



Faculty Handbook
Department of English Language
and
Literature
College of Arts
King Saud University

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Introduction to the Department of English Language and Literature

The Department of English Language and Literature takes pride in its prestigious position at the very heart of College of Arts at King Saud University. It has been a vital component of the College of Arts ever since the college initiated the first university-level studies in Saudi Arabia back in 1957 (1377 H). Right from its inception, the department has availed itself of a highly qualified and competent teaching and research faculty along with effective curricula subjected to continual refinement.

Moreover, the Department of English Language and Literature serves the specific purpose of providing progressively sequenced instruction in both English language and English literature. Its programs are geared to provide professional training to students expected to serve later as, teachers, translators, or linguists. It further undertakes to prepare exceptionally bright students for higher studies, locally as well as abroad, towards earning M.A. and Ph.D. degrees in the fields of English language and literature. The department offers multiple courses in composition, grammar, linguistics, translation, language, and English and American literature.

Furthermore, the 'imperatives' of higher education in the department are carefully attended to, as students are schooled to think independently, analyze texts as well as theoretical problems, and express themselves both in the spoken and written discourse efficiently and succinctly. Student activities, such as production of plays, publication of student magazines, and pursuit of studying abroad, are intended to promote fellowship amongst them, deepen their cultural understanding, and round out the complete "English Major."


Finally, the curricula have been structured to carry students through a meticulously phased learning program, culminating in their enhanced language proficiency and academic sophistication.



A Word from the Chairman:

Welcome to the Department of English Language and Literature at King Saud University, which is one of the seven departments that form the College of Arts. This department is committed to serving the community by teaching first-class English language and literature in order to graduate knowledgeable students that meet the needs of the job market in the fields of education, translation, journalism, banking, and editing. We, in the department, pride ourselves on maintaining high quality levels of instruction and research, with our vision fixed at reaching the excellence of internationally-reputed departments of English. We also have an enthusiastic, qualified, and experienced faculty, who take pleasure in giving professional teaching, both on the undergraduate and postgraduate levels, as well as conducting scholarly research in a diversity of specialisations, such as applied and theoretical linguistics, English and American literature, and literary criticism. Coming from different countries and holding high degrees from universally-acknowledged universities, the faculty members are vibrant, friendly, and dedicated to making the students' learning a unique experience of benefit and delight.

The Department of English at KSU offers a BA study plan to students who wish to specialise in English language and literature. The study plan includes courses in the core areas of English in addition to a variety of elective courses students can choose from to suit their own interests. The lower-level courses in the plan are designed to enhance students' listening, reading, speaking, and writing skills, while the upper-level specialised courses provide students with the practical knowledge in theoretical and applied linguistics and polish their skills to interpret, analyse, and criticise literary texts in the various genres of fiction, poetry, and drama. The department also offers M.A and Ph.D. courses in Linguistics, Literature and Literary Criticism. Those postgraduate programmes aim at fostering students' critical thinking and creativity, broadening their knowledge in their chosen fields of academic specialization, and refining their academic research and analytical skills.



In line with the fast progress in modern educational technology, the English Department has a number of smart classrooms and language labs that help students acquire knowledge and language skills more efficiently and effectively than ever. A department library that includes a large number of textbooks and references is also available to both faculty and students to make research and knowledge acquisition easily accessible.

The Department of English at KSU has a vision to assume a national and regional leading role in the teaching, training, and research of the English language, literature and linguistics. We aspire to assume a place among the leading regional and international departments of English. To reach that end, we invest in our distinguished faculty, revise and improve our course plans, and adopt up-to-date learning technologies and research techniques. We strongly believe we have the expertise and the strong will to make our vision a solid reality.

 **Vision**

To assume a national and regional leading role in the teaching, training, and research of the English language, literature and linguistics.

 **Mission**

To provide well-rounded quality education and rigorous training in the English language, the literature of the English-speaking world and applied and theoretical linguistics, develop the students' English language, thinking, and research skills to meet the labour market, emphasize scholarly research and community service and promote intercultural understanding and exchange.

 **Objective**

1. Providing students with broad theoretical and practical knowledge and deep understanding of English language, literature, and linguistics.
2. Developing students' language and communication skills through employing a theory and technology enhanced approach to teaching listening, speaking, reading, grammar, and writing.
3. Cultivating students' critical and creative thinking skills and fostering their research capabilities.
4. Conducting theoretical, empirical, practical, and comparative research on English language, literature, and linguistics.
5. Tapping the intersection and mutual benefits between English language, linguistics, and modern technological applications.
6. Interacting and creating partnership with the public and private sectors through conducting studies and offering consultations in the areas of English language teaching and learning, linguistics, and literary/cultural studies.
7. Contributing to and enriching the local community through faculty participation in teaching, writing, translating, lecturing, and the media.
8. Promoting critical understanding of Western thought and the cultures of the English-speaking world, and opening avenues for fruitful intercultural dialogue with English-speaking nations and peoples.



Program

Important Terms:

Academic Year: it consists of two semesters and includes a summer semester if available.

Semester: it consists of 15 weeks at least where the courses are taught (it does not include registration week and final exams).

Level: it refers to the academic stage according to the official program.

Study Program: it consists of the major and minor courses as well as free electives which are required for students to pass in order to receive their bachelor degree.

| | | | |
|---|--------------------------------|-----------------|--|
| 1 | University Requirements | 12 Credit Hours | <u>University requirements</u> are offered from the Arabic and Islamic departments (ARAB: 4 hours and SLM: 8 hours) |
| | | 6 Credit Hours | <u>Free electives</u> are offered from any department in the university excluding the Department of English Language and Literature. |
| 2 | English Major | 52 Credit Hours | <u>Required courses</u> are offered from the Department of English Language and Literature. |
| | | 12 Credit Hours | <u>English electives</u> are offered from the Department of English Language and Literature. Students choose their field of interest (Linguistics and/or Literature) |
| 3 | Supporting Major | 15 Credit Hours | <u>The courses</u> are offered by the Department of Media |



Program Outline

The Division of the Credit-Hours in the English and Literature Program:

