



To the esteemed Head of the Management Information Systems Department...

Subject: Report on the Implementation of Orientation Lectures for Fourth-Year Students

Greetings...

Based on the directives of the Department Head and within the framework of the Orientation Committee's plan for the 2025/2026 academic year, the Orientation Committee Coordinator and members conducted a series of orientation lectures for fourth-year students. These lectures aimed to raise their cultural, behavioral, and security awareness and enhance their discipline on campus.

Below is a summary of the most important achievements:

First: Lectures Conducted

1. A lecture on drug awareness included informing students about the health, social, and legal harms of drugs, methods of prevention, and the role of academic institutions in reducing this phenomenon.
2. A lecture on gender (equality and social awareness): This lecture clarified the correct concept of gender, distinguishing it from misuse of the term, while emphasizing respect for diversity and promoting a discrimination-free university environment.
3. A lecture on cyber extortion: This lecture included an explanation of common extortion methods, how to protect online accounts, and the official reporting procedures within the university and through the relevant security authorities.
4. A lecture on preserving public property emphasized the importance of maintaining classrooms, equipment, and laboratories as public property serving all students, while also explaining the negative consequences of vandalism and neglect.
5. A lecture on punctuality and university conduct focused on the importance of time management, respecting university regulations, and attending lectures regularly, given their direct impact on student success and academic progress.

Second: General Observations

1. Good student engagement and clear interest in the lectures on cyber extortion and drugs were observed.
2. The need to continue these lectures periodically, especially as students approach graduation and entering the job market.
3. A recommendation to increase the number of awareness hours within the department to ensure coverage of a larger number of students.

Third: A Problem Resolved by the Guidance Committee

The problem: During the first weeks of the semester, a group of fourth-year students exhibited poor punctuality, and some were frequently late for classes. This disrupted the lectures and distracted the other students. Complaints were also received from several instructors regarding student absences without clear excuses.

The Guidance Committee's Actions:

1. A direct meeting was held with the students concerned. Students were summoned individually and collectively to explain their reasons for lateness and absence in a non-punitive, guidance-oriented atmosphere, to understand the circumstances and address the problem at its root.
2. Providing guidance: The committee official explained the impact of non-compliance on academic performance and the student's final evaluation, in addition to highlighting the importance of respecting time as part of the professional conduct required after graduation.
3. Coordination with professors: An agreement was reached with the instructors to accurately record attendance and inform the committee of any recurring instances of lateness, which facilitated continuous follow-up.
4. Evaluating results: Two weeks after implementing the procedures, a clear improvement in student discipline was observed, along with a decrease in the rate of lateness and the disappearance of cases of unjustified absence.

Conclusion:

The problem was successfully resolved through a combination of direct dialogue, guidance, and follow-up

The academy, and this contributed to improving the lecture atmosphere and increasing the level of commitment in the fourth stage in

general.

Fourth: Recommendations

1. The committee should support repeating these lectures during the second semester.
2. More detailed workshops should be organized on cybersecurity and privacy protection.
3. Cooperation with the college's follow-up and psychological and social guidance units should be strengthened.
4. Professors should be instructed to ensure students adhere to lecture times in order to achieve academic discipline.

Fourth Stage Guidance Committee Officer.

Name: Dr. Kharaj Taish Faraj Al-Shammari



Signature:

Date: 11/20/45

Subject: Minutes of an Introductory Lecture

Title: Arriving Early and Avoiding Lateness

Date: November 23, 2025

Day: Tuesday

Location: Room 4203

Target Audience: Second-Year Students

First: Lecture Introduction

The lecturer opened the session by welcoming the students and explaining the importance of punctuality, especially the necessity of arriving early, as it reflects the student's respect for themselves, their time, and the educational institution.

Second: Lecture Topics

1. The Importance of Arriving Early

- Enhances commitment and self-discipline. ○
- Helps improve academic achievement and understanding the material from the beginning. ○
- Gives the student sufficient time for mental preparation before the lecture begins. ○
- Reflects a positive image of the student in front of their professors and peers. ○

2. The Disadvantages of Frequent Lateness

- Missing important parts of the lecture. ○
- Disrupting the educational process within the classroom. ○
- Negative impact on behavior and discipline evaluation. ○
- Forms a negative habit that affects the student's future life and career. ○

3. Causes of Lateness and Ways to Address It

- Poor time management. Solution: Create a fixed daily schedule ○
- Relying on late waking up - the solution is early bedtime and setting an alarm ○

Poor Transportation Planning - The Solution: Leave with ample time to prepare for any emergency. ○

Guidelines and Advice .4

Commit to a specific time each day to arrive at the university. ○

Prepare study materials in advance. ○

Avoid unnecessary late nights. ○

Consider punctuality a moral value before it is an academic obligation. ○

Third: Discussions and Interventions

The session witnessed several interventions from students regarding the reasons for lateness and proposed solutions. The students demonstrated positive interaction and a desire to improve their punctuality.

Fourth: Concluding Recommendations

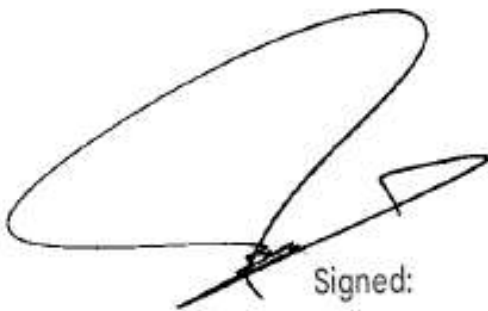
The necessity of continuing to adhere to early arrival during the coming weeks. ●

Guiding students to promote a culture of respecting time. ●

Emphasizing that discipline is one of the criteria for academic and personal success. ●

Fifth: Conclusion of the Lecture

The lecture concluded by thanking the students for their attendance and listening, while emphasizing the importance of applying what was presented during the session.



Signed:

Dr. Mohammed Younis Mohammed Al-Sabawi