



Course Specification of History and Pharmacy Orientation

I. Course Identification and General Information:						
1	Course Title:	History and Pharmacy Orientation				
2	Course Number & Code:	Ph211				
3	Credit hours: 1hrs	C.H				Total
		Theoretic al	Practic al	Train ing	Semin ar	
		1				1
4	Study level/ semester at which this course is offered:	First year/First Semester				
5	Pre –requisite (if any):					
6	Co –requisite (if any):					
7	Program (s) in which the course is offered:	Bachelor of Pharmacy				
8	Language of teaching the course:	English				
9	The department in which the course is offered:	Pharmaceutics and Industrial Pharmacy				
10	Location of teaching the course:	Faculty of Pharmacy-Sana'a University				
11	Prepared by:	Prof. Dr. Maged Alwan				
12	Date of approval:					

II. Course description:

The aim of this course is to provide students with information resources about prescription parts, types of dosage forms and acquire them the experience of handling, calculation, finding the incompatibilities between ingredient in prescription and identify the principles of basic and ethics of pharmacy practice. They will be able to recognize international and national pharmaceutical organizations, history of pharmacy and the future of pharmacy.

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إ.د. هدى العماد

عميد الكلية

إ.د. خالد الشوبه

وحدة ضمان الجودة

رئيس الجامعة

إ.د. محمود البريهي

القاسم محمد عباس



III. Intended learning outcomes (ILOs) of the course:

At the end of this course, the students will be able to:

1. Identify the principles of basic and ethics of pharmacy practice
2. Identify the different pharmacy careers and role of pharmacist as a member in health care team in community, hospital, governmental and military pharmacies and role of pharmacist in pharmaceutical industries.
3. Describe properties of different pharmaceutical dosage forms and drug delivery systems, routs of drug administration and different types of prescriptions.
4. Recognize international and national pharmaceutical organizations.
5. Know simple idea about history and development of pharmacy profession.
6. Specify the role of pharmacist in different pharmaceutical organizations
7. Compare between different types of physical, chemical and therapeutic incompatibilities in the prescription.
8. Utilize the proper pharmaceutical and medical terminology, to communicate with other health care professionals
9. Deal with prescription orders.
10. Demonstrate different routes of drug administration.
11. Work in a team in collection of research data .
12. Write reports on different dosage forms.

IV. Intended learning outcomes (ILOs) of the course:

(A) Knowledge and Understanding:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in:
Knowledge and Understanding.

Program Intended Learning Outcomes (Sub- PILOs) in: Knowledge and Understanding	Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding
After completing this program, students will be able to:	After completing this course, students will be able to:

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A1-	Recognize the principles of physical, clinical, social, behavioral, health and pharmaceutical sciences.	a1-	Identify the principles of basic and ethics of pharmacy practice
A3-	Describe the general cellular, biochemical and physiological aspects of human body and recognize the pharmacokinetics, pharmacodynamics and pharmacogenetic of therapeutic agents to provide pharmaceutical care and facilitate management of patient's medication and overall health needs.	a2-	Identify the different pharmacy careers and role of pharmacist as a member in health care team in community, hospital, governmental and military pharmacies and role of pharmacist in pharmaceutical industries.
A4	Recognize the pharmaceutical dosage form design and the quality control of pharmaceutical formulations according to GMP and pharmacopeial requirements to support the pharmaceutical industries and research	a3-	Describe properties of different pharmaceutical dosage forms and drug delivery systems, routs of drug administration and different types of prescriptions
		a4-	Recognize international and national pharmaceutical organizations.
		a5-	Realize simple idea about history and development of pharmacy profession.

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies/methods to be used	Methods of assessment
completing this course, students will be able to:		<ul style="list-style-type: none"> Lectures, discussion 	<ul style="list-style-type: none"> Written and oral exams Small Projects
a1-	Identify the principles of basic and ethics of pharmacy practice		
a2-	Identify the different pharmacy careers and role of pharmacist as a member in health care team in community, hospital, governmental and military pharmacies and role of pharmacist in pharmaceutical industries.		
a3-	Describe properties of different pharmaceutical dosage forms and drug delivery systems, routs of drug		



	administration and different types of prescriptions		
a4-	Recognize international and national pharmaceutical organizations.		
a5-	Realize simple idea about history and development of pharmacy profession.		