Second Year

| Level Three | | | |
|---------------|-------------------------------------|----------------------|-------|
| Course Code | Course Name | Previous Requirement | Hours |
| ENG 211 | English Grammar in Use | | 3 |
| ENG 214 | Foundations of Rhetoric and Writing | | 2 |
| ENG 216 | Reading Literature | | 3 |
| ENG 221 | Introduction to Linguistic Sciences | | 3 |
| ARAB 101 | Language Skills | | 2 |
| Free Elective | | | 3 |
| Total | | | 16 |

| Level Four | | | |
|-------------|---|----------------------|-------|
| Course Code | Course Name | Previous Requirement | Hours |
| ENG 215 | Rhetoric and Writing | ENG 214 | 2 |
| ENG 222 | Introduction to Applied Linguistics | ENG 221 | 3 |
| ENG 271 | Writing about Literature | ENG 214 | 3 |
| MAS 220 | Introduction to Media and Communication | | 3 |
| MAS 223 | Communication Theories | | 3 |
| ARAB 103 | Expository Writing | | 2 |
| Total | | | 16 |



Program Outline

Third Year

| Level Five | | | | Level Six | | | |
|--------------------------------|-------------------------------|----------------------|-------|--------------------------------|--------------------------------|----------------------|-------|
| Course Code | Course Name | Previous Requirement | Hours | Course Code | Course Name | Previous Requirement | Hours |
| ENG 307 | Language and Society | ENG 222 | 3 | ENG 322 | Phonetics and Phonology | ENG 221 | 3 |
| ENG 318 | Survey of British Literature | ENG 216 | 3 | ENG 362 | Literary Criticism | ENG 216 | 3 |
| ENG 327 | English Morphology and Syntax | ENG 221 | 3 | ENG 374 | Survey of American Literature | ENG 216 | 3 |
| ENG 329 | Language Acquisition | ENG 222 | 3 | ENG 381 | World Literature | ENG 216 | 3 |
| MAS 226 | Modern Media | | 3 | MAS 228 | Communication between Cultures | | 2 |
| University Requirement (SALAM) | | | 2 | University Requirement (SALAM) | | | 2 |
| Total | | | 17 | Total | | | 16 |



Program Outline

Fourth Year

| Level Seven | | | | Level Eight | | | |
|--------------------------------|------------------------------------|----------------------|-------|---------------|------------------------------------|-----------------------------------|-------|
| Course Code | Course Name | Previous Requirement | Hours | Course Code | Course Name | Previous Requirement | Hours |
| ENG 414 | Composing Research | ENG 215 | 3 | ENG--- | (Optional Course from the Program) | | 3 |
| ENG--- | (Optional Course from the Program) | | 3 | ENG--- | (Optional Course from the Program) | | 3 |
| ENG--- | (Optional Course from the Program) | | 3 | ENG 498 | Practicum | Complete 113 Hours of the Program | 6 |
| MAS 232 | Media and Globalization | | 2 | Free Elective | | | 3 |
| MAS 236 | Introduction to Theatrical Arts | | 2 | Total | | | 15 |
| University Requirement (SALAM) | | | 2 | | | | |
| University Requirement (SALAM) | | | 2 | | | | |
| Total | | | 17 | | | | |



Course Descriptions



ENG 211 English Grammar in Use (3 Credit hours)

This course deals with English grammar in a practical way for the purposes of production (speaking/reading) and comprehension (listening/writing). It also serves as an introduction to basic linguistic terminology. The course starts with a review of the parts of speech (verbs, nouns, adjectives, adverbs, prepositions, and pronouns). The focus then shifts to the different types, structures, and uses of tenses, as well as subject-verb agreement. Students are then introduced to the different classes of nouns (count, noncount, collective, etc.) as well as pronouns. The course concludes with detailed work on modals. In addition to its focus on grammar, the course pays attention to the spelling and pronunciation of words which have undergone morphological manipulation.



ENG 214 Foundations of Rhetoric and Writing (2 Credit hours)

This is an introductory course, emphasizing writing as a process that involves prewriting, drafting, revising, and editing. The course focuses on introducing foundational rhetorical concepts and strategies, generating and organizing ideas, developing paragraphs and essays, and improving sentence structure; it also reviews the conventions of punctuation, grammar, spelling, and usage as needed. Students will learn to read critically as they study and practice various modes and styles of writing.



ENG 215 Rhetoric and Writing (2 Credit Hours)

This is a follow-up course to ENG 214. It again emphasizes writing as a process that involves prewriting, drafting, revising, and editing. The course focuses on both reading critically and writing well. In each unit, students will be introduced to a variety of essays or excerpts from the works of professional writers. These will include autobiography, reflection, explanation, speculation about cause and effect, proposal to solve a problem, and argument for or against a position.



Course Descriptions



ENG 216 Reading Literature (3 Credit Hours)

This course is an introductory course to literature, specifically, the three main genres: fiction (short stories), poetry, and drama. Students are introduced to the literary elements of each genre and are trained to trace these elements in specific works. The course concentrates on providing an elementary literary vocabulary as well as introduction and practice in the skills required for the reading of literature and for writing about it. The classes will emphasize active student participation and give ample opportunity for student leadership of discussion. The course covers three genres that include a selection of short stories (4-5 stories), a selection of poems (5-6 poems), and a one-act play.



ENG 221 Introduction to Linguistic Sciences (3 Credit Hours)

This course provides an up-to-date introduction to the study of Linguistic sciences. The course covers the importance of studying languages and linguistics. The areas that will be thoroughly covered in this course are: phonetics, phonology, morphology, syntax, and semantics.



ENG 222 Introduction to Applied Linguistics (3 Credit Hours)

This course aims at introducing students to the field of Applied Linguistics and its major areas of research: pragmatics, discourse analysis, psycholinguistics, language acquisition, and sociolinguistics.



Course Descriptions



ENG 271 Writing about Literature (3 Credit Hours)

This course offers intensive study and practice of methods of inquiry, rhetorical, terminology and documentation conventions associated with critical writing about literature. The course focuses on the writing process and common writing assignments for literature, and provides instruction in writing about fiction, poetry, and drama within their historical and cultural backgrounds. It also includes coverage of writing a short research paper and the employment of literary criticism and theory.



ENG 307 Language and Society (3 Credit Hours)

This course examines the relationship between language and society with a focus on topics such as language variation, multilingualism, code-switching, language attitudes, diglossia, language planning and policy. Examples will be drawn from different languages and cultures with a special focus on English.



ENG 318 Survey of British Literature (3 Credit Hours)

This course provides a concise history of British literature from the age of Chaucer to the present day. It deals briefly with the earlier periods and more fully with the later landmark periods in the literature of Great Britain. It focuses on the prose, poetry, and drama of Great Britain within a chronological framework. Attention is focused upon the major writers of each period and genre, laying emphasis on the course of development and the leading characteristics throughout the history of British literature.



