure for handling of classroom problems or incidents. This objective of the Student Affairs office is to provide you with stable and uninterrupted classes.

In a case that student doesn’t leave the classroom after he/she is told to do so, the faculty member should seek for assistance from one of ASU Employees or Security who will help to distant student from the class. Also, the faculty member should report the incident (Attachment 2). Please note that the Student Affairs Office will speak with the disruptive student, other student witnesses, and for your written account of the incident.

• Please note all incidents or complaints from students will be investigated and will be addressed by a Disciplinary Committee. If the committee finds a student guilty of the ASU Code of Conduct or any other infraction against the ASU By-Laws, the ASU Vice Chancellor will administer the appropriate punishment.

**At the end of each semester**

• Grade all finals

• Have a class meeting where you will present the finals and results as well as give additional explanations to students regarding the finals

• Discuss final grades with students

• Pick-up from the student and arrange for the return of textbooks, CD’s, or other materials to the ASU bookstore.

• Please submit the following documents to the Departmental Chair or Dean’s Office:
  
  o Attendance Roster-entire roster, for each class you are teaching

  o Final Grade Roster
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Description</th>
<th>Pertains to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td></td>
<td>1st week</td>
<td>**Ramadan Eid *****</td>
<td></td>
</tr>
<tr>
<td>2nd week</td>
<td></td>
<td>2nd week</td>
<td>Fall semester starts</td>
<td></td>
</tr>
<tr>
<td>3rd week</td>
<td></td>
<td></td>
<td>Last day to Make up Spring 2009 Incompletes</td>
<td></td>
</tr>
<tr>
<td>4th week</td>
<td></td>
<td></td>
<td>Midterm exam week *</td>
<td></td>
</tr>
<tr>
<td>7th week</td>
<td></td>
<td>7th week</td>
<td><strong>National Day - no classes</strong></td>
<td></td>
</tr>
<tr>
<td>8th week</td>
<td></td>
<td></td>
<td>REGULAR CLASSES AS SCHEDULED</td>
<td></td>
</tr>
<tr>
<td>8th week</td>
<td></td>
<td></td>
<td><strong>Kurban Eid *** - no classes</strong></td>
<td></td>
</tr>
<tr>
<td>12th week</td>
<td></td>
<td></td>
<td>REGULAR CLASSES AS SCHEDULED</td>
<td></td>
</tr>
<tr>
<td>13th week</td>
<td></td>
<td></td>
<td><strong>Catholic Christmas - no classes</strong></td>
<td></td>
</tr>
<tr>
<td>13th week</td>
<td></td>
<td></td>
<td>REGULAR CLASSES AS SCHEDULED</td>
<td></td>
</tr>
<tr>
<td>14th week</td>
<td></td>
<td></td>
<td><strong>New Year’s Day</strong></td>
<td></td>
</tr>
<tr>
<td>14th week</td>
<td></td>
<td></td>
<td>REGULAR CLASSES AS SCHEDULED</td>
<td></td>
</tr>
<tr>
<td>15th week</td>
<td></td>
<td></td>
<td><strong>Orthodox Christmas - no classes</strong></td>
<td></td>
</tr>
<tr>
<td>15th week</td>
<td></td>
<td></td>
<td>Final exam week *</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>End of Fall Semester - Winter Break starts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final grades consultation week</td>
<td>For Students &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day for submission of final grade rosters</td>
<td>For Faculty only</td>
</tr>
</tbody>
</table>

