MSA UNIVERSITY
FACULTY OF LANGUAGES

Professional Diploma in Teaching and Learning English Language (TLEL)

Student Handbook

2022 - 2023

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Welcome Note

Dear Participants,

A very hearty welcome to the Faculty of Languages, MSA University.

The Faculty of Languages was established in the year 1997/1998. It is one of the most distinguished faculties of its kind because it is set up with a view to meet the challenging demands dictated by the fast-changing job market of the 21st Century through its undergraduate interdisciplinary programs and quality educational services.

The British partnership with the University of Bedfordshire, UK - signed in 2014 - aligns the educational services provided by the Faculty of Languages with the British international standards of higher education. The main objective of the Faculty of Languages is to develop creative, critical thinking, professional and lifelong autonomous learning skills of its students. Our students' engagement in the interactive learning experiences further marks their outstanding quality at both an undergraduate and graduate levels.

The undergraduate programs offered by the Faculty of Languages, MSA University are interdisciplinary programs that integrate English Language Studies with various disciplines in an original way that meets innovative international standards of education. These pathways are Teaching English as a Foreign Language (TEFL), Translation, Comparative Studies and Executive Skills. The Faculty of Languages, MSA University is the first of its kind in Egypt that awards a dual BA degree in English Language Studies from the UK and another BA degree from MSA University, accredited by the Supreme Council of Higher Education in Egypt.

The Professional Diploma in Teaching and Learning English Language (TLEL) offered by the Faculty of Languages, MSA University is a continuation of the academic excellence of the undergraduate pathway of Teaching English as a Foreign Language (TEFL) at a post graduate level. It provides graduates with the most comprehensive knowledge and professional skills to tackle the pressing challenges in the field of teaching.

Indeed, our students graduate with practical and cognitive competencies in addition to cultural awareness essential for their success in their future careers. Our graduates are global citizens and proficient candidates who excel in national and international job markets.

About MSA University

MSA University is established by Professor Nawal el Degwi, a pioneer in the field of education. The university provides its students with the best of British Higher Education in Egypt and the Middle-East Region. It also helps them acquire creative abilities and commitments to lifelong learning. MSA graduates acquire developed writing, analytical and communication skills required to face the new challenges in the job market. MSA graduates prosper not just on their first job but through their entire career because of their autonomous learning skills.

At MSA, students learn how to utilize agility and alignment, to give their educational path a competitive edge in the digital age which is adopted by MSA faculty members and the entire staff of administration. This unique approach at MSA is specially designed to graduate students with high abilities to meet the challenges of the 21st Century and start a career early after graduation making full use of the products of the age of technology and artificial intelligence.

MSA University provides several advantages among which are the availability of excellent laboratory facilities equipped with the latest in computers. Internet facilities are an integral part of MSA programs for all students. In addition, all the programs offered are equipped with the latest technology and supporting software. Students at MSA enjoy a student/faculty ratio that ranks among the best of all private and public universities. This personal faculty commitment is combined with the full range of resources available.

MSA University is committed to provide its graduates with the ability to compete and excel in an ever-changing dynamic world and to stand on equal footing with their peers, nationally and internationally, through its dedication to the pursuit of excellence in curricula, facilities, staff and students.

An important mission of the university is to use academic resources for the benefit of industry, commerce and the wider community. MSA University also provides learners with a wide scope of interaction with reputable institutions so as to expose them to the marketplace, and prepare them for future career opportunities.

Introduction to the Professional Diploma Program

This Professional Diploma in Teaching and Learning English Language (TLEL) is offered to university graduates who aim at acquiring experience in teaching at school level. This diploma contributes to their knowledge and skills to communicate concepts in English and provide classroom state- of the- art delivery of specialized topics.

Learning about practices in the field of English Language enables teachers to embrace different cognitive and personal capabilities of individual learners in classrooms: elementary versus high school learners. Nowadays, educators also investigate how psychology contributes to the preparation of teachers as it is very essential for a teacher to teach his/her students according to their individual needs.

