

**Saudi Arabia Kingdom of Saudi Arabia**

**Supreme Education Council.**

**National Authority for Academic Accreditation & Assessment**

**Course Description 540 IDT.**

**An independent study in educational administration.**

**Educational institution : King Saud University.**

**Faculty / Department : Faculty of Education / Education Department.**

**A- Course Definition.**

- 1- Course name and No. An independent study 540 IDT.
- 2- Authorized Hours : 2 hours.
- 3- The program or programs that the Course is presented within :  
Master's program in educational administration.
- 4- Teaching body member name responsible for the Course:  
  
Dr. IMTITHAL Ahmad Al Saqqa
- 5- Level or year this Course will be presented : Third level –Master degree.
- 6- The precedent requirements for this Course(if any) : none.
- 7- The accompanied requirements for this Course(if any) : none.
- 8- The place of teaching Course if is not in the headquarter of educational institution.

**Course briefly description :**

The Course aims at enabling students to deep in research and reading in issues related educational administration and its studies related to this issue. Also, the students can identify the prior issues that the student can opts for his dissertation or research project. Moreover, it aims at providing students the knowledge and skills that enable them to draw the dissertation plan and implement them according to scientific research foundations as well as students presentation, summarizing and criticism books, searches and issues published in periodicals.

2- Describe briefly the plans that may be implemented in the current time to improve and develop the course according revision processes results.

Development method	Followed strategies	Indicators
--------------------	---------------------	------------

Exchange experiences among members	Seminars	Update and develop course content.
------------------------------------	----------	------------------------------------

Teaching body	Dialogue and discussion in the lecture. Following recent conferences and seminars	The importance and update the selected issues by the students as search projects.
Presenting new issues urge the students to Search in electronic sources.		
Use internet web to get the recent information regarding to the field	Bibliographies preparation of the selected topics	Update of the used references and information involved in search projects.

### C- Course description

1- Issues		
Issue	Weeks Numbers	Contact Hours
<b>First chapter.</b>  Scientific research (topic selection, research preparation methods and the ethics of scientific research)	4	2
<b>Second chapter</b>  Theoretical background of the research (choosing the suitable main references, reading modern books related to the selected topics, writing and presenting analytical reports, translation parts from English books into Arabic regarding to selected topics and preparation reports for them.)	8	4
<b>Third chapter.</b>  Educational literature of the research topic (Reading three scientific studies published in scientific journals in the selected topic and preparing analytical report about them. Reading three Master studies of the selected topic and preparing report about them.)	8	4
<b>Fourth chapter.</b>  Research methodology (selecting the suitable methodology for research topic. Writing	8	4

research plan for the selected topic is considered the tentative plan for the student's dissertation or his research project)		
---	--	--

Course structure (Total of contact hours in the term)			
Lecture	Private lessons	Practical / field activity / training	Other
14 hours		14 hours search in information sources and preparing the required works and reports.	

3- Special additional study / expected learning hours of the students in a week (the required here is the average expected in the term not the specified requirements in each week) :

23 Hours.

4- Course learning outputs (with reference to graduate specifications and program standards )

A- Knowledge

(i) Knowledge description that will be acquired by this course.

K (1 : A : 2) Knowledge of moral determiner to practice the recent educational administrative methods from Islamic perspective.

T4 (2 : A : 12) Knowledge the foundations of collecting and analysis the information and data related to educational environment.

T5 (2 : A : 16) Knowledge foundations of self awareness, transparency, moral behavior, values of democracy, equality and multiplicity and using it making educational decisions.

T1 (2 : A : 2) Knowledge of collecting data methods to identify objectives, evaluation of organizational efficiency, identifying improvement requirements, development and organizational learning.

T4 (2 : A : 13) Knowledge of ways to encourage and support understanding and assessment. Along with the use of previous cultural, social and intellectual sources.

K (4 : A : 1) Knowledge of development skills strategies of critical thought and problems solutions.

K (8 : A : 1) Knows methods and strategies of professional development, how to determine needs and planning for fulfilling them in both individuals and institutional level.

T6 (2 : A : 20) Knowledge foundations of evaluation, analysis, anticipation attitudes and initiatives to amend and adapt leadership strategies.

K (7 : A : 1) Knowledge of evaluation philosophy, its introductions, methods and tools. Along with methods of its results analysis and use it to improve individual and institutional professional practices.

K (9 : A : 1) Knowledge of theories and strategies of technology merge to design learning and other professional practices.

T1 (2 : A : 3) Knowledge foundations of drawing, utilizing, evaluating and revising plans as well as mentoring the achieved development to achieve its objectives.

