

**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	EXTR441	Extension Training	theoretical	practical

			2 my theory	3 practical
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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
Assistant professor					

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	EXTR441	Extension Training	Standard	√	√	√	√	√	√	√	√	√	√	√	√

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

Course Description Form

1. Course Name:	
Extension Training	
2. Course Code:	
EXTR441	
3. Semester / Year:	
First autumn semester / 2023 – 2024	
4. Description Preparation Date:	
2024\9\1	
5. Available Attendance Forms:	
My presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2 hours (theoretical) + 3 hours (practical) \ 3.5 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Talal saeed Hamid Email:	
8. Course Objectives	
<p>Theory</p> <p>1-enabling the student to know, understand, understand and apply the procedures followed in the Extension Training ‘</p> <p>2-enabling the student to choose the appropriate methods in the management of Extension Training</p> <p>3-enabling the student to know the types of guidance training and how to choose the most appropriate ones ‘</p> <p>4-enabling the student to know how to write a report on the Extension Training</p> <p>5-providing students with knowledge of the concept of Extension Training .</p> <p>6-knowledge of the types of Extension Training</p> <p>7-knowledge of how to conduct Extension Training</p> <p>8-knowledge of the types of models</p>	<p>My work</p> <p>1-training students to apply the methods of guidance training</p> <p>2-training students to use the most appropriate methods used in the guidance training</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 methods of teaching and learning</p>

used in Extension Training					
9. Teaching and Learning Strategies					
Theory 1-interactive lecture 2-brainstorming 3-dialogue and discussion 4-Assignment of tasks and report			My work 1-assigning a collective work on how to develop a particular rural community according to the 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 :b1 To define the concept of training, to define the objectives of Agricultural Extension Training My work :a7 To be familiar with the implementation of extension training programs, and to identify the important things that should be taken into account when implementing the training program	Theory : The concept of training My work : Implementation of Extension Training Programs, important things to consider when implementing a training 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 :b2 To define the concepts of	Theory : Education and training,	My theory :auditory methods,	Short exams , assignment of Duty,

		education and training, to compare education and training My work :b9 To clarify the most important procedures when determining the schedule of education and training	the importance of education and training in agricultural extension work, comparison of education and training My work : Task actions when determining the schedule of education and training	writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	discussions
3	2 my theor 3 practical	Theory :b3 To explain the importance of Agricultural Extension Training My work :a8 To determine the most important procedures for Agricultural Extension Training	Theory: the importance of Agricultural Extension Training My work : The most important procedures for determining the nature of Extension Training	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 :b4 To enumerate the forms of Extension Training My work :a9 To classify common sitting forms when training, to draw sitting forms	Theory : Forms of Extension Training My work : Classification of common forms when sitting in training	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks	Short exams , assignment of Duty, discussions

				and report	
5	2 my theor 3 practical	Theory :a1 To set training goals My work :a10 Shows how to evaluate the training objectives (training before implementation, during training, after the end of training)	Theory : Training objectives My work : How to evaluate the training objectives (training before implementation, training during training, training after the end of training)	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
6	2 my theor 3 practical	Theory :b5 To determine the types of training Agricultural extension My work :b10 To indicate the areas of evaluation of the types of Extension Training	Theory : Types of Agricultural Extension Training My work : Areas of evaluation of types of training	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
7	2 my theor 3 practical	Theory :a2 To explain the principles of the guiding training My work :c2 To distinguish the most important methods used in the training process	Theory : Principles of training My work : Methods used in the training process	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment	Short exams , assignment of Duty, discussions

				t of tasks and report	
8	2 my theor 3 practical	Theory :a3 To explain the importance of Extension Training My work :a11 To show the difficulties of the process of evaluating the Extension Training	Theory : The importance of training evaluation My work : Difficulties of evaluating Extension Training	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 :a4 To determine the levels of instructional training, to classify the levels of training My work :b11 To design extension training programs	Theory : Levels of Extension Training, classification of training levels (pre-service training, start-of-service training, in-service training, academic training) My work : Basics of designing extension training 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
10	2 my theor 3 practical	Theory :b6 To clarify the concept of training planning, to	Theory : Training planning, the importance of training	My theory :auditory methods, writing style on	Short exams , assignment of Duty, discussions

		show the methods of indicative training My work :b12 To show the basics of Agricultural Extension Training	planning, instructional training planning methods My work : Basics of planning Agricultural Extension Training	the blackboard, direct dialogue style Practical: assignment of tasks and report	
11	2 my theory 3 practical	Theory :b7 To determine the objectives of training planning My work :a12 To identify the difficulties of training planning	Theory : Objectives of training planning , the most important goals achieved by training planning My work : Difficulties of training planning	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
12	2 my theory 3 practical	Theory :a5 To determine the methods and methods of Agricultural Extension Training, to clarify the most important factors that should be paid attention to when choosing training methods My work :b13 To enumerate the types of basics of	Theory : Methods and methods of Agricultural Extension Training, factors that should be paid attention to when choosing training methods My work : Types and basics of Extension Training	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		Agricultural Extension Training			
13	2 my theor 3 practical	Theory :b8 To identify the most important training needs, to explain agricultural training in Iraq My work :a13 To show the impact of the training needs on the agricultural work and social life of the trainee peasants	Theory : Training needs, the importance of identifying training needs, agricultural training in Iraq My work : The impact of training needs on the agricultural work and social life of trainee peasants	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 :a6 To identify ways of training needs My work :a14 To explain how to prepare the trainer , the duties of the trainer, the specifications of a good trainer	Theory : Methods for determining training needs My work : Coach preparation, coach duties, specifications of a good coach	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 :c1 To conduct a scientific visit to the Agricultural Extension Department My work :b14 Prepare a report on the scientific	Theory : Scientific visit to the Department of agricultural extensi	My theory :auditory methods, writing style on the blackboard, direct dialogue style	Short exams , assignment of Duty, discussions

		visit and the extent of benefit from it	on My work : Preparation of a report on the scientific visit	Practical: assignment of tasks and report	
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11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Binding about the instructional training material
Main references (sources)	The handbook of training in Iraq
Books and supporting references that are recommended (scientific journals, reports....)	The book Fundamentals of the calendar in psychological and Pedagogical Sciences
Electronic references, Internet sites	https://coagri.uobaghdad.edu.iq https://www.noor-book.com https://www.noor-publishing.com