The diploma provides its students with teaching practice simulations to experience different blended learning and communicative teaching methods. It focuses on the use of technology, including the use of artificial intelligence and interactive instructional strategies. The program contributes to enhancing teaching competencies when planning lessons and activities, as well as developing assessment and evaluation strategies and rubrics. Such strategies are vital to young learners' experience, motivation, progress, and achievement.

Our Graduates

The Professional Diploma provides graduates with professional and autonomous learning skills and experiences that are in demand by employers. Their critical thinking, cross- cultural awareness, and interpersonal skills enable them to work effectively and efficiently in the field of education whether in National or International Schools.

Why Study this Program

The Professional Diploma in Teaching and Learning English Language (TLEL) program offered by the Faculty of Languages, MSA University provides a promising career opportunity for graduates who desire to pursue their professional careers in the fields of teaching English Language in National and International schools. It enhances students' critical thinking, linguistic, and interpretation skills through students' knowledge and practical skills.

Program Credits and Graduate Awards

The program is studied over one academic year, regularly covered in 12-week semesters. The student should complete a total of 21 credit hours.

Students who pass this program are awarded a Professional Diploma in Teaching and Learning English Language that qualifies them to work as teachers in Elementary and High Schools that use English Language as the language for instruction.

The program gives students practical experience in the field of teaching through teaching simulations and teaching practice at schools.

Grades and Marks

Grade	Marks (%)	Award
A	85-100 %	Excellent
B	70 to less than 85%	Very Good
C	60 to less than 70%	Good
F	Less than 60%	Fail
W		Withdrawal
FW		Forced Withdrawal
I		Incomplete
MW		Military Withdrawal

Requirements

The professional post-graduate diploma is designed for university graduates of various specialisations who have limited or no formal professional qualification in teaching. The program is comprised of twenty-one (21) credits, and can be completed within one academic year including the teaching simulation classes and teaching practice.

Eligibility

- Applicants should have a bachelor's degree (BA/BSc)
- English Language Exam
- Good Knowledge of Computer Applications

Terms of Acceptance into the Program

- Applicants have to sit for an English Language proficiency exam before they are accepted into the program.
- Applicants should bring an approval from employers before they are accepted, if applicable.

Suspension of the Program

- A student may apply for suspension of the course of study after the completion of semester one.
- A student is allowed to suspend the course of study for two successive semesters.

Attendance Policy

- Students are expected to attend classes regularly on campus, online or as per a Hybrid Learning system.
- Students should attend at least 75% of the number of classes in order to be allowed to sit for final exams.

Delivery and Hybrid/Blended Learning at MSA University

MSA adopts a 'hybrid/blended' system that facilitates the day-to-day operation of the learning processes on campus and online. The system also provides the students with the opportunity to develop their practical and autonomous skills. This is successfully achieved through the sensible use of the university resources as follows:

A- Delivery of Classes:

• Zoom link invitations are accessible to participants attending online.

• Sessions are zoom recorded to be accessible to participants

- Support material is always available via Moodle/ E-Learning platform

B- Assessments and Feedback

- Online Evaluation of students' work is incorporated into the weekly plan of units/modules.
- E-Learning platforms are extensively used for designing different types of
- Participants communicate with staff members via MSA email to receive feedback on their written assignments
- Participants receive feedback, either through individual conferencing, email or E-Learning platform.

University Resources and Facilities

1- <u>MSA Library</u>

Functions and services of the Library are fully computerized and they are available to all faculty members, students and staff via the university's network. The individual study area is located on the Third & Fourth floor including electronic library lab on second floor of Building L.

This area is provided for reading and studying individually. Talking or using cellular phones is not allowed.

The Library provides 125 computer machines for the use of students and staff. The use of computers is restricted to accessing databases or internet access for academic work only. MSA Library also provides the facilities of printing, scanning and wifi covered.

The MSA librarians are designing and delivering a one-day course for all new students concerning the effective use of the resources available at the library and How to Deal with Information & Technology Services.