(B) Intellectual Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Intellectual skills**

Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
B1	Consolidate the chemical, biochemical and physiological principles to construct the pharmacophores of the structure and their effect on the stability, pharmacokinetic and pharmacodynamic profiles of the drug.	b1-	Specify the role of pharmacist in different pharmaceutical organizations
		b2-	Compare different types of physical, chemical and therapeutic incompatibilities in the prescription.

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures, brainstorming and discussion	Written and oral exams
b1-	Specify the role of pharmacist in different pharmaceutical organizations		
b2-	Compare different types of physical, chemical and therapeutic incompatibilities in the prescription.		

(C) Professional and Practical Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Professional and Practical Skills**

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Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
C5	Conduct research studies and utilize the results in different pharmaceutical fields.	c1-	Utilize the proper pharmaceutical and medical terminology, to communicate with other health care professionals
		c2-	Deal with prescription orders.
		c3-	Demonstrate different routes of drug administration.

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:		
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:	- Lectures, discussion and brainstorming	- Written and oral exams
c1 Utilize the proper pharmaceutical and medical terminology, to communicate with other health care professionals		
c2 Deal with prescription orders.		
c3 Demonstrate different routes of drug administration.		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills	
Program Intended Learning Outcomes (PILOs) in General / Transferable skills	Course Intended Learning Outcomes (CILOs) in General / Transferable skills
After completing this program, students will be able to:	After completing this course, students will be able to:
D3 Develop financial, market management, writing, presentation and time management skills as well as	d1- Work in a team in collection of research data .



	creativity, critical thinking, problem solving and decision making abilities.	d2	Write reports on different dosage forms.
Teaching And Assessment Methods For Achieving Learning Outcomes:			
Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures, discussion and brain storming	Written and oral exams
d1-	Work in a team in collection of research data .		
d2-	Write reports on different dosage forms.		

V. Course Content:					
1 – Course Topics/Items:					
a – Theoretical Aspect					
Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction to Pharmacy General Introductions/Definitions	a1,a2,d1	Pharmacy definition, Pharmacist, Pharmacy Orientation, Drug definition, Drug classes	1	1
2	Fields of Job Activities Dosage Forms of Drugs	a3, c1	Pharmacy education Pharmacy career	1	1
3	Role of Pharmacist in Different Pharmaceutical Work Area	a4,b1,c1,d1,d2	Drug sources, Drug information resources	1	1



4	Industrial Pharmacy	a1,a2,d1,d2	Liquid Dosage Forms + Semi-Solid Dosage Forms, Solid Dosage Forms and Incompatibilities	1	1
5	Clinical Pharmacy	a2,a5,c1,c2,d1,d2	Types of prescriptions, pharmacy practice	1	1
6	The Pharmacy Profession and Ethics	a2,a5, c1,c2,c3	Pharmacy ethics, practice	1	1
7	Mid-term Exam	a1-5, b1-2, c1-3		1	1
8	Routes of Administration	a1 ,b2,c1,d1,d2	Classification of drugs and routes	1	1
9	Pharmacist Professional Relationship	a1,b1, c1,c2,c3, d1,d2	Pharmacy fields, Characteristic of the profession	2	2
10	Pharmaceutical Education	a1,a4,b2, d1,d2	Specific courses, References in pharmacy program	1	1
11	Pharmacopoeias Standard	a1,a5,b1,b2,c1,c2,c3, d1,d2	Definitions, types	1	1
12	Pharmacy Organizations.	a1,a3,b2, d1,d2	Definitions, types	1	1
13	History of Pharmacy	a1,a5,b1,b2, c1,c2,c3, d1,d2	China-Egypt-Latin , Roman, Arab and Islamic Europe, modern century	1	1
14	The Future of Pharmacy	a1,a5, c1,c2,c3, d1,d2	New drug information	1	1
15	Final-term Exam	a1-5, b1-2, c1-3		1	1
Number of Weeks /and Units Per Semester				16	16