**Notes:**
- *** indicates no classes.
- * indicates activities only.
## A’Sharqiyah University

### ACADEMIC CALENDAR

#### 2012 – Spring Semester

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Description</th>
<th>Pertains to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td></td>
<td></td>
<td>Spring Semester starts</td>
<td></td>
</tr>
<tr>
<td>2nd week</td>
<td></td>
<td></td>
<td>Last day to Make up Fall 2012 Incompletes</td>
<td></td>
</tr>
<tr>
<td>3rd week</td>
<td></td>
<td></td>
<td>Independence Day ** - no classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGULAR CLASSES AS SCHEDULED</td>
<td></td>
</tr>
<tr>
<td>4th week</td>
<td></td>
<td></td>
<td>Day time savings (+1 hour)</td>
<td></td>
</tr>
<tr>
<td>6th week</td>
<td></td>
<td></td>
<td>Day time savings (+1 hour)</td>
<td></td>
</tr>
<tr>
<td>8th week</td>
<td></td>
<td></td>
<td>Midterm exam week *</td>
<td></td>
</tr>
<tr>
<td>11th week</td>
<td></td>
<td></td>
<td>Labor day</td>
<td></td>
</tr>
<tr>
<td>11th week</td>
<td></td>
<td></td>
<td>Labor day</td>
<td></td>
</tr>
<tr>
<td>12th week</td>
<td></td>
<td></td>
<td>Victory over Fascism Day*</td>
<td></td>
</tr>
<tr>
<td>15th week</td>
<td></td>
<td></td>
<td>Final exam week *</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>End of Spring Semester - Summer Break starts</td>
<td>For Students &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final grades consultation week</td>
<td>For Faculty only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day for submission of final grade rosters</td>
<td>For Faculty only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Week for signing Students' Indexes and documentation</td>
<td>For Faculty only</td>
</tr>
</tbody>
</table>

### Additional explanations:

* Midterm exam week & Final exam week: Faculty members are expected to give all Midterm Exams and Final Exams during these weeks.

*** These religious holidays are based on lunar calendars and may change.
A’Sharqiyah University

INCIDENT REPORT

Date: ___________ Class: ______________ Faculty Member Name: ________________

Incident:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Time/Verbal warning given: ______________

Student reaction:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Incident:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Time / Removal order given:

Student reaction:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Faculty Member Comment:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Faculty Member’s signature: __________________________ Date: ________________

2 copies will go to Chair and/or Dean’s office, they will distribute to Student Affairs. Keep 1 copy for your file.

Student Affairs Counselor-interview comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Affairs Counselor- Recommendation:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student counselor signature: __________________________ Date: _____________________
A'Sharqiyah University

ASU Attendance Warning Form

EXAMPLE: For _________ (semester), ___ (year) there are _________ class, 10% of the semester is ________
20% of the semester is ______ classes.

Date____________________

Student ___________________________ has missed _____ classes (or hours for GFP) (less holidays) or 10% for the semester of _____________. The undersigned understands that this is a first warning. Further, if 20% non-attendance for the semester occurs then a compulsory withdrawal (a grade of “FW”) will be entered on my official class records by the ASU Director of Admission and Registration. And, I will no longer be able to attend this class.

Student Signature_________________________________________ Date____________________

Instructor Signature______________________________________ Date____________________

Faculty Note: Keep this original copy. Please copy this and send to your chair or Dean’s office immediately. The academic office will forward to the ASU Director of Admissions/Registrar’s Office. They will make contact with the student.

ASU Director of Admissions/Registrar:

Please withdraw (enter a grade of WF) for _____________________________ Student ID#__________ he/she has exceeded the universities 20% attendance rule of absenteeism for _____ days without attending class.

I have informed the student:

Instructor________________________________ Date:________________________

Program Director/Chair______________________ Date:________________________

Dean_______________________________________ Date:________________________

Acknowledged:

Registrar_______________________________ Date:________________________
Attendance and Absences
Article (31), ASU By-Laws

Any course instructor shall record attendance and they shall keep the record till after the end of the semester.

The course instructor shall warn any student if he/she is absent for more than 10% of the lectures.
A student is considered as a compulsory withdrawing student if he/she is absent from lectures for more than 20% of the classes. In such a case the student is given a failure withdrawal grade (FW grade) and shall be notified by the director of admission and registration.

If a student is late for registration of the courses for special circumstances, then the lateness period shall not be counted for the purposes of attendance and absenteeism.