Course Descriptions



ENG 322 Phonetics and Phonology (3 Credit Hours)

This is an introductory course to the study of speech sounds. It explores the fields of phonetics and phonology. It starts with a look at the human vocal tract and its work mechanism. Students then learn to describe and classify speech sounds based on their place and manner of articulation and voicing. After that students are trained on transcribing words and sentences using IPA. Students are then introduced to phoneme theory. They explore the relationship between phonemes and allophones as well as types of distribution. The course looks at distinctive features and trains students to use them to describe speech sounds and to group them into natural classes. Students are also introduced to the form and operation of phonological rules. Operations such as assimilation, deletion, and insertion are looked at as prime examples of phonological rules. Students are trained to solve basic phonological problems.



ENG 327 English Morphology and Syntax (3 Credit Hours)

The aim of this course is to provide the students with a general introduction to English morphology and syntax. It is designed to give the students a brief glimpse of the theory and practice of the structural grammar of the English language. A detailed analysis of English morphemes and word formation processes as well as the structure of English sentences and phrases will be treated.



ENG 329 Language Acquisition (3 Credit Hours)

This course deals with the different themes and issues related to first and second language acquisition. Students should be familiarized with the major contemporary approaches to the study of first language acquisition.



Course Descriptions

ENG 362 literary Criticism (3 Credit Hours)

This survey course introduces major literary critical theories and critics: Classical, Renaissance, Neoclassical, Romantics and early 20th century New Criticism. Critics include Plato, Aristotle, Horace, Longinus, Sidney, Coreneille, Dryden (the Italians, Castelvetro and Mazzoni, are mentioned but not emphasized),. Johnson and the Romantics: Shelley, Wordsworth, and Coleridge. The major themes are traced and specific orientations are emphasized (the mimetic, the expressive, the pragmatic, and objective as highlighted by Abrams). Walter Pater and Matthew Arnold will serve as transition to the 20th century. Highlighting the main position of the New Critics, the course ends at the threshold of modernism and postmodernism.

ENG 374 Survey of American Literature (3 Credit Hours)

The course is a survey of American Literature from 1620 to the present. The course starts with readings from Native American Literature. Emphasis will be on the major American writers, the canon. In addition a novel is studied along with samples of the writings of the major writers.

ENG 381 World Literature (3 Credit Hours)

The course will introduce the student to literature in English from around the world. Works of fiction from Asia, Africa, Eastern Europe and Latin America will be explored. The chosen texts will give the student a wider cultural horizon and a better understanding of "other" cultures and literatures and thus foster a basis for intercultural dialogue.



Course Descriptions



ENG 401 Bilingualism (3 Credit Hours)

The course familiarizes students with current research and approaches to the study of bilingualism, by providing an account of the main theories and the most important research findings. It focuses on linguistic aspects of bilingualism; models of bilingualism and language acquisition; competence versus performance; early versus late bilingualism: rationale of the critical age; effects of bilingualism on domains of human cognition such as perception, memory, thinking, problem solving and creativity; and implications for educational policies among others.



ENG 402 Psycholinguistics (3 Credit Hours)

This course deals with the psychological and neurobiological factors that enable humans to process language. It also deals with language production and comprehension and language use. Word meaning, language impairment, and linguistic errors are also dealt with. The course also touches on dyslexia and dysgraphia.



ENG 404 Pragmatics (3 Credit Hours)

The course will introduce the student to literature in English from around the world. Works of fiction from Asia, Africa, Eastern Europe and Latin America will be explored. The chosen texts will give the student a wider cultural horizon and a better understanding of "other" cultures and literatures and thus foster a basis for intercultural dialogue.



ENG 405 Neurolinguistics (3 Credit Hours)

This course gives students an idea about the brain — language relationship; it explains to them how language is represented and organized in the brain. The course deals extensively with various types of language impairments generally known as aphasia. Global and partial aphasia, Broca's and Wernicke's aphasia, agrammatism, anomia, dyslexia, and dysgraphia are among the important subjects dealt with by this course.



Course Descriptions



ENG 408 Semantics (3 Credit Hours)

This course is an introduction to the study of meaning communicated through language. It introduces central topics in word meaning and sentence meaning as well as two semantic theories: componential theory and cognitive semantics. The former includes both Katz's semantic theory and Jackendoff's conceptual structure. Cognitive semantics will lay emphasis on metaphor, schemata and mental spaces.



ENG 414 Composing Research (3 Credit Hours)

The course aims to teach students how to apply the fundamentals of rhetoric to the research process. It teaches methods of research; the rhetorical nature of research; elements, strategies, and conventions common to research writing, including multi-modal presentations of new knowledge.



ENG 415 Developmental Linguistics (3 Credit Hours)

This course introduces some key issues in first language acquisition. It aims to introduce the methods used to study child language, the major milestones of phonological, morphological, syntactic and semantic and pragmatic development, and the major theories of language development. In this course, classic studies will be introduced and students are expected to evaluate the acquisition theory based on empirical data.



ENG 416 Syntactic Theory (3 Credit Hours)

The course aims at introducing the basic syntactic theories and how they address language acquisition. First, the Government and Binding theory is explained then other alternative theories are examined briefly like the Lexical-Functional Grammar and the Head-Driven Phrase Structure Grammar.



Course Descriptions



ENG 426 Discourse Structure and Strategies (3 Credit Hours)

This is an introductory course to some major approaches to discourse analysis. It covers the basic tools and notions in discourse analysis, e.g. form and function, given and new information, topic analysis, conversation structure, context, relevance, and discourse across gender and culture.



ENG 428 Language Geography (3 Credit Hours)

This course will provide an introduction into linguistic geography. Focus will be on regional dialectology through the linguistic analysis of lexis, morpho-syntax and phonology of a number of varieties of English and, to some extent Arabic, as well as on the methodologies involved for collecting, evaluating and displaying data. This course will provide an introduction into linguistic geography. Focus will be on regional dialectology through the linguistic analysis of lexis, morpho-syntax and phonology of a number of varieties of English and, to some extent Arabic, as well as on the methodologies involved for collecting, evaluating and displaying data.



ENG 430 The Romantic Period (3 Credit Hours)

The course offers a fairly comprehensive introduction to the exquisitely complex literature of the British Romantic Period (1789-1830). The students will be introduced to a broad selection of texts by the most prominent poets, novelists, and thinkers of English Romanticism, as well as their relevant historical, cultural, political and aesthetic milieu. The students will also study the major themes of the period in order to examine and understand the particular concerns of each writer, and to evolve a comparative consideration between such writers and their works to form a more comprehensive outlook of the conflicts and complex interrelations that characterize this richly diversified period.