The aim of MSA University library is to support the educational and research processes through the provision of the latest sources of information in different forms and in an organized manner that makes it convenient for the student/researcher to track the information s/he needs. To achieve this most effectively, the Library of MSA University is thriving on keeping pace with the latest developments in Information Management, Storage, Retrieval and Transmission.

MSA University Library provides the best possible information services to the students and staff of MSA University using the most effective media. It also helps students and staff derive the greatest benefit from the hybrid collection of printed and electronic resources of the library."

MSA University Library has the following objectives:

- Being the gateway for local and global information

- Providing sources of information to meet the needs of staff members and students

- Training users on how to search for and retrieve information

- Promoting cooperation among all units of the university as well as sharing resources with other libraries locally and regionally

Summarizing all of the above, the Library of October University for Modern Sciences and Arts (MSA) has the following mission:

Library Services:

1. Library Catalogue

The Koha Library catalogue is part of the open source Library system that MSA University uses. You can use the catalogue to search for books by title, author, subject heading, or keyword. You can also combine 2 or more search fields to achieve more accurate results. Ask the library staff if you need more help with this. By clicking on the required book you will have more details on where you can find it.

2. Information Desk: The enquiry or information desk is meant to help users find the information they need regarding a specific subject. Questions can vary from simply asking about the availability of a book to questions about having articles about any Subject.

3. Reading and Studying Spaces: The individual study area is located on the Third & Fourth floor including electronic library lab on second floor of Building L This area is provided for reading and studying individually. Talking or using cellular phones is not allowed.

4. Computers and Printing: The Library provides 125 computer machines for the use of students and staff. The use of computers is restricted to accessing databases or internet access for academic work only. MSA Library also provides the facilities of printing and scanning.

5. Online Databases:

EKB (Egyptian Knowledge Bank) is one of the largest national projects that is concerned with education in Egypt, it aims to provide a huge and diversified sources for knowledge and culture for free, to all Egyptians. It comes after contracting with several

international publishing houses to publish their contents in all scientific and cultural disciplines, to have the system for the new Egyptian Cultural Revolution completed. (Egyptian Knowledge Bank) Official presentation

EBSCOhost is a powerful online reference system accessible via the Internet or direct connection. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially-designed, subject-specific databases for public, academic, school, medical, corporate, and government libraries.

JSTOR is a growing digital library of academic journals, books, and primary sources. JSTOR's archival journal collections include more than two thousand journals in the humanities, social sciences, and sciences. Both multidisciplinary and discipline-specific journal collections are offered, covering more than 50 academic disciplines. We also offer access to more than 2 million digitized primary source objects.

Global Plants is a community-contributed database used by students and researchers worldwide. Global Plants lets herbaria share their plant type specimens, experts determine and update plant names, and students discover and learn about plants in context. The database is an essential resource for institutions supporting research and teaching in botany, ecology, and conservation studies.

Aluka is an online digital library focusing on materials about Africa Cultural Heritage Sites and Landscapes for Art and design. Aluka's mission is to connect scholars from around the world by building a common platform that allows online collaboration and knowledge sharing. Aluka's audience is higher education and research communities worldwide. Using Aluka, you can explore the archaeology, history and culture of Africa through its heritage sites and landscapes.

E-Resources

2- MSA E- Learning Platform /Moodle

The Moodle/ E-Learning system at MSA University is a platform that allows students to follow up with their courses and view online lectures. Practical labs and chat rooms are also available for students to ask questions, receive feedback and respond to announcements. It also allows students to have access to support material, including E-Books, PowerPoint presentations and active links. There are more features and plugins that provide the students with a very effective and interactive learning experience.

3- Classrooms and Computer Labs:

MSA 'smart classrooms and labs are well equipped with regularly updated computer devices, Air conditioners, Data Show, microphones and speakers. For the Hybrid Learning system which was recently adopted, premium zoom account is available in each classroom/lab.

Assessments

Assessment Tasks

Assessment is not just about 'grading' your performance but is an integral and important developmental part of learning. Preparation for assessment, undertaking the set tasks and using the feedback provided helps to develop and demonstrate skills as well as evidencing knowledge and understanding.