Students participating in formal events with approval of the University and in coordination with the course instructor and who are absent from lectures, then their absence is considered legitimate and shall not be counted for purposes of calculating the percentage of attendance and absenteeism.
### A. Course Identification and General Information

1. **Course title and code:**

2. **Credit 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**

5. **Level/year at which this course is offered**

6. **Pre-requisites for this course (if any)**

7. **Co-requisites for this course (if any)**

8. **Date of approval of the course specification within the institution**

9. **Location if not on main campus**
B. Aims and Objectives

1. Aims of the Course

2. Briefly describe any course development objectives 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)

C. Course Description (Note: This item should be directly from ASU Catalog)

1. Topics to be Covered

<table>
<thead>
<tr>
<th>Topics</th>
<th>No of Weeks</th>
<th>Contact hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Course components (total contact hours):**

<table>
<thead>
<tr>
<th>Lecture:</th>
<th>Tutorial:</th>
<th>Practical/Fieldwork/Internship:</th>
<th>Other:</th>
</tr>
</thead>
</table>

3. **Additional private study/learning hours expected for students:**

4. **Development of Learning Outcomes in Domains of Learning**
For each of the domains of learning below, please indicate:

(i) A brief summary of the knowledge or skill the course is intended to develop;

(ii) A description of the teaching strategies to be used in the course to develop that knowledge or skill;

(iii) The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

<table>
<thead>
<tr>
<th>Domain of Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Description of the knowledge to be acquired</td>
</tr>
</tbody>
</table>

| (ii) Teaching strategies to be used to develop that knowledge |

| (iii) Methods of assessment of knowledge acquired |

<table>
<thead>
<tr>
<th>Domain of Cognitive Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Cognitive skills to be developed</td>
</tr>
<tr>
<td>Domain of Interpersonal Skills and Responsibility</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>(i) Description of the interpersonal skills and capacity to carry responsibility to be developed</td>
</tr>
<tr>
<td>(ii) Teaching strategies to be used to develop these skills and abilities</td>
</tr>
<tr>
<td>(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain of Communication, Information Technology and Numerical Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Teaching strategies to be used to develop these skills</td>
</tr>
</tbody>
</table>
(iii) Methods of assessment of students numerical and communication skills

Domain of Psychomotor Skills (if applicable)

(i) Description of the psychomotor skills to be developed and the level of performance required

(ii) Teaching strategies to be used to develop these skills

(iii) Methods of assessment of students psychomotor skills

5. Scheduling of Assessment Tasks for Students

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Assessment task (e.g. essay, test, group project, examination etc.)</th>
<th>Week due</th>
<th>Proportion of Final Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D. Faculty and Staff Requirements for the Course

1. Numbers of Faculty and Staff Required

<table>
<thead>
<tr>
<th>Category of Faculty and Staff</th>
<th>Minimum Number</th>
<th>Equivalent Full time</th>
<th>Additional Number of Faculty and Staff Required if Student numbers Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>__ to ___ Students</td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Arrangements made for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)
E. Learning Resources

1. Required Text(s)

2. Essential References

3. Recommended Books and Reference Material (Journals, Reports, etc.) (Attach List)

4. Electronic Materials, Web Sites etc.

5. Other learning material such as computer-based programs/CD, professional standards/regulations

F. Facilities Required

*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 (Lecture rooms, laboratories, etc.)
<table>
<thead>
<tr>
<th>2. Computing resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Other resources (specify -- e.g. If specific laboratory equipment is required, list requirements or attach list)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. Course Evaluation and Improvement Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching</td>
</tr>
<tr>
<td>2. Other Strategies for Evaluation of Teaching</td>
</tr>
<tr>
<td>3. Processes for Improvement of Teaching</td>
</tr>
</tbody>
</table>
4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)

5. Action planning arrangements for periodically reviewing course effectiveness and planning for improvement.
Note: Due to accrediting agency requirement(s) and ASU College requirement(s), the following elements (format) for all syllabuses will be utilized.