Course Descriptions



ENG 432 Modern Poetry (3 Credit Hours)

The course offers a fairly comprehensive introduction to the exquisitely complex literature of the British Romantic Period (1789-1830). The students will be introduced to a broad selection of texts by the most prominent poets, novelists, and thinkers of English Romanticism, as well as their relevant historical, cultural, political and aesthetic milieu. The students will also study the major themes of the period in order to examine and understand the particular concerns of each writer, and to evolve a comparative consideration between such writers and their works to form a more comprehensive outlook of the conflicts and complex interrelations that characterize this richly diversified period.



ENG 443 The Development of Drama (3 Credit Hours)

This course begins by highlighting drama as the oldest artistic form. It provides students with a chronological survey of the development of drama as an art form, and its relation to society from the ancient Greek period, through the Renaissance, down to the Restoration Period. It also provides a study of representative plays which will be considered in terms of the dramatic movements they represent.



ENG 446 Shakespeare (3 Credit Hours)

This course introduces students to the most famous playwright in English Literature: William Shakespeare. Through the study of at least one comedy and one tragedy, the salient features of Shakespeare's dramaturgy will be introduced. Working from the texts, Elizabethan thought and dramatic practice will naturally be considered.



Course Descriptions



ENG 447 Modern Drama (3 Credit Hours)

This course focuses on the development of late 19th and 20th century drama starting from Ibsen and Shaw to Osborne, Beckett and Pinter. It handles issues related to aspects of Modernism marked by the degeneration of Western ideals into an irretrievable mirage, marked by a series of shocks and moral setbacks instigated by the 1st and 2nd World Wars. The course offers a wide mattress starting with the optimism of the social plays of Shaw, through Osborne's Theatre of Anger, and ending with Beckett's and Pinter's Theatre of the 2 Absurd. At least, three representative plays will be studied to cover the issues involved. This course focuses on the development of late 19th and 20th century drama starting from Ibsen and Shaw to Osborne, Beckett and Pinter. It handles issues related to aspects of Modernism marked by the degeneration of Western ideals into an irretrievable mirage, marked by a series of shocks and moral setbacks instigated by the 1st and 2nd World Wars. The course offers a wide mattress starting with the optimism of the social plays of Shaw, through Osborne's Theatre of Anger, and ending with Beckett's and Pinter's Theatre of the Absurd. At least, three representative plays will be studied to cover the issues involved.



ENG 452 Nineteenth Century Novel (3 Credit Hours)

A sense of the Victorian novel will be accompanied by close analysis of at least two novels, preferably early and late. Socio-political and philosophic contexts will be subordinated to the way the 19th century writer made use of the novel forms. Novels studied will be chosen from the work of Dickens, the Brontës, Austen, Thackeray, Trollope, Eliot, Meredith, and Hardy.



Course Descriptions



ENG 457 Modern Fiction (3 Credit Hours)

The course is mainly designed for BA, graduating seniors but also caters to the needs of literature, language, and writing students. It will focus on diverse realizations of linguistics in both literary and nonliterary texts and attempts to investigate how linguistics can help pass on, augment, hinder, or undermine meaning. The general aim is to help students gain a fuller understanding and appreciation of the complicated relationship between medium and message.



ENG 464 Genre Analysis (3 Credit Hours)

This course introduces genre analysis by covering the basic principles and notions. The focus of the course will be on factors related to context, genre, and the changing nature of writing. Moreover, the course will introduce the generic properties of a variety of non-literary genres and will train students to analyze various texts representing those genres.



ENG 466 Major Non-Fictional Texts (3 Credit Hours)

This course introduces literary non-fiction and its various sub-genres especially autobiography and life narrative. The course introduces a number of key critical terms and strategies that will be employed in reading and analyzing the selected texts. Throughout the course, students will be engaged in in-depth reading of several major non-fictional texts while situating them in their particulate historical-cultural contexts.



ENG 467 Modern literary Theory (3 Credit Hours)

The course introduces the major literary/cultural theories and figures, emphasizing the place of "theory" in literary and cultural discourses, the fundamental concepts and the characteristics of the various theoretical arguments. Discussion will focus on the main modern and postmodern Schools: formalism, structuralism, deconstruction, feminism, psychoanalytic criticism, and postcolonial criticism.



Course Descriptions



ENG 474 American Literature I: The Beginnings to 1900 (3 Credit Hours)

An elective course for students who would like to know more about American culture and literature before 1900. The course deals with the major writers of the period and concentrate on those writes who had a major influence in shaping the American Character, writers like Thoreau, Hawthorne, Emerson, Twain, Melville and Whitman. Other writers who will be studied are Franklin and the major documents of the Puritan fathers.



ENG 475 American Literature 2: 1900 to the Present (3 Credit Hours)

An elective course for students who would like to know more about American culture and literature after 1900. The course deals with the major writers of the period and concentrate on those writes who had a major influence in shaping the American Character, writers like Frost, Wallace Stevens, Ezra Pound, T. S. Eliot, Langston Hughes, and Tony Morrison. Other writers who will be studied include Joyce Caro Oates, Richard Wright, and William Carlos Williams.



ENG 484 British Literature I: The Beginnings to 1780 (3 Credit Hours)

This is a survey course covering the period from Beowulf to 1780. It aims at familiarizing students with developments in English literature over the centuries, focusing on major writers, major literary works, content, style and forms in poetry, prose, drama and critical approaches as they developed, progressed and transformed down the centuries. Literary transitions in the period will be studied in relation to corresponding developments in politics and religion, and to other arts and sciences.



Course Descriptions

ENG 485 British Literature 2: 1832 to the Present (3 Credit Hours)

This is a survey course covering the period from 1832 to the present. It aims to familiarize students with developments in English literature from the post-Romantic period down to the present time. It focuses on major writers, major literary works, the content, style and form in poetry, prose, drama and critical approaches as they developed, progressed and transformed during the Victorian, Modern and Postmodern periods. Literary transitions in the period are studied in relation to corresponding developments in political, cultural, social, and religious fields, and to other arts and sciences.

ENG 489 Literary Linguistics (3 Credit Hours)

The course is mainly designed for BA, graduating seniors but also caters to the needs of literature, language, and writing students. It will focus on diverse realizations of linguistics in both literary and nonliterary texts and attempts to investigate how linguistics can help pass on, augment, hinder, or undermine meaning. The general aim is to help students gain a fuller understanding and appreciation of the complicated relationship between medium and message.

