**General Guidelines for Diploma Courses**

**1101 & 1102**

**Books:**

**1101:** New Headway Plus Special Edition - Elementary (Student Book & Work Book)

**1102:** New Headway Plus Special Edition - Pre intermediate (Student Book & Work Book)

**Chapters to be Covered:**

6-hr teachers should cover at least the first 10 chapters of the book.

Listening/Speaking teachers should cover at least the first 9 chapters of the book.

**Grade Distribution:**

30 marks are allocated for Listening/Speaking

70 marks are allocated for the 6-hr part of the course

The Listening/Speaking **30 marks** are to be distributed as follows:

10 – Listening Final

5- 1st Listening Midterm

5- 2nd Listening Midterm

5 – Speaking Presentation/Exam

5- Speaking class work

The **70 marks** are to be distributed by the 6-hr instructor as follows:

30 – Final exam

15 – 1st Midterm

Semester work (40)

15 – 2nd Midterm

10 – Class work

(The 6-hr teacher has the freedom to change the distribution of the 40 marks of the

semester work as long as they include 2 midterms)

**Listening Teachers:**

- should cover the Listening/Speaking and Everyday English parts of the student's book.

- should make sure Speaking is given the same attention as Listening in class.

- should deliver a signed copy of the students' final Listening/Speaking grades (printed or scanned) to the 6-hr teacher. Grades should be completed on Word or an Excel sheet, **NOT hand written**.

- should have students' grades ready and delivered by the last day of revision week **(AT THE LATEST).**

**Six-Hour Teachers:**

- should cover the remaining parts of the chapters in the student's book (grammar – vocabulary – reading – writing) in addition to the workbook.

- are responsible for turning in the final grades at the end of the semester to the administration.

- are responsible for completing the Course Report at the end of the semester if requested by the department offering the course.

**Co-teachers should stay in touch to ensure all parts of the chapters are covered and to generally stay in sync.**

**Final Exams:**

- Teachers of the same level of a single diploma should work together as a team to write a shared Final exam.

- Final exams should have Grammar, Writing, Reading, and Vocabulary sections labeled clearly.

- A tentative copy of the Final exams should be agreed upon and delivered to the coordinator by no later than the end of Week 6 of the semester.

**Wishing us all a great semester**

**Best of luck**

**Hanouf Al-Muhaiza'a**