---

Al'Sharqiyah University

Course Syllabus
ARAB101 - Introduction to Arabic
College of Commerce and Humanities
Fall 2012

Instructor Information

Instructor: Joe Smith, PhD, Associate Professor
Office Location: 123 Rekhi Hall
Telephone: Office – (555)555-5555 (can add other numbers)
E-mail: jsmith@mtu.edu
Office Hours: TR 10:00am – 12:00pm or by appointment

Course Identification

Course Number: CS1000-R01
Course Name: Introduction to Computer Science
Course Location: 135 Fisher Hall
Class Times: MWF 11:05am – 12:05pm
Prerequisites: MA1000 – Addition & Subtraction
HU1000 – Spelling

Course Description/Overview


Course Learning Objectives

2. In massa velit, cursus non, egestas euismod, aliquam eget, nibh. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Course Resources

Course Website(s)
- Blackboard <http://www.courses.mtu.edu>
- Personal Website <http://www.mtu.edu/jsmith>

Required Course Text

Course Fees
List any course fees here.

Course Supplies
List any course supplies here.

Grading Scheme

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade points/credit</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% &amp; above</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>AB</td>
<td>88% – 92%</td>
<td>3.50</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>82% – 86%</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>BC</td>
<td>76% – 81%</td>
<td>2.50</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>70% – 75%</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>CD</td>
<td>65% – 69%</td>
<td>1.50</td>
<td>Below average</td>
</tr>
<tr>
<td>D</td>
<td>60% - 64%</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; given only when a student is unable to complete a segment of the course because of circumstances beyond the student’s control. A grade of incomplete may be given only when approved in writing by the department chair or school dean.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Conditional, with no grade points per credit; given only when the student is at fault in failing to complete a minor segment of a course, but in the judgment of the instructor does not need to repeat the course. It must be made up within the next semester in residence or the grade becomes a failure (F). A (X) grade is computed into the grade point average as a (F) grade.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grading Policy
Grades will be based on the following:
Late Assignments
Describe your late assignment policy here.

Course Policies
Behavioral standards, attendance, group work/collaboration, safety regulations, etc.

Collaboration/Plagiarism Rules
Specific course rules or policies regarding collaboration on graded academic exercises.

Example: Cell phones, Blackberries, iPods, PDAs, or any other electronic devices are not to be used in the classroom. Please make sure to bring a calculator with you to class. Calculators on other devices are strictly prohibited. Information exchanges on these devices during class are also prohibited and violate the Academic Integrity Code of Michigan Tech.

University Policies
Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance with the University's policies.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

*Michigan Technological University complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office at 487-2212. For other concerns about discrimination, you may contact your advisor, Chair/Dean of your academic unit, or the Affirmative Programs Office at 487-3310.*

Academic Integrity:
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Action:
http://www.admin.mtu.edu/aao/

Disability Services:
http://www.mtu.edu/dean/disability/services/

Equal Opportunity Statement:
http://www.admin.mtu.edu/admin/boc/policy/ch5
# Course Schedule

## Week 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 9/3</td>
<td>Course introduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter 1 – Introduction to Computer Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>K-day recess begins at noon</em></td>
<td></td>
</tr>
<tr>
<td>F 9/5</td>
<td>Chapter 2 – Binary Numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HW Due: pg. 50 #1-6</td>
<td></td>
</tr>
</tbody>
</table>

## Week 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 9/8</td>
<td>Chapter 3 – Programming Languages</td>
<td></td>
</tr>
<tr>
<td>W 9/10</td>
<td>Chapter 3 – Programming Languages (cont.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Last day to drop full semester courses with a refund</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Last day to add full semester courses or change a section</em></td>
<td></td>
</tr>
<tr>
<td>F 9/12</td>
<td>Chapter 3 – Programming Languages (cont.)</td>
<td></td>
</tr>
</tbody>
</table>

## Week 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 9/15</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>W 9/17</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HW Due: pg. 240 #2-30</td>
<td></td>
</tr>
<tr>
<td>F 9/19</td>
<td>No class, instructor on vacation</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Last day to drop full semester courses without a grade appearing on the academic record - No Refund</em></td>
<td></td>
</tr>
</tbody>
</table>