ENG 491 Computational Linguistics (3 Credit Hours)

The course introduces students to the use of computers to represent and process human language, a field which combines insights from linguistics and computer science. It provides an opportunity for students to develop computer programming skills to a level that allows implementation of simple language processing systems. Moreover, the course provides an introduction to the field of corpus linguistics.



Course Descriptions



ENG 492 History of the English Language (3 Credit Hours)

This is an introductory course that provides fairly substantial knowledge about how historical events in England have affected and caused changes in the language throughout different periods; Old English, Middle English and Early Modern Era. The course is bifocal. First, there is a review of the political, social and intellectual factors that have determined the development of language in each period. Then, a close study of the internal structure of language in each is made. The course covers both historical events as well as language development.



ENG 498 Practicum (6 Credit Hours)

The course provides students with the opportunity to gain real world experience in one of three fields:

1. Teaching English as a foreign language at schools, English language institutes or at universities.
2. Translating and interpreting (from and into English) at various institutions including hospitals, companies, embassies, etc.
3. Working as a media professional at English-speaking television, radio, or print media production.

The department, therefore, will draw and sign a contract with the relevant organizations, where the students will receive the practical training, specifying how the course should be conducted.

The contract will be based on:

1. The expectations of the department (in view of the learning outcomes of the course and of the program as whole)
2. The requirements of the organization.



Course Descriptions



ENG 492 History of the English Language (3 Credit Hours)

Students are required to put in a minimum of 144 hours in one semester working at an institution or an organization in the chosen field. By working with professionals in the industry, students will be able to pick up useful skills that will help prepare them for the transition from university to work place. In applying the knowledge acquired in the classroom, students will be able to develop a better understanding of the way in which theory relates to practice.



Guidelines for New Faculty Members



Policies and Faculty Rights:

Please visit Kingdom of Saudi Arabia Ministry of Civil Service website for information about the rules, rights and obligations:

<http://www.mcs.gov.sa/ArchivingLibrary/Pages/default.aspx>



Types of Faculty:

Teaching Assistant: a job position appointed to those who have received a bachelor degree from a Saudi university or an acknowledged non-Saudi university and plan to pursue both their Master degree and Ph.D. degree.

Lecturer: a job position appointed to those who have received a Master degree from a Saudi university or any acknowledged non-Saudi university and plan to pursue their Ph.D. degree.

Assistant Professor: a job position appointed to those who have a Ph.D. from an acknowledged Saudi or international university.

Associate Professor: a job position appointed to assistant professors who have served for four years in a Saudi university or any acknowledged university, but their service in a Saudi university should not be less than a year. In addition, they have participated in four units of published works, and are the sole authors of two of these works.¹²³

¹ One unit of published work is counted when the faculty member is the sole author, whereas half a unit of published work is counted when the faculty member is a co-author of a published work.

² Masters and Ph.D. dissertations are not counted within the units of published works.

³ For further information, visit the rules and regulations page on <http://ksu.edu.sa>.

Full Professor: a job position appointed to associate professors who have served for four years in a Saudi university or any acknowledged university, but their service in a Saudi university should not be less than a year. In addition, they have participated in six units of published works, and are the sole authors of three of these works.



Required Procedures for New Faculty Members:

1. Report to work by visiting the office of the department's secretary to sign in.
2. Issue an I.D. card from the Deanship of Staff Affairs.
3. Create an email via the university's website.
4. Create a group on Tawasol (SMS) via <http://tawasol.ksu.edu.sa> or use e-learning (LMS) via <http://lms.ksu.edu.sa> for each course they teach.
5. Create their own webpage on KSU's website by visiting <http://fac.ksa.edu.sa>, which includes: present taught courses, course syllabuses, C.V., contact information and research work. For more information about how to create a website, visit <http://itsupport.ksu.edu.sa>
6. Create a Teacher's File for the Quality Assurance and Accreditation committee which includes C.V., teaching philosophy, course specifications, samples of exams, quizzes and assignments, and course reports. This should be done after completing the first semester.



Committees in the Department of English Language and Literature



Policies and Faculty Rights:

The Graduate Studies Committee has three sub-committees, which are:

- a. Graduate Studies of English Literature Sub-Committee
- b. Graduate Studies of Linguistics Sub-Committee
- c. Graduate Studies of Applied Linguistics Sub-Committee

Each sub-committee is responsible for all matters related to its graduate program. It includes overseeing the registration and acceptance process of graduate students, as well as nominating mentors and supervisors for graduate students in the programs. Additionally, each sub-committee is responsible for determining both graduate admission exams and doctoral exams committees. It also discusses research plans and accreditation. Furthermore, each sub-committee proposes plans for the development of graduate programs in coordination with the administrators of the programs.



Quality Assurance and Academic Accreditation Committee

The Quality and Accreditation committee formulates the strategic plan for the department and makes sure that the requirements for obtaining accreditation are met. It prepares the department's academic course descriptions, reviews course reports and course specifications and follows up on their implementation by faculty members. In addition, it prepares and updates the department's guide and participates in all activities related to the quality and accreditation in the college and university.



Committees in the Department of English Language and Literature



Schedules and Lecture Rooms Committee

The Schedules and Lecture Rooms Committee distributes the courses between faculty members according to their specialties and prepares the schedules for undergraduate studies. It makes any necessary adjustments to the schedules, as well as contacts different departments to specify sections for the English Department students. In addition, the committee works with the Academic Advising and Consultation Affairs committee to help students with problems related to adjusting, modifying and adding courses. Furthermore, it consults the Deanship of Admission and Registration to solve any technical problems related to schedules.



Final Exam Schedule Committee

The Final Exam Schedule Committee creates students' exam schedule. It announces the schedule at the beginning of each semester and solves any problems regarding conflicted courses and exam dates. Moreover, it distributes the invigilation hours between faculty members and follows up the exams on a daily basis during the weeks of final exams to ensure that they are conducted in the required manner.



Conversions and Equalization Committee

The Conversions and Equalization Committee equates the courses of transferring students with equivalent courses taught in the department.



Committees in the Department of English Language and Literature



Academic Advising and Student Affairs Committee

The Academic Advising and Student Affairs Committee deals with students who need help in their academic affairs and advises them with the appropriate solutions. It coordinates, supervises, and works on students' schedule requests during registration week. Moreover, it solves misunderstandings that may arise between students and faculty and considers the complaints of students and deals with them according to the regulations. Furthermore, it distributes the responsibilities for the academic advisement courses (.I.I.I) between faculty members, as well as holds awareness lectures for students.



