

**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:** University of Mosul.

**Faculty/Institute:** Faculty of Agriculture and forestry

**Scientific Department:** Department of Agricultural Extension and technology transfer

**Academic or Professional Program Name:** Bachelor

**Final Certificate Name:** Master in agricultural extension

**Academic System:** Classes / courses

**Description Preparation Date:** 2024\9\1

**File Completion Date:** 2024\3\26

**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**

Preparing an agriculturally educated generation concerned with aspects of Agriculture in general, agricultural and community guidance and guidance in particular, and working on transferring technologies to farmers and preparing qualified cadres in the community and in the specialty of agricultural extension (approved )

### **2. Program Mission**

Providing qualified agricultural technical cadres to develop the agricultural sector in Iraq by receiving the latest Agricultural Sciences in the field of Agricultural Extension and the completion of Extension Research and community service by working on the dissemination of modern agricultural techniques (approved)

### **3. Program Objectives**

- 1–graduation of students with the ability to work in the field of Agriculture in general and the field of agricultural extension in particular
- 2–graduation of students with the ability to communicate and interact with the rural community
- 3–preparing specialized cadres in agricultural education and extension for Bachelor's and master's degrees
- 4 – work on the dissemination of new agricultural ideas among farmers and agricultural employees through cooperation and coordination with the agricultural departments of the ministry in Nineveh Governorate
- 5–studying the problems related to agricultural extension work, dissemination and adoption of agricultural ideas developed through the research of professors and graduate students
- 6–providing students with a broad and deep understanding of the specialization of agricultural extension

- 7–enabling students to apply theoretical skills in the field of work
- 8–providing students with sound and objective foundations of agricultural guidelines
- 9–enabling students to carry out indicative agricultural projects in the field of specialization and in accordance with the academic program (approved )

**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	
2023–2024 \ third	EXMA343	Extension	theoretical	practical

		<b>Management</b>		
			<b>2 my theory</b>	<b>3 practical</b>

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

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

<b>10. Evaluation methods</b>
Implemented at all stages of the program in general.

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

**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
2023 -2024 The third	EXMA343	Extension Management	Standard	√	√	√	√	√	√	√	√	√	√	√	√

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

## Course Description Form

<b>1. Course Name:</b>	
Extension Management	
<b>2. Course Code:</b>	
EXMA343	
<b>3. Semester / Year:</b>	
Second spring semester / 2023 – 2024	
<b>4. Description Preparation Date:</b>	
2024\9\1	
<b>5. Available Attendance Forms:</b>	
My presence	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
2 hours (theoretical) + 3 hours (practical) \ 3.5 units	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: Talal saeed Hamid Email:	
<b>8. Course Objectives</b>	
<p>Theory</p> <p>1-enabling the student to know, understand, understand and apply the procedures followed in the guidance department</p> <p>2-enabling the student to choose the appropriate methods in the management of extension programs</p> <p>3-enabling the student to know the types of guidance management and how to choose the most appropriate ones</p> <p>4-enable the student to know how to write a management guidance report</p>	<p>My work</p> <p>1-training students on the application of guidance management methods.</p> <p>2-training students to use the most appropriate methods used in guidance management</p> <p>3-training students on the management of employees in the guidance organization</p> <p>4-training students to manage the stages of planning, implementation and follow-up</p>
<b>9. Teaching and Learning Strategies</b>	
<p>Theory</p> <p>1-interactive lecture</p> <p>2-brainstorming</p> <p>3-dialogue and discussion</p> <p>4-Assignment of tasks and report</p>	<p>My work</p> <p>1-assigning a collective work on how to develop a particular rural community according to the</p>

available possibilities  
2-commissioning a report on each topic

### 10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 my theor 3 practical	Theory : To get acquainted with the vocabulary of management the importance of management the task of management the definition of management the functions of management My work : To get acquainted with the methods of scientific management	Theory : Management theory Scientific management theory Comparison of theories My work : Stages of application of the agricultural administrative program	My theory : :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
2	2 my theor 3 practical	Theory : Understands the management process and the achievement of management objectives and organizational resources My work : Understand how to achieve the goals of the administrative process and organizational	Theory : Administrative process Management of regulatory materials Achieving management goals My work : Preliminary stage, steps of implementation of the administrative process	My theory : :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		resources			
3	2 my theor 3 practical	Theory : To get acquainted with the classical theories of management and organization and bureaucratic theory My work : To distinguish the steps of the implementation of classical theories and bureaucratic theory	Theory : Classical theories of management Bureaucratic theory My work : Steps for the implementation of classical theories and bureaucratic theory	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
4	2 my theor 3 practical	Theory : To get acquainted with the administrative theory of scientific management theory My work : To get acquainted with the administrative theory of scientific management theory	Theory : Management theory Scientific management theory Comparison of theories My work : The planning, executive and calendar stage of management theory	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
5	2 my theor 3 practical	Theory : To recognize the neoclassical (modified) theory, the movement of	Theory : Modified classical theory (updated) Theory of the	My theory : auditory methods, writing style on the	Short exams , assignment of Duty, discussions