(ii) Education strategies (teaching ) required to develop this knowledge.

- Seminars.
- Dialogue and discussion of research achievements.
- Self reading.

- Reports review.

(iii) Acquired knowledge evaluation methods.

- Reports.
- Book summaries.
- Studies analysis and criticism.

B- Knowledge skills – cognizable.

1- Knowledge skills required to be developed.

K (1 : B : 1) To distinguish between right and wrong, lawful and unlawful on both general and professional levels.

T4 (2 : B : 12) Ability to screen, collecting and analysis information and data related to educational environment.

T5 (2 : B : 16) Ability to model self awareness, transparency, moral behavior, democracy and equality.

T1 (2 : B : 2) Ability to utilize data in support continuous development and improvement.

T4 (2 : B : 13) Ability to utilize social sources variety (cultural, social and intellectual )

K (4 : B : 1) To identify shortcoming points, contradiction in his professional practices and attempts to diverse their methods and dealing with the facing problems to improve them for the sake of students learning.

K (8 : B : 4) Conducts inspections and practical researches to determine the problems that face him and dealing with them in the light of results to improve his professional practices.

T6 (2 : B : 20) Ability to amend leading strategies according to the recent development.

K (7 : B ; 1) Evaluation of his performance, colleagues performance and educational institution where he works. As well as analysis all evaluation

information in order to improve institutional and individual professional practices.

K (9 : B : 2) To collect and analyze information, contact with learners, guardians, colleagues and professional society member through media technology.

T1 (2 : B : 3) Ability to draw, evaluate, and revise plans as well as recording progress toward achieving their objectives.

T2 (2 : B : 5) Ability to link methodological program complementary and extracting consequence.

2- Learning strategies used in developing knowledge skills :

Seminars.

Analytical reports review.

3- Acquired knowledge evaluation methods.

Research works evaluation.

Students participations.

C- Inter-relations skills (personality) with other and ability to endure the required responsibility :

Description of personal relation skills with others and ability to endure the required responsibility.

K (1 : G : 2) Assesses the difference, variety and dealing with it according to professional respective.

T4 (2 : G : 12) To believe in the importance of depending on the collected and analyzed data regarding to educational environment.

T5 (2 : G : 16) Preserving morale behavior, transparency, democratic values, equality and multiplicity and taking them into consideration when making decision.

T1 (2 : G : 2) Adherence to accuracy and objectiveness in the collection and use of data to support the development and continuous improvement.



T4 (2 : G : 13) To respect social variety as a positive aspect benefits educational environment.

K (4 : G : 1) Assesses the critical thought, attempts to practice it, applies it for his performance and colleagues performance. Assessments problems solutions according to scientific method.

K (8 : G : 3) Tends to be subject his orientations and practices for evaluation and testing, and accept the amendments according to the results of the assessment, survey and search based on methodological foundations.

T6 (2 : G : 20) Adopt suitable leading strategies for the recent developments.

K (7 : G : 1) Adherence to impartiality and objectiveness in evaluating his practices, colleagues practices and educational institutions. Transparent dealing with evaluation results to improve individuals and institutional professional practices.

K (9 : G : 1) Assesses how to emerge the technology in learning situations, professional practices, follows and adopts initiatives and renewals achieved for that.

T1 (2 : G : 3) Abide by the determined objectives and assessments the importance of evaluation and mentoring their achievements.

T2 (2 : G : 5) adherence to the accuracy, inclusion and coherence of the methodological programs and following their results.

2- Education strategies used to develop these skills and abilities :

Seminars.

Research works review.

Model behavior.

Students work evaluation.

Note students performances during implementing research activities.

C- Communication, information technology and numeration skills (numerical) :

This course contributes in supporting communication skills among students and persons they deal with when implementing the research activities like libraries supervisors, information sources and study samples individuals. Also, the students will be able to deal with technology and utilize it in upgrading contact and communication supporting their research activities. This course provide students with a chance to get numeration skills through reviewing and analysis research results.

1- Description of communication and numeration skills required to be developed :

2- Education strategies used to develop these skills :

Providing with the required procedures to get research requirements.

Visiting electronic sites and browsing the international scientific magazines.

D- 3 Students evaluation methods of communication, information technology and numeration skills (numerical) acquisitions :

Note students performance.

Note students analysis for research results of relevant educational literature.

E- Movement skills (If they was needed)

1- Description of movement skills (muscle skills with psychological origin) required to be developed in this aspects.

2- Education strategies used to develop movement skills.

3- Students evaluation methods for develop movement acquisition.