Scientific Research Committee

The Scientific Research Committee is tasked with research-related matters. It includes members from both sides of the department. Its main goal is to document and support scientific research activity. It updates the list of department-approved venues for research regularly. It reviews faculty requests for funding from university research centers. It reviews requests for university recognition of ISI-published work. It responds to college and university-level inquiries about research conducted within the department. It also supports university wide research endeavors by encouraging the participation of department faculty members and students.



Teaching Assistants, Scholarships, and Human Resources Committee

The Teaching Assistants, Scholarships, and Human Resources Committee is tasked with processing different job applications in the department, which includes surveying applications according to the department's employment requirements, conducting a written exam, holding an oral interview, and finalizing recommendations to be submitted to the council of the department.



Committees in the Department of English Language and Literature



Media Committee

The Media Committee plays an integral role in introducing faculty members to any events occurring in the department. The committee announces the achievements of faculty members, as well as the achievements of the department.



E-learning and Information Technology Committee

The E-learning and Information Technology Committee updates the department's website and conducts e-learning workshops for both faculty members and students. It also advocates the use of electronic tools in learning/teaching, as well as encourages faculty members to create and update their personal webpages. In addition, it deals with troubleshooting software issues and provides maintenance for e-podiums and overhead-projectors in smart classrooms. Furthermore, it supervises the department's computer lab and attends to its needs.



Students Rights Committee

The Students Rights Committee examines the complaints of students in relation to their final exam grade. The process includes viewing both a copy of the student's corrected final exam paper and a copy of the instructor's answer key. The committee then evaluates the student's grade in comparison to the instructor's model answers, decides on the validity of the student's complaint, and issues a report to the instructor and department. After that, the department and instructor finalize the report.



Committees in the Department of English Language and Literature



Practicum Committee

The Practicum Committee arranges training opportunities for the students in the department's B.A. program. The tasks of the members of this committee include but are not excluded to contacting different training institutions based on the learning requirements of the program and directing students to training places according to certain interests and availability of training institutions. In addition, they offer practicum orientation sessions and arrange for different workshops to help the trainees improve certain skills. By the end of every semester, the committee members offer a detailed report which highlights any obstacles that students, supervisors, or institutions might have encountered and suggest recommendations for future improvements.



Academic Improvement Committee

The Academic improvement Committee aims to improve the academic and administrative environment in the department by planning and overseeing programs and activities. The programs include: preparing a list of the updated textbooks required by the department, preparing a list of books and e-sources for KSU library to make available, and communicating with the on-campus book stores to ensure the availability of the text books at the commencement of each academic term. Furthermore, the committee houses seminars presented by faculty members, collaborates with External Joint Supervision Program (ESP) to host Linguistics and Literature seminars with the external professors and plans special seminars, if needed. Finally, the committee suggests workshops and training sessions for faculty in coordination with the Academic improvement committee in the college.



Committees in the Department of English Language and Literature



Cultural Committee

The Cultural Committee aims to strengthen the cultural aspect within students and contributes in its enrichment and development within an effective academic framework. Moreover, it also does activities that help in strengthening this role, which include: arranging exhibitions displaying the work of creative students, field trips, cultural seminars and lectures, creating awareness of global cultural occasions e.g. World Poetry, and cooperating with other departments to oversee the literary and cultural events.



Community Service Committee



Supervision of Transferring Students Exam Committee

The Supervision of Transferring Students Exam Committee views the GPAs of transferring students and prepares written exams. It proposes the standards of the written exams, supervises their implementation, corrects them, sorts the results and announces the names of those who passed the exam.



Annual Report and Statistics Committee

The Annual Report Committee gathers information and statistics about faculty conferences, publications, and workshops from all department sectors for documentation and reference. The information is then filled out in a form given to the committee by the Annual Report Unit in the college.



Committees in the Department of English Language and Literature



Graduates Committee

The Graduates Committee aims to strengthen the relationship between the department and graduates and helps guide them in their career choices. It conducts workshops on how to become a prospective employee and establishes a database of students' information, including students' GPAs and contact information. Lastly, it helps coordinate college and university graduation events.



English Club for Female Students Committee

The English Club for Female Students Committee (@KSU_EnglishClub) aspires to provide an ideal environment for the English language learners. The club provides students with all the skills and tools needed for the job market. Moreover, the club aspires to create a nonconventional learning environment through these groups:

- **Reading Group:** Students get lost in books by reading various novels and discuss them in a weekly discussion group.
- **Drama Group:** Students get in touch with their artistic/dramatic side by collaborating to perform an annual play.
- **Speaking Group:** Students practice the skills of public speaking and the tricks of the trade to win their audience.
- **Muse Group:** Students experience journalism and editing by working as a team to publish the club's annual magazine.



Committees in the Department of English Language and Literature



Representative Committee for Special Needs Students

The Representative Committee for Special Needs Students provides consultation and adjustments for students with wide array of impairment and conditions. These include:

- Physical or sensory impairments.
- Mental health difficulties, such as depression.
- Specific learning difficulties, such as dyslexia.
- Other serious health conditions, such as epilepsy, arthritis, or cancer.

“The impairment must have an effect on normal day activities.”

The committee acts as a medium between instructor and student. If the student wishes to disclose information regarding a particular health condition, the committee shall contact concerned instructor and make adjustments. This may be particularly important at exam times. Disclosure of information is not compulsory although information may need to be shared in order for adjustments to be made.



Representative Committee for Scientific Research

The Representative Committee for Scientific Research aims to facilitate research events by connecting the department- level research committee with the college, to propose research- related ideas to be discussed at the college level and to represent the department and its participation at the college level research events. This is done through nominating faculty members to participate in giving consultations, workshops, ...etc.



Committees in the Department of English Language and Literature



Representative Committee for Postgraduate Unit in the College of Arts

The Representative Committee for Postgraduate Unit in the College of Arts views the dissertation titles of Master and PhD degrees in both Arabic and English and gives exceptions and extensions to Master and PhD students.



Representative Committee for General Preparation Tests

The Representative Committee for General Preparation Tests sends the names of invigilators from the English Language and Literature Department.



Academic and Examination System

English Club for Female Students Committee



Attendance

The attendance sheet is a sheet that includes the names of all students registered in a course. It can be obtained through the online academic portal www.edijtzate.ksir.edu.sa. If usernames of faculty members are not activated, they can obtain them from the department's Schedules Committee. Faculty members should make sure that they have the most updated list especially during the first weeks because students are still allowed to add and/or drop courses. They should make sure that all students attending are on the official attendance list, students who are not on the list should be banned from attending.



