

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Introduction:

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

Concepts and terminology:

Academic Program Description: The academic program description provides a brief summary of its vision, mission and objectives, including an accurate

description of the targeted learning outcomes according to specific learning strategies.

Course Description: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

Program Mission: Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

Program Objectives: They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name:

Faculty/Institute:

Scientific Department:

Academic or Professional Program Name:

Final Certificate Name:

Academic System:

Description Preparation Date:

File Completion Date:

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean

1. Program Vision

Program vision is written here as stated in the university's catalogue and website.

2. Program Mission

Program mission is written here as stated in the university's catalogue and website.

3. Program Objectives

General statements describing what the program or institution intends to achieve.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

5. Other external influences

Is there a sponsor for the program?

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				
Department Requirements				
Summer Training				
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	Learning Outcomes Statement 1
Skills	
Learning Outcomes 2	Learning Outcomes Statement 2
Learning Outcomes 3	Learning Outcomes Statement 3
Ethics	
Learning Outcomes 4	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

9. Teaching and Learning Strategies
Teaching and learning strategies and methods adopted in the implementation of the program in general.

10. Evaluation methods
Implemented at all stages of the program in general.

11. Faculty					
Faculty Members					
Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer

Professional Development**Mentoring new faculty members**

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion

(Setting regulations related to enrollment in the college or institute, whether central admission or others)

13. The most important sources of information about the program

State briefly the sources of information about the program.

14. Program Development Plan

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

Course Description Form

1. Course Name:	
Evaluation of extension programs	
2. Course Code:	
ADED232	
3. Semester / Year:	
Spring semester/2024	
4. Description Preparation Date:	
1/2/2024	
5. Available Attendance Forms:	
6. Number of Credit Hours (Total) / Number of Units (Total)	
5 hours (2 theoretical + 3 practical) / 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Maher Ibrahim dawood Email: mah_inf@uomosul.edu.iq	
8. Course Objectives	
Course Objectives	<p>1- Enabling the student to know, understand, assimilate and apply the procedures used in Evaluation of extension programs</p> <p>2- Enabling the student to choose appropriate methods in Evaluation of extension programs</p> <p>3- Enabling the student to know the types of Evaluation of extension programs and how to choose the most appropriate one</p> <p>4- Enable the student to know how to write a report on Evaluation of extension programs</p>
9. Teaching and Learning Strategies	
Strategy	<p>Audio methods (teaching explanation of the topic)</p> <p>Lecture style and writing on the board</p> <p>Use some visual and hearing aids, if any</p> <p>The method of direct dialogue between the teacher and the student, with the student's evaluation in class participation</p>

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Introduction and introduction evaluation and the concept evaluation	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
the second	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	The importance of the calendar and the purposes of the calendar	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
the third	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Foundations and principles evaluation and levels of evaluation	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
the fourth	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Evaluation of extension programs	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
Fifth	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Objectives of evaluating extension programs	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
Sixth	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Types of extension program evaluation	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
Seventh	2Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	The relationship of evaluation measurement	Lectures, audio m reports, pictures other learning met related to the lesson Lectures, audio m reports, pictures other learning met related to the lesson	Exams, reports, discuss quizzes
Eighth	2Theoretical 3 practical	By the end of the course the student should be able to	Types of measurement	Lectures, audio m reports, pictures	Exams, reports, discuss quizzes

		recognize, understand and apply procedures related to Evaluation of extension programs		other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	
Ninth	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Steps in the indicative evaluation process	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes
The tenth	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Areas of extension evaluation	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes
Eleventh	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Writing the evaluation report	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes
Twelfth	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Review the article	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes
Thirteenth	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Extension program evaluation models	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes
The fourth p	2 Theoretical 3 practical	By the end of the course the student should be able to recognize, understand and apply procedures related to Evaluation of extension programs	Scientific visit	Lectures, audio materials, reports, pictures other learning methods related to the lesson Lectures, audio materials, reports, pictures other learning methods related to the lesson	Exams, reports, discussions, quizzes

11–Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

12–Learning and Teaching Resources

Required textbooks (curricular books, if any)

Obligatory Evaluation of extension programs lecture
Evaluation of extension programs book

	Agricultural extension principles book
Main references (sources)	Obligatory Evaluation of extension programs lecture Evaluation of extension programs book
Recommended books and references (scientific journals, reports...)	Evaluation of extension programs books Messages and theses Research published in scientific journals related to Evaluation of extension programs
Electronic References, Websites	http://www.pnu.edu.sa http://m.mu.edu.sa