## Week 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 9/22</td>
<td>Chapter 5 (cont.)</td>
<td></td>
</tr>
<tr>
<td>W 9/24</td>
<td>Exam #1 (Chapters 1-5)</td>
<td></td>
</tr>
<tr>
<td>F 9/26</td>
<td>Chapter 6</td>
<td></td>
</tr>
</tbody>
</table>

## Week 5

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 9/29</td>
<td></td>
</tr>
<tr>
<td>W 10/1</td>
<td></td>
</tr>
<tr>
<td>F 10/3</td>
<td></td>
</tr>
</tbody>
</table>

## Week 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 10/6</td>
<td></td>
</tr>
<tr>
<td>W 10/8</td>
<td></td>
</tr>
<tr>
<td>F 10/10</td>
<td></td>
</tr>
</tbody>
</table>

## Week 7

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 10/13</td>
<td></td>
</tr>
</tbody>
</table>
Week 8
M 10/20
W 10/22
F 10/24

Last day to drop full semester courses with a grade of 'W'

Week 9
M 10/27
W 10/29
F 10/31

Week 10
M 11/3
W 11/5
F 11/7

Week 11
M 11/10
W 11/12
F 11/14

Week 12
M 11/17
W 11/19
F 11/21

*Thanksgiving recess begins at 10:00pm

- THANKSGIVING BREAK (11/21 – 12/1) -

Week 13
M 12/1

*Classes Resume

W 12/3
F 12/5
**Week 14**

*M 12/8*

*W 12/10*

*F 12/12*

**Finals Week**

*TDB*
## Grading System

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade Points per Credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-94</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>75-84</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>65-74</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>60-64</td>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
# FACULTY ACTIVITY REQUEST/REPORT

<table>
<thead>
<tr>
<th>REQUESTED BY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(name of ASU faculty member)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF PLANNED ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. conference, seminar, lecture, workshop)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE AND LOCATION OF PLANNED ACTIVITY</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUPPORT STAFF REQUIREMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. accompanying staff members or other assistance by staff, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTIMATE OF EXPENDATURE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(include brief explanation)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURPOSE OF PLANNED ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. presenting research, representing ASU, learning about recent developments in his/her area of expertise, collaboration with colleagues from other universities, attracting new faculty/students to ASU, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVED BY / DATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Approved / Disapproved by College Dean)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFTER ACTIVITY DATA</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. completed workshop, presented at a conference.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOMPLISHMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. established contacts with colleagues, gained new ideas for research, gained recognition of ASU, and met candidates to teach / enroll at ASU)</td>
<td></td>
</tr>
</tbody>
</table>

| REMARKS |  |
### REQUEST FOR VISITING FACULTY MEMBER

<table>
<thead>
<tr>
<th>REQUESTING ASU FACULTY MEMBER</th>
<th>VISITING FACULTY MEMBER FIRST AND LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISITING FACULTY MEMBER’S CURRENT POSITION, TITLE, LOCATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| PURPOSE OF VISIT                                             |
| (e.g. lecturing, presentation, etc.)                        |
|                                                             |

| PLEASE EXPLAIN THE BENEFIT OF THE VISIT                   |
| FACULTY MEMBER FOR THE ASU STUDENTS                       |
| AND ACADEMIC COMMUNITY.                                   |
|                                                             |

| EXPECTED ARRIVAL DATE                                      |
|                                                             |

| EXPECTED DEPARTURE DATE                                    |
|                                                             |

| SPECIAL CLASSROOM REQUIREMENTS FOR                        |
| THE VISITING PROFESSOR                                     |
|                                                             |

| LOCATION OF THE CLASS(s)                                  |
|                                                             |

| REMARKS                                                    |
|                                                             |

*Please attach CV of visiting professor with request.

---

Approved / Disapproved BY Dean of College