VI. a- Teaching Strategies of the Course:

Lecture method, Group Discussion, Problem solving sessions, tutorials and brainstorming.

b-Assessment Methods:

Oral Exam, Quizzes, Attendance, Participation, Short answers, reports, project, and Written exam

VII. Assignments:

No.	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Homework Assignments	a1-5, b1-2, d1-2	Sporadic through the semester	10
2	Reports	c1-3, d1-2		

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Quizzes, Attendance, Participation,	All weeks	5	10%	a1-5, b1-2, c1-3, d1-2
2	Written Mid exam, Oral exam, reports, projects	2-14	15	30%	a1-5, b1-2, c1-3
3	Written Final exam	16 th	30	60%	a1-5, b1-2, c1-3
Total			50	100%	

IX. Students' Support:

Office Hours/week	Other Procedures (if any)
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2hrs/week	
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X. Learning Resource (MLA style or APA style)S:	
1- Required Textbook(s) (maximum two)	
	<ol style="list-style-type: none"> 1. A book prepared by the staff member 2. Aulton, M.E. (ed). (2013) Pharmaceutics, the Design and Manufacture of Medicines edition, Churchill Livingstone, Edinburgh. 3. Loyd, V Allen J.,2013, Remington: The Science and Practice of Pharmacy 22nd edi Pharmaceutical Press, London.
2- Recommended Readings and Reference Materials	
	<p>Appleton and Lange, (2006), Drug Information: A Guide for Pharmacists. Malone P (Ed. 3rd Edition. المحكم في تاريخ الطب والصيدلة عند العرب الجزء الثاني</p>
3- Electronic Materials and Web Sites etc.	
	<p>www.pubmed.com http://www.sciencedirect.com</p>
4- Other Learning Material:	
	<p>J. Pharm. Sci Published articles related to the discussed topics United States Pharmacopeia and National Formulary (latest edition) United States Pharmacopoeial Convention Inc., Rockville, MD. British Pharmacopoeia (latest edition), HMSO. London. Martindale, W. (latest edition) The Extra Pharmacopoeia., Royal Pharmaceutical Society Great Britain, London.</p>



XI. Facilities Required:	
1 - Accommodation:	<ul style="list-style-type: none"> - Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.
2 - Computing resources:	<ul style="list-style-type: none"> - Computer laboratory with internet facilities.
XII. Course Improvement Processes:	
1- Strategies for Obtaining Student Feedback on Effectiveness of Teaching	
	<ul style="list-style-type: none"> ▪ Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. ▪ Meeting with students and faculty (once per semester).
2- Other Strategies for Evaluation of Teaching by the Instructor or by the Department.	
	<ul style="list-style-type: none"> ▪ Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. ▪ Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).
3- Processes for Improvement of Teaching.	
	<ul style="list-style-type: none"> ▪ Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. ▪ Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
4- Processes for Verifying Standards of Students' Achievement	
	<ul style="list-style-type: none"> ▪ Checking of a sample of students' work by an independent faculty member.



	<ul style="list-style-type: none"> Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution. Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). Regular follow-up of laboratory logbooks to assess the practical achievement of students.
5- Procedures for Periodically Reviewing of Course Effectiveness and Planning for Improvement	
	<ul style="list-style-type: none"> Student rating and feedback Peer rating and feedback Regular meeting of the Curriculum Committee of the faculty.
6- Course Development Plans	
	<ul style="list-style-type: none"> Conducting regular workshops for the staff for improving their course specification skills. Regular revision of course specification and syllabus items.

XIII. Course Policies: (including plagiarism, academic honesty, attendance etc.)

The University Regulations on academic misconduct will be strictly enforced. Please refer to -----

1	Class Attendance: <ul style="list-style-type: none"> Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.
2	Tardy: <p>- Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently they shall be considered to be absent.</p>
3	Exam Attendance/Punctuality: <ul style="list-style-type: none"> Exam attendance is obligatory unless being excused by the department and faculty. Absence from assignments or exams will be dealt with according to the general policy of the university.