Warnings

Instructors should keep a record of students' attendance for every lecture. The first warning is given to students when their absence is twenty five percent (25%) from the total amount of lecture hours from the beginning of the semester until the time of issuing the warning. To calculate the absence you divide the total number of absences by the total number of classes (or hours) then multiply by 100.



Denied Entry

Students are denied the chance of taking the final exam when the percentage of their attendance is (75%) from the total amount of lecture hours. Please note students cannot be denied taking the final exam if an initial warning has not been issued and listed



earlier.



Academic and Examination System

Examination



Exam Paper Format

Exam questions should be consistent with the course objectives and learning outcomes stated in the course specifications. The questions should target all levels of learning: memorization, understanding, analytical and critical skills. An exam paper should include the following:

- A clear font (e.g. Times New Roman).
- Name of faculty member.
- Name and number of the course taught.
- Section number.
- Type of exam: quiz, midterm, or a final exam.
- College and department names.
- Academic year and semester.
- Division of grades next to each question.
- Distribution of questions according to equal grounds; between objective questions and essays and considering the time for each question.



Makeup Exams

If students are unable to attend an exam due to an emergency case, they fill a form requesting a make up exam and attach their excuse for missing the final exam. The request is then processed through a committee on the college level. If their request is approved, the instructor keeps the students' course mark grade out of 60 on edugate and the students will receive an F in the course until they have a chance to retake the makeup exam the following semester.



Academic and Examination System



Final Exams

A final exam should follow the same guidelines described above. In addition, questions should be presented to the vice-chair of the department to sign (at least 3 days prior to the exam). This should be done after the course coordinator has seen it. Once the exam paper is signed by vice-chair of the department, copies of the exam can be made at the college's copy center on the third floor.



Invigilation during Final Exams

Faculty members are given invigilation hours during the weeks of final exams. The following is a list of pointers and invigilation instructions provided by King Saud University. Invigilators' tasks and duties inside the examination room/venue include the following:

1. Follow and abide by examination schedule and refrain from being absent from duty. In case of absence, the invigilator is responsible for making arrangements for a substitute.
2. Arrive at the examination room 15 minutes before the exam begins, sign attendance sheets provided by the examination-hall supervisor. Make sure to sign-in upon arrival, as well as after submitting exam papers taking into consideration accuracy of both time of arrival and submission of papers.
3. Avoid correcting exam papers and refrain from talking with co-invigilators in the examination room.
4. Avoid using mobile phones inside examination room at all times throughout the examination period.



Academic and Examination System

5. Remain in the examination room and do not leave before the exam ends. There should be two invigilators present in each room at all times.
6. Ensure that students have switched-off their mobile phones and have put them in their bags.
7. Ensure that students have removed their abayas, scarves, hats or sunglasses.
8. Ensure that students have put their books and notes inside their bags and have placed the bags under their chairs.
9. Distribute and collect examination question papers while observing the different forms of examination papers.
10. Count examination papers and ensure that they match the number of students sitting for the exam before submitting them to the Chief Invigilator (Control Committee).
11. Ensure that students have signed in the attendance sheet (attendance slip).
12. Maintain order in the examination room and ensure that examinations are properly conducted.
13. Check students' University ID for identification and verification purposes.
14. In case of academic offences or observation of fraudulent acts:
 - a. Confiscate any relevant evidence or means used for cheating.
 - b. Escort the student out of the examination room since the student forfeits the right to complete the exam.
 - c. Write an incident report in the presence of head of examination committee and ensure the signature of student, invigilators, head of examination committee at the department or college.
 - d. Attach the evidence to the incident report as well as the student's examination paper.
15. Course instructor should remain in the building where the examination is being held and check up on examination rooms when necessary to address any queries, check papers and to ensure that there are no problems.



Academic and Examination System



Policy and Procedures on Cheating

King Saud University adopts a strict policy against cheating in all forms. When a cheating case is proved, the object used must be confiscated and the student's papers are given to the Disciplinary Committee. A penalty is issued and it is then raised to the Final Schedules Committee in the department to deal with the situation and issue a report of the incident. According to the report submitted by the Disciplinary Committee, the vice-chair of the department issues an official report to the vice dean of the college to decide on the course of action.

Exams and Assignments: If students cheat during their midterm, quiz or assignment, they automatically receive a zero.

Final: If students cheat during their final exam, they fail the course and another course they are taking and passing.



Grades and Correction

Division of Grades

Each course is out of 100% in which it is divided into the following format:

- 60% are grades throughout the semester, which are divided into assignments, midterms, research, presentations...etc. No more than 30% should be given to exams and quizzes; grades cannot be distributed on only two midterms.
- 40% is the final grade, which students receive according to their performance in the final exam.



Academic and Examination System



Final Exams Correction

Faculty members are responsible for correcting the exams of their taught courses and documenting the final grades in a time period that does not exceed 72 hours (including weekends) from the time of the final exam. The following table shows the distribution of grades:

| Mark | Grade |
|-----------|-------|
| 95-100 | A+ |
| 90-94 | A |
| 85-89 | B+ |
| 80-84 | B |
| 75-79 | C+ |
| 70-74 | C |
| 65-69 | D+ |
| 60-64 | D |
| Below- 59 | F |

After correcting the exam, marks out of 60 and 40 should be typed in the online academic portal www.edugate.edu.sa. Grades should not include fractions and students that are denied from taking the final exam get the grade (DN). Students absent from the exam get a zero on their final exam but their grades throughout the semester should be posted on the online academic portal. After revising the grades, faculty members should save and print the page using the print icon on the website's page (not on the computer). The grade sheets of each course should be printed, signed and submitted to the vice chair of the department. Grades should not be announced prior to submission. The grades are then sent to the Deanship of Admission and Registration, which electronically announces the grades immediately after approval. Faculty members who have not activated their I.D. number should request the official grading sheet from the department's secretary and fill it in manually.








Academic and Examination System



The Department's Plagiarism Policy

If students plagiarize or hire a ghostwriter, they are first issued a written warning. If the case occurs again, they receive a failing grade on the assignment plagiarized and their name is written in the department's plagiarism blacklist.

The Centre for Writing in English (CWE) is a place where female students can work on their writing assignments from writing an outline to proofreading. The CWE organizes workshops as well as gives consultations for resumes and personal statements. It is important to note that the CWE is not an editing service, does not comment on students' content and is not responsible for student grades. The following includes the contact information for the centre:

-  **Building 1, 3rd floor, room 107 (Female Campus)**
-  **0118055940**
-  cwe@ksu.edu.sa
-  www.cwe.ksu.edu.sa
-  **@CWE_ksu**



Expectations from Faculty Members in Each Semester

The Department of English Language and Literature places a great value on professional and productive environment created by its faculty members. Therefore, a faculty member should exhibit good work ethics, such as punctuality and cooperation with other faculty members and the department. Since the workload differs each semester for faculty members, the following are expectations from faculty members for each semester.