Unit of study title.	Learning outputs achieved by unit	Conceptual framework items achieved by	Education followed methods used in unit	Methods of performance evaluation in the unit

		unit		
<p>Scientific research(selecting topic and how to prepare the research, ethics of Scientific research)</p> <p>Note students' behavior in implementing scientific activities.</p>	<p><u>Knowledge</u></p> <p>K_(1 : A : 2) Knowledge of moral determiner to practice the recent educational administrative methods from Islamic respective.</p> <p>T4 (2 : A : 12) Knowledge of collecting and analysis data and information related to educational environment.</p> <p>T5 (2 : B : 16) Ability to model self awareness, transparency, and moral behavior.</p> <p><u>Knowledge skills</u></p> <p>K (1 : B : 1) To distinguish between right and wrong, lawful and unlawful on both general and professional levels.</p> <p>T4 (2 : B : 12) Ability to screen, collecting and analysis data and information related to educational environment.</p> <p>T5 (2 : B : 16) Ability to model self awareness, transparency, moral</p>	<p>Impartiality</p> <p>Objectiveness</p> <p>Preparation based on Knowledge</p>	<p>Seminars.</p>	<p>Note of students performance, their participation and research activities.</p>

	<p>behavior, democracy, equality, multiplicity and use them to improve educational decisions making.</p> <p><u>Professional directives.</u></p> <p><u>K</u> (1 : G : 2) Assesses the difference, variety and dealing with it according to professional respective.</p> <p>T4 To believe in the importance of depending on the collected and analyzed data related to educational environment.</p> <p>T5 (2 : G : 16) Preserving morale behavior, transparency, democratic values, equality and multiplicity and put them into consideration when making decision.</p>	foundations.	<p>Lecture.</p> <p>Discussion.</p> <p>Dialogue</p>	
<p>Research theoretical background (choosing the suitable main references, reading modern books related to the selected</p>	<p><u>Knowledge</u></p> <p>T1 (2 : A : 2)</p> <p>Knowledge of collecting data to identify objectives, evaluating the organizational efficiency and determining the</p>	<p>Preparation based on Knowledge foundations</p>	<p>Discussion and dialogue</p>	<p>Note students performance and evaluating the research skills</p>

<p>topics, writing analytical reports and presenting them, translation parts from English books into Arabic about the selected topic and writing a report.)</p>	<p>requirements of improvement, development and organizational learning.</p> <p>T4 (2 : A : 13) Knowledge of ways to support, understanding, esteem and use of various cultural, social and intellectual sources.</p> <p><u>Professional skills.</u></p> <p>T1 (2 : B : 2) Ability to utilize data to support continuous improvement and development</p> <p>T4 (2 : B : 13) Ability to utilize social sources variety (cultural, social and intellectual )</p> <p><u>Professional skills.</u></p> <p>T1 (2 : G : s) Adeherence to accuracy and objectiveness in collecting and using data to support continuous improvement and development.</p> <p>T4 (2 : G : 13) To respect social variety as benefit and positive aspect for educational environment.</p>	Analytical reports		
---	---	--------------------	--	--

		presentations.  Active learning  Participation		
Educational literature of the research topic (Reading three scientific studies published in scientific journals in the selected topic and preparing analytical report about them. Reading three Master studies of the selected topic and preparing report about them.)	<u>Knowledge.</u>  K (4 : A : 1) Knowledge of critical thought skills strategies and problems solutions.  K (8 : A : 1) Knows the entrances and strategies of professional development, methods of needs assessment and planning to fulfill them on both individual and institutional level.  T6 (2 : A : 20) Knowledge foundations of evaluation, analysis, anticipation attitudes and initiatives to amend and adapt leadership strategies.  K (7 : A : 1) Knowledge of evaluation philosophy, its introductions, methods and tools. Along with methods of its results analysis and use it to improve individual and	Preparation based on Knowledge foundations          Supporting critical thought and education.	Lecture.  Discussion.  Dialogue and Seminars.	