Tutors will provide details of the specific tasks for each unit. Students may also be provided with additional assessment briefings, and staff will use the teaching time to explore what is expected within each assignment and how it links to the course and unit learning outcomes.

For every assessment, staff will indicate what is required of students, how it will be marked and details of when the assessment is due to be submitted.

Coursework Submission

This will usually be online through Turnitin, which is a tool that checks submissions for matches to work on the Internet and to the work of other students.

Each assessment task sheet will also carry details of how to be delivered, the format, the presentation, the deadline date.

See the Mitigating Circumstances section below for advice about not being able to meet a deadline. Do note that lecturers are not able to extend deadlines.

Exams

Lecturers cannot grant an extension on an assignment or a re-assessment opportunity for an exam. To request an extension or reassessment students must submit a completed Mitigating Circumstances Application Form and provide appropriate independent evidence.

Mitigating Circumstances Application Forms accompanied by appropriate evidence must be submitted to the Dean's office before or on the submission date for the assessment. If the application is not submitted before the assessment submission date, applications will normally be refused.

Mitigating Circumstances

Coursework must be handed in by the date and time specified. This will be given to you in your unit handbooks, on the assessment brief and/or on E-Learning.

Late work without formal agreement is not accepted, and will be deemed a fail and marked at 0 (no work submitted). We are very firm about this because working to deadlines is an important life skill which we encourage you to develop during your studies.

Sometimes things out of control can affect a student's ability to meet a deadline. If a student believes that s/he is likely to miss a deadline for a valid reason (see below for reasons considered valid under mitigating circumstances) then they should refer directly to the instructors. Only they can make the decision. It is important to realise that your lecturers are not able to extend published deadlines.

What are mitigating circumstances?

Examples of circumstances that would justify special consideration include:

- Serious personal injury, broken limbs, or a medical condition requiring hospital attention or with an incapacitating effect.
- An acute illness that makes it impossible to complete the required task.
- Being a victim of a serious crime during the period immediately preceding assessment.
- The serious illness or death of a close relative

Normally not acceptable are:

- The death or illness of a distant relative.
- Financial problems, including payment of fees to the University.
- Transport difficulties such as public transport strikes, road works or private transport breakdowns.
- Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and has not posed any problem to other students in the group.
- Work pressure as a full-time student.
- Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed.
- Any claim not supported by independent and reliable evidence.
- Computer problems such as viruses, memory stick failure/loss, printer problems, and network problems.
- Problems with receiving/submitting referral work and results.
- Problems handing in an assignment to the designated place by the deadline.
- Collecting data/more data for an assignment.

Essential Advice:

If a student submits a claim for mitigating circumstances, s/he should not assume it will be accepted. Students need to do their best to get work prepared because it is their responsibility to complete assignments/sit exams in order to progress on their course.

Academic Offences

Academic offences include a range of actions designed to deceive and gain an unfair advantage over other students. This is unethical and threatens the integrity of our assessment procedures and the value of the University's academic awards.

Students' academic performance will be assessed on the basis that anything submitted for assessment is the student's own work..

It is the student's responsibility to ensure that s/he is not vulnerable to any allegation that may breach these regulations (for example sharing assignments with friends in such a way that they can copy work and claim it as their own).

Penalties for students found to have committed an academic offence may include failure in a unit or an element of a unit which may mean that s/he have to repeat the unit and bear the associated financial cost.

Types of Academic offences/Plagiarism:

- Verbatim (word for word) quotation without clear acknowledgement
- Cutting and pasting from the Internet without clear acknowledgement
- Paraphrasing the work of others by altering a few words and/or changing word order
- Unauthorised collaboration between students
- Use of material written by professional agencies or other persons
- Submit work for assessment that you have already submitted before (partially or in full)

Other Forms of Plagiarism/ Bad Practice

- Term Paper Commercial Centres

In keeping with the principle that all material submitted to a course should be the student's own work, any student who makes use of the services of a commercial/ term paper centres is liable to disciplinary action.