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4	Assignments & Projects: <ul style="list-style-type: none">Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator.Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none">Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none">Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.
7	Other policies: <ul style="list-style-type: none">General policies of the Students' Affairs of the University and the Quality Assurance Unit.



Course Plan of History and Pharmacy Orientation

I. - Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Prof Dr/ Maged alwan	Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:						
1-	Course Title:	History and Pharmacy Orientation				
2-	Course Number & Code:	Ph211				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		1	-	-	1	
4-	Study level/year at which this course is offered:	First year/First semester				
5-	Pre –requisite (if any):	-				
6-	Co –requisite (if any):					
7-	Program (s) in which the course is offered	Bachelor of Pharmacy				
8-	Language of teaching the course:	English				



9-	System of Study:	Semesters
10-	Mode of delivery:	Regular
11-	Location of teaching the course:	Faculty of Pharmacy-Sana'a University

III. Course description:

The aim of this course is to provide the students with information resources about prescription parts, types of dosage forms and equip them with the skill of handling, calculation, finding the incompatibilities between ingredient in prescription and identifying the principles of basic and ethics of pharmacy practice. It enables students to recognize international and national pharmaceutical organizations, history of pharmacy and the future of pharmacy.

IV. Intended learning outcomes (ILOs) of the course:

At the end of this course, the students will be able to:

13. Identify the principles of basic and ethics of pharmacy practice.
14. Identify the different pharmacy careers and role of pharmacist as a member in health care team in community, hospital, governmental and military pharmacies and role of pharmacist in pharmaceutical industries.
15. Describe properties of different pharmaceutical dosage forms and drug delivery systems, routes of drug administration and different types of prescriptions.
16. Recognize international and national pharmaceutical organizations.
17. Know simple idea about history and development of pharmacy profession.
18. Specify the role of pharmacist in different pharmaceutical organizations
19. Compare between different types of physical, chemical and therapeutic incompatibilities in the prescription.
20. Utilize the proper pharmaceutical and medical terminology, to communicate with other health care professionals
21. Deal with prescription orders.
22. Demonstrate different routes of drug administration.
23. Work in a team in collection of research data .
24. Write reports on different dosage forms.

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V. Course Content:					
1 – Course Topics/Items:					
a – Theoretical Aspect					
Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction to Pharmacy General Introductions/Definitions	a1,a2,d1	Pharmacy definition, Pharmacist, Pharmacy Orientation, Drug definition, Drug classes	1	1
2	Fields of Job Activities Dosage Forms of Drugs	a3, c1	Pharmacy education Pharmacy career	1	1
3	Role of Pharmacist in Different Pharmaceutical Work Area	a4,b1,c1,d1,d2	Drug sources, Drug information resources	1	1
4	Industrial Pharmacy	a1,a2,d1,d2	Liquid Dosage Forms + Semi- Solid Dosage Forms, Solid Dosage Forms and Incompatibilities	1	1
5	Clinical Pharmacy	a2,a5,c1,c2,d1,d2	Types of prescriptions, pharmacy practice	1	1
6	The Pharmacy Profession and Ethics	a2,a5, c1,c2,c3	Pharmacy ethics, practice	1	1

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7	Mid-term Exam	a1-5, b1-2, c1-3		1	1
8	Routes of Administration	a1 ,b2,c1,d1,d2	Classification of drugs and routes	1	1
9	Pharmacist Professional Relationship	a1,b1, c1,c2,c3, d1,d2	Pharmacy fields, Characteristic of the profession	2	2
10	Pharmaceutical Education	a1,a4,b2, d1,d2	Specific courses, References in pharmacy program	1	1
11	Pharmacopoeias Standard	a1,a5,b1,b2,c1,c2,c3, d1,d2	Definitions, types	1	1
12	Pharmacy Organizations.	a1,a3,b2, d1,d2	Definitions, types	1	1
13	History of pharmacy	a1,a5,b1,b2, c1,c2,c3, d1,d2	China-Egypt-Latin , Roman, Arab and Islamic Europe, modern century	1	1
14	The Future of Pharmacy	a1,a5, c1,c2,c3, d1,d2	New drug informations	1	1
15	Final-term Exam	a1-5, b1-2, c1-3		1	1
Number of Weeks /and Units Per Semester				16	16