	<p>institutional professional practices.</p> <p><u>Professional directives</u></p> <p>K_(4 : B : 1) Determining the deficiencies and contradictions in his practices, attempts to vary their methods, dealing with their problems to improve them for the sake of educational institutions.</p> <p>K_(8 : B : 4) Conducts inspections and practical researches to determine the problems that face him and dealing with them in the light of results to improve his professional practices.</p> <p>T6 (2 : B : 20) Ability to amend leading strategies according to recent development.</p> <p>K (7 : B ; 1) Evaluation of his performance, colleagues performance and educational institution where he works. As well as analysis all evaluation information in order to improve institutional professional practices.</p>	Knowledge society.		
--	---	--------------------	--	--

	<p>Professional directives.</p> <p>K (4 : G : 1) ) Assesses the critical thought, attempts to practice it, applies it for his performance and colleagues performance.</p> <p>Assessments problems solutions according to scientific method.</p> <p>K (8 : G : 3) Tends to be subject his orientations and practices for evaluation and testing, and accept the amendments according to the results of the assessment, survey and search based on methodological foundations.</p> <p>T6 (2 : G : 20) Adopt suitable strategies suitable for the recent attitudes.</p> <p>K (7 : G : 1) Adherence to impartiality and objectiveness in evaluating his practices, colleagues practices and educational institutions. Transparent dealing with evaluation results to improve individuals and institutional professional</p>	Thinking in practice		Research work papers
--	---	----------------------	--	----------------------



	practices.			
			Reviewing analytical reports.	
Research methodology (selecting the suitable methodology for research topic, writing	<u>Knowledge</u> K (9 : A : 1) Knowledge of theories and strategies of technology merge to design learning and other professional			

and research plan of the selected topic forming the tentative plan of student's dissertation or research project.)	<p>practices.</p> <p>T1 (2 : A : 3) Knowledge foundations of drawing, utilizing, evaluating and revising plans as well as mentoring the achieved development to achieve its objectives.</p> <p>T2 (2 : A : 5) Knowledge foundations of development and establishing overall, accurate and coherent methodological program in a way that simplify deducing the consequence.</p> <p><u>Professional skills.</u></p> <p>K (9 : B : 2) To collect and analyze information, contact with learners, guardians, colleagues and professional society member through media technology.</p> <p>_T1 (2 : B : 3) Ability to draw, evaluate, and revise plans as well as recording progress toward achieving their objectives.</p> <p>T2 (2 : B : 5) Ability to link methodological program complementary and extracting</p>			
--	---	--	--	--

	<p>consequence.</p> <p><u>Professional directives.</u></p> <p>K (9 : G : 1) Assesses how to emerge the technology in learning situations, professional practices, follows and adopts initiatives and renewals achieved for that.</p> <p>T1 (2 : G : 3) Abide by the determined objectives and assessments the importance of evaluation and mentoring their achievements.</p> <p>T2 (2 : G : 5) adherence to the accuracy, inclusion and coherence of the methodological programs and following their results.</p>			
--	---	--	--	--

F- time table determination of evaluation tasks that the students will be evaluated according to them during term :

No	Evaluation task nature	Duly week	%
1	Students present their achievements, ( reading and reports)	Every three weeks	30 %
2	Starting with research plan writing.	In time of need.	30 %
3	Final report of research plan.	Last week	40 %

F- Students provided support.

The used arrangements or procedures to ensure availability if teaching authority members in order to introduce consultation and academic guidance for needed students. (Determining time long, library hours that teaching authority members will be available) :

Mobile No.

Library hours.

E-mail.

G- Learning sources :

1- Main required (books) book.

All references and sources related to the selected topic by the student as well as the update references relevant to scientific research.

2- Main references :

All available scientific reverences relevant to the research topic selected by the student.

- 3- The recommended books and references (scientific periodicals and reports) (attach menu with them)

The students use various and recent references every one according to his research topic.

- 4- Electronic subject and internet sites.

Internet web sites related to course topics.

- 5- Other learning subject such as programs depending on computer, CD or professional standards or systems.

Media devices associated with research subject selected by the student. Such as, conference, seminars and relevant web sites.

#### H- Preparations, facilities and requirements.

Determine the course requirements including labs and classes size (seats number in class or lab and availability of computer devices ... etc )

- 1- Educational facilities. (labs and lectures rooms .... etc)

Studying rooms.

- 2- Computers Devices.

Computer and data show device.

- 3- Other sources (specify – ex : If specified labs devices were required, specify the requirements or attach list )

#### I- Course evaluation and improvement.

- 1- Used strategies to get students results and education efficiency.

Course evaluation by students.

Faculty students meeting.

- 2- Other strategies used in education process evaluation by the teacher or the department :

Students evaluate course teacher.

Department head evaluation.

3- Education improvement processes :

The students review the current update issues of specialty field that will reflect on their choice of research subject.

4- Confirmation process of students achievements levels ( ex : inspection correction or degrees by independent education authority members for a sample of the students. Course teacher exchanges sample correction of duties or tests periodically with another education authority member for the same course in another educational institution) :

Reviewing of research by another teaching member.

5Describe the arrangements and plans prepared for periodical revision of course efficiency and improvement planning.

Revising research projects and their associations with society problems.