		<p>human relations</p> <p>My work : To explain the neoclassical (modified) theory, the identification of needs and the movement of human relations</p>	<p>movement of human relations</p> <p>Advantages and disadvantages of modified classical theories</p> <p>My work : Defining the needs of classical theory</p>	<p>blackboard, direct dialogue style</p> <p>Practical: assignment of tasks and report</p>	
6	2 my theory 3 practical	<p>Theory : To get acquainted with the concept of modern theory in management and organization</p> <p>My work : To identify tasks among the necessary needs of management theory</p>	<p>Theory : Modern theory of management and organization</p> <p>Origins and history</p> <p>Advantages and disadvantages of the theory</p> <p>My work : Identification of tasks among the necessary needs of modern theory</p>	<p>My theory : auditory methods, writing style on the blackboard, direct dialogue style</p> <p>Practical: assignment of tasks and report</p>	Short exams , assignment of Duty, discussions
7	2 my theory 3 practical	<p>Theory : To get acquainted with the concept of planning in management</p> <p>My work : Be able to draw a business plan from the</p>	<p>Theory : The concept of planning</p> <p>Introduction to the importance of planning in general</p> <p>Application of planning in</p>	<p>My theory : auditory methods, writing style on the blackboard, direct dialogue style</p>	Short exams , assignment of Duty, discussions

		beginning to the final application	scientific management My work : Drawing a business plan from the beginning until the application of the extension program	Practical: assignment of tasks and report	
8	2 my theor 3 practical	Theory : To recognize the importance of organization in management My work : To identify the difficulties faced by the guidance department when planning programs	Theory : Steps of the planning process My work : Identifying difficulties during the indicative program planning process	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
9	2 my theor 3 practical	Theory : To get acquainted with the concept of organization and ways of using it in the administrative process My work : To identify the most important goals that can be achieved on The الواقع reality and what are the	Theory : The meaning and concept of organization Ways to use Organization and integrate it with management Obstacles to the use of regulation	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		consequences of achieving the objectives	My work Determine the goal that can be achieved first on reality when organizing extension programs		
10	2 my theory 3 practical	Theory : To get acquainted with the concept of influence in administrative work My work : To distinguish the most important difficulties when achieving influence in the extension management	Theory : The concept of influence and its importance in management My work : Revealing the difficulties of achieving influence in the extension department	My theory : :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
11	2 my theory 3 practical	Theory : To get acquainted with the role of control and leadership, leadership methods in management My work : To clarify the importance of control in the indicative administrative	Theory : The role of control in management and its correct employment My work : The importance of administrative control in extension work, the	My theory : :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		work Theory : To learn about the role of leadership, leadership styles in management My work : To prepare a report on administrative control	difficulties that the administrator faces in agricultural extension work		
12	2 my theory 3 practical	Theory : To learn about the role of leadership, leadership styles in management My work : To prepare a report on administrative control	Theory : The role of administrative leaders in the control process and the means of administrative workflow My work : Preparation of a report on administrative control	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
13	2 my theory 3 practical	Theory : Be able to make decisions in modern management My work : To discuss the special training courses of the director Adare	Theory : Training on management skills and presentation of topics related to rural development My work : Discussion of special training for the managing director	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions



14	2 my theor 3 practical	Theory : Prepare a detailed report on the objectives of the visit and the most important observations of the visit My work : To be interested in preparing a report on the scientific visit and the most important conclusions and recommendations of the visit	Theory : A visit to the Nineveh Agriculture Directorate and get acquainted with the departments, and watch the mechanism of work of the guidance director My work : Preparation of a report on the scientific visit	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
15	2 my theor 3 practical	Theory : Oikon should learn a clear idea about the work of the Extension Center and what jobs are planned for him	Theory: A field visit to an Agricultural Extension Center	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

#### 11. Course Evaluation

Calendar methods	Appointment date (week)	Degree	Relative weight %	ت
The first quiz(quiz) Theory	Week 4: theoretical: short test (1) Quiz Week 4: practical : short test (1) Quiz	2.5 theoretical 2.5 practical	5%	1

	<b>My work</b>				
	<b>Monthly exam (1)</b>	<b>Week 9: theoretical test Week 9: practical test</b>	<b>10 theoretical 5 practical</b>	<b>15%</b>	<b>2</b>
	<b>The second quiz (quiz)</b>	<b>Week 11: theoretical: short quiz (2) Quiz Week 11: practical: short quiz (2) Quiz</b>	<b>2.5 theoretical 2.5 practical</b>	<b>5%</b>	<b>3</b>
	<b>Monthly exam (2)</b>	<b>Week 13: theory test (2) Week 13: practical test (2)</b>	<b>10 theoretical 5 practical</b>	<b>15%</b>	<b>4</b>
	<b>Quest rate</b>	<b>Hourly rates are announced at the end of the semester</b>	<b>15 practical 25 theoretical</b>	<b>40%</b>	<b>5</b>
	<b>Final practical test</b>	<b>Practical exam week</b>	<b>20</b>	<b>20%</b>	<b>6</b>
	<b>Final theoretical test</b>	<b>A week of theoretical exams</b>	<b>40</b>	<b>40%</b>	<b>7</b>
	<b>Total</b>	<b>The grade of the final theoretical and practical test at the end of the academic year</b>	<b>60</b>	<b>100%</b>	<b>8</b>

## 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Lectures on methods and means of guidance
Main references (sources)	The book of principles of agricultural extension / by Dr. Zaki Hassan Mohammed tonight and Samir Abdul Azim Introduction to agricultural extension / by Dr. Ahmed Shoukry al-Rimawi and others
Books and supporting references that are recommended (scientific journals, reports.... )	Management guide book The book Fundamentals of the calendar in psychological and Pedagogical Sciences
Electronic references, Internet sites	<a href="http://www.pnu.edu.sa">http://www.pnu.edu.sa</a> <a href="http://m.mu.edu.sa">http://m.mu.edu.sa</a>