VI. a- Teaching strategies of the course:

Lecture method, Group Discussion, Problem solving sessions, tutorials and brainstorming.

b-Assessment Methods:

Oral Exam, Quizzes, Attendance, Participation, Short answers, reports, project, and Written exam

VII. Assignments:

No.	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Homework Assignments	a1-5, b1-2, d1-2	Sporadic through the semester	10

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2	Reports	c1-3, d1-2		
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VIII. Schedule of Assessment Tasks for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Quizzes, Attendance, Participation,	All weeks	5	10%	a1-5, b1-2, c1-3, d1-2
2	Written Mid exam, Oral exam, reports, projects	2-14	15	30%	a1-5, b1-2, c1-3
3	Written Final exam	16 th	30	60%	a1-5, b1-2, c1-3
Total			50	100%	

IX. Students' Support:	
Office Hours/week	Other Procedures (if any)
2hrs/week	

X. Learning Resource (MLA style or APA style)S:	
5- Required Textbook(s) (maximum two)	
	<p>4. A book prepared by the staff member</p> <p>5. Aulton, M.E. (ed). (2013) Pharmaceutics, the Design and Manufacture of Medicines edition, Churchill Livingstone, Edinburgh.</p> <p>6. Loyd, V Allen J.,2013, Remington: The Science and Practice of Pharmacy 22nd edi Pharmaceutical Press, London.</p>
6- Recommended Readings and Reference Materials	



	Appleton and Lange, (2006), Drug information: A Guide for Pharmacists. Malone P (Ed. 3rd Edition. المحكم في تاريخ الطب والصيدلة عند العرب الجزء الثاني
	7- Electronic Materials and Web Sites etc.
	www.pubmed.com http://www.sciencedirect.com
	8- Other Learning Material:
	J. Pharm. Sci Published articles related to the discussed topics United States Pharmacopeia and National Formulary (latest edition) United States Pharmacopeial Convention Inc., Rockville, MD. British Pharmacopoeia (latest edition), HMSO. London. Martindale, W. (latest edition) The Extra Pharmacopoeia., Royal Pharmaceutical Society Great Britain, London.

XI. Facilities Required:	
1 - Accommodation:	<ul style="list-style-type: none"> - Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.
3 - Computing resources:	- Computer laboratory with internet facilities.
XII. Course Improvement Processes:	
6- Strategies for obtaining student feedback on effectiveness of teaching	
	<ul style="list-style-type: none"> ▪ Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. ▪ Meeting with students and faculty (once per semester).
7- Other strategies for evaluation of teaching by the instructor or by the department.	



	<ul style="list-style-type: none"> Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).
8- Processes for improvement of teaching.	
	<ul style="list-style-type: none"> Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
9- Processes for Verifying Standards of Students' Achievement	
	<ul style="list-style-type: none"> Checking of a sample of students' work by an independent faculty member. Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution. Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). Regular follow-up of laboratory logbooks to assess the practical achievement of students.
10- Procedures for Periodically Reviewing of Course Effectiveness and Planning for Improvement	
	<ul style="list-style-type: none"> Student rating and feedback Peer rating and feedback Regular meeting of the Curriculum Committee of the faculty.
6- Course Development Plans	
	<ul style="list-style-type: none"> Conducting regular workshops for the staff for improving their course specification skills. Regular revision of course specification and syllabus items.



XIII. Course Policies: (including plagiarism, academic honesty, attendance etc)

The University Regulations on academic misconduct will be strictly enforced. Please refer to -----

1	Class Attendance: <ul style="list-style-type: none">Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.
2	Tardy: <ul style="list-style-type: none">Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.
3	Exam Attendance/Punctuality: <ul style="list-style-type: none">Exam attendance is obligatory unless being excused by the department and faculty.Absence from assignments or exams will be dealt with according to the general policy of the university.
4	Assignments & Projects: <ul style="list-style-type: none">Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator.Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none">Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none">Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.
7	Other policies: <ul style="list-style-type: none">General policies of the Students' Affairs of the University and the Quality Assurance Unit.