Punctuality and Commitment to the Official Working Hours

The Department of English Language and Literature places a great value on professional and productive environment created by its faculty members. Therefore, a faculty member should exhibit good work ethics, such as punctuality and cooperation with other faculty members and the department. Since the workload differs each semester for faculty members, the following are expectations from faculty members for each semester.



Cooperation

For the first three weeks of the semester, each course instructor is required to give the number of students that attended each course. This is to be submitted by Thursday of each week. This is required for statistical purposes by the Quality Assurance and Academic Accreditation Unit of the College of Arts.



Syllabus

There is a course specification for each course, which includes information and guidelines about the course. Each faculty member should follow the course specification and create a course syllabus based on it. This should be submitted to the course coordinator at the beginning of every semester and distributed to students on their first class; it should include the following information:

- Name, email, office hours, and office number of a faculty member.
- Name and number of the course.
- Goals and objectives of the course.
- Required texts.
- Topics that will be covered.
- The division of grades (midterms, quizzes, research, presentations, projects...etc)
- Any useful websites that are related to the course.
- In order to avoid misunderstanding, faculty members are advised to explain their way in managing the classroom e.g. attendance, tardiness, assignment submissions, and makeup exams.

Upon completion, a copy should be given to the Quality Assurance and Accreditation Committee.



Coordination and Course Reports

It is important to the department and the university as a whole that the courses are unified regardless of who is teaching the course in order to achieve student justice, enrich the teaching experience for faculty members, and enhance the quality of teaching and learning in the program. This results in making the students feel secure that they are receiving an equal academic experience, as well as making the faculty members benefit in which all of us -no matter how many years of experience- surely benefit from the exchange of expertise and experience and opinions about the content, teaching strategies, types of examination and grading.



Coordination and Course Reports

Coordination: The main goal of coordination is to ensure that the learning outcomes set out in the course specifications are met. It also minimises the gap between different sections of the same course, which is equally as important. It makes sure that the academic process, such as grading, follows the guidelines and goals in the course specifications and oversees what faculty and students are conducting in class that can help in reaching that goal. Thus, each course is assigned to a course coordinator whose responsibility includes the following:

1. To make sure that each faculty member responsible for a section is teaching it according to the course specifications created by the department. Moreover, to guarantee that each faculty member is working on the development of the goals and targeted skills.
2. To make sure that examination and other grading methods in different sections are similar (in terms of types of questions and level of difficulty).
3. To write a unified course report that includes what is mentioned in the course reports written by faculty members of the different sections.
4. To guarantee accurate and high quality performance by conducting meetings with faculty members of other sections according to the following:
 - Meetings should take place during the first week of the semester in order to discuss the syllabus and reach a common ground.
 - Meetings should take place prior to midterms and prior to finals in order to make sure that the exams in the different sections are somewhat similar in terms of the type of questions and difficulty level.

- Meetings should take place after correcting the midterms and finals to make sure that all faculty members have consistent standards in relation to the course specification's goals and objectives, as well as to make sure that there is agreement on how the students from both sections are graded.
- If instructors are coordinators of courses they are teaching, they should also share their exams with other instructors of the same course. Coordination is a learning platform which allows instructors to share their knowledge and exchange experiences in order to benefit from one another.

Course Reports: At the end of every semester, each course instructor is required to fill out a course report and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee. Faculty members should explain the teaching methods, techniques used and any difficulties faced. They also should include the final results and how the grades are divided. Furthermore, they can suggest solutions to the problems faced in order to improve the teaching and learning experience.



Schedules

In the first week of each semester, faculty members are expected to have a copy of their schedule signed by the head of the department and hung on their office door that includes: courses taught, section number, time and place of each lecture, office hours (4 hours at least) and committees they are involved in.



Electronic Services

- **Email:**

To create an email account, follow these steps:

- Access the link <http://mailreg.ksu.edu.sa>.
- Enter job I.D. number and national I.D. number.
- Follow the instructions.

By finishing these steps, an email address is immediately created, and the password is the one that is approved by the university system and all electronic uses.

members e.g. teaching load, seminars and workshops.

- **Tawasol**

Tawasol (<http://tawasol.ksu.edu.sa>) is a service that allows faculty members to send SMS text messages to their students. It is an instant and efficient way to send notifications to students.

- **Electronic Services**

Access <https://fogin.ksu.edu.sa> to include all information related to faculty members e.g. teaching load, seminars and workshops.

- **Webpages for Faculty Members**

To create a webpage, access <https://fac.ksu.edu.sa> and follow the instructions.

- **Faculty E-files**

Faculty members create KSU e-files to update their information and upload through <http://efile.ksu.edu.sa>.



Electronic Services

- **KSU Form Builder**

This is a service provided by KSU where faculty members can create forms and surveys <http://forms.ksu.edu.sa>

- **Online Academic Portal**

Access www.edugate.ksu.edu.sa to follow up on all taught courses and sections, print attendance sheet, fill in the attendance and absence electronically, and submit the final grades.

- **Learning Management System (LMS)**

LMS or "Blackboard" is an online system, which both faculty members and students can access. On their LMS page, faculty members can upload information about their courses (e.g. syllabus, slides, handouts...etc), create a discussion forum for students, and post assignments and quizzes.

Website: <http://lms.ksu.edu.sa>

- **Electronic Library**

Visit <http://library.ksu.edu.sa> to access the catalog and databases of KSU's library.

- **KSU Cloud**

King Saud University provides cloud storage service to faculty members, which has been linked to their emails. Cloud storage service includes many features; visit <http://etc.ksu.edu.sa/ar/cloud> for more information.

- **Workshops and Webinars**

The Deanship of Skills Development provides workshops and webinars. For more information, visit <http://usd.ksu.edu.sa/ar>.



Electronic Services

- **Technical Support**

If you are facing any technical problems, you can contact technical support on the following website: <http://itsupport.ksu.edu.sa> . Moreover, you can find the complete services provided by the Deanship of e-Transactions and

Communications <http://daleel.ksu.edu.sa/ar/taxonomy/term/114>.

- **ITQAN**

Data, reports and statistics may be found on the Electronic Performance Management Platform (ITQAN) found on <https://itqan.ksu.edu.sa>

- **Faculty Information**

Faculty information and websites can be found on <https://arts.ksu.edu.sa/en/node/2725>.

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