- Bad Practice

Not all cases of plagiarism arise from a deliberate intention to plagiarise. Sometimes students may ignore intentionally or unintentionally taking down citation details of a

source(s) while taking notes, or they may be genuinely ignorant of Referencing Styles. However, these excuses do not offer any guarantees against a charge of plagiarism. In other words, there may still be an academic penalty for Bad Practice.

Academic Honesty Policy

- The Faculty of Languages, MSA University, encourages students to explore new horizons through research work. Accordingly, in an attempt to ensure the proper use of sources and maintain academic standards, the Faculty of Languages adopts the following policy:
- It is expected that students are the sole authors of their work. Students should always distinguish their knowledge and writings from information derived from sources. The term "sources" includes material published in print or online. Quotations must be placed properly within quotation marks and must be fully and properly cited in accordance with a referencing style. In addition, all paraphrased or summarized material must be acknowledged completely. Please refer to the research skills acquired in ENG 102 unit for further elaboration.
- The responsibility for learning the proper forms of citation is the responsibility of the student (refer to acquired knowledge in ENG 102 & ENG 201). Students are expected to be familiar with the APA/MLA Citation Guidelines to be able to use sources for research activities. Students who have queries about the preparation of academic work should refer/consult their instructor before the work is prepared or submitted.

General Remarks

- It is the student's responsibility to find out about referencing Styles in their discipline, to take adequate notes, and to avoid close paraphrasing
- If ever in doubt about referencing, paraphrasing or plagiarism, students have to refer to their tutors.

Feedback to Students

Feedback on assessment performance is a vital communication process between instructor and student.

Feedback on Coursework
Oral and written feedback will be given following the submission of assignments. Feedback on coursework is to be provided through written comments and marking criteria (rubrics). Feedback is also to be provided through group discussions and group work.
Proposition of Research Projects
Different approaches are taken in different subject areas.

Specification of the Program

Awarding Institution	October University for Modern Sciences and Arts (MSA)- Cairo
Teaching Institution	Faculty of Languages- October University for Modern Sciences and Arts
Program Accredited by	Supreme Council of Egyptian Universities
Final Award	Postgraduate Professional Diploma
Program	Professional Diploma in Teaching and Learning English Language (TLEL)
UCAS Code	N/A
Relevant QAA Subject Benchmark	English Language Studies Applied Linguistics
Academic Year	2021/2022
Mode of Study	Fulltime
Teaching Methods & Assessments	Face to Face Instruction Or Hybrid Learning System

Generic Learning Outcomes of the Program

Having successfully completed The Professional Diploma for Teaching and Learning English Language program, the participant should be able to:

- Demonstrate knowledge and understanding of concepts and strategies related to teaching and learning English Language, the use of technology for teaching , lesson planning , assessment and evaluation, and using English language in effective delivery of subjects of specialization, in addition to leadership and professional skills.
- Demonstrate expertise in applying strategies of teaching in English language effectively in different learning environments
- Demonstrate knowledge and understanding of the interdependence of teaching and psychology
- Demonstrate efficiency in communication, and designing activities and projects related to effective teaching
- Demonstrate competence in critical thinking, problem solving and reflective practice
- Demonstrate competence to produce quality work in various subjects at school levels.

Overview of the Program

No.	Unit Codes	Units	Credit Hours	Contact Hours
		Semester One		
1	TLEL 500	Blended Learning Strategies	3 credits	3 hours
2	TLEL 501	Integrating English Language Skills	3 credits	3 hours
3	TLEL 502	Technology and Innovation in Teaching English Language	3 credits	3 hours
4	TLEL 503	Using English Language in Effective Delivery	3 credits	3 hours
		Semester Two		
5	TLEL 504	Classroom Simulations	3 credits	4.5 hours
6	TLEL 505	Assessments and Evaluation	**3** credits	3 hours
7	TLEL 506	Teaching EFL to Young Learners and Adults	3 credits	3 hours
Total number of hours			21 credit hours	22.5 contact hours