



Faculty of Medicine

Major: Doctor of Medicine

Academic Year: 2023/2024

Subject: Communication skills in English

COURSE SYLLABUS

Student's Copy



1. Course information:

Theory		Practical	
Course Title:	Communication skills in English	Course Title:	
Course Code:	1002104	Course Code:	
Co-Requisite:		Co-Requisite:	
Prerequisite:		Prerequisite:	
Course Credit Hours:	3	Course Credit Hours:	
Class Location:	Lecture hall 2	Class Location:	
Department:		Faculty of Medicine	

2. Instructor Contact Information:

Coordinator:	Hassan Mohammad Falah Bani Issa
Instructor(s):	Hassan Mohammad Falah Bani Issa
Email:	Hassanbani-issa@isums.edu.jo
Office:	-
Office Hours:	-

3. Course Description:

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis, organizational, and delivery skills. In addition, this course focus on common grammatical mistakes, writing skills, research techniques and presentation skills.



4. Resources Available to Students:

- A. Communication Skills Second Edition
- B. Language: structure and use: by Scott, Foresman
- C. Communication skills S. K. Jha Dairy Extension Division NDRI, Karnal
Meena Malik Research, Coordination and Management Unit NDRI,
Karnal.
- D. Successful writing at work: by Philip C. Kolin
- E. Effective Negotiation: From Research to Results 2nd Edition

5. Teaching Methods

- a. Lectures.
- b. Discussion and problem solving.
- c. Individual and groups activities.
- d. In- class coepetition.

6. Intended Learning Outcomes (ILOs):

Upon successful completion of this course students will be able to ...

- 1.** Exhibit a high level in both oral and written communication
- 2.** Display excellent interpersonal communication skills, fostering effective and meaningful interactions in diverse contexts.
- 3.** Demonstrate advanced competency in written communication, including the ability to convey ideas clearly and coherently through various written formats.
- 4.** Communicate proficiently using the English language, showcasing a mastery of grammar, vocabulary, and overall language fluency.
- 5.** Exhibit competence in conflict resolution, negotiation techniques, and dynamic presentation skills, showcasing the ability to navigate and resolve conflicts professionally while effectively presenting information.



7. Course Policies:

To be explained to students at the first meeting:

1. Attendance Policies:

A. Attendance Policy (absences and tardiness for a traditional course):

- a. Students must attend all classes of this course.
- b. Any student with an absence of 15% of the classes of any course, will be illegible to sit for the final exam and will result in a failing grade being assigned in this course.
- c. Excused absences include documented illness, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have valid excuses. Consideration will also be given to students whose dependent children experience serious illnesses.
- d. Students with a legitimate reason to miss a required activity must request an approved absence through Student Academics. Unexcused absence from a scheduled examination or quiz may result in (0 %) being assigned for that assessment. Unexcused absence from an activity for which attendance is may be considered an issue of Professionalism.
- e. Any student who arrives late will not be allowed to attend the class and will be marked absent.

B. Exam Attendance:

- a. A student who is more than 10 minutes late, will not be permitted to submit the exam.
- b. A student who is late more than 30 minutes will not be permitted to submit the final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

2. Exams Policies:

- a. Students are expected to take their exams on time and as scheduled by their instructors.
- b. Student who are unable to take (quiz, midterm or final) exam due to any reason should contact their instructor immediately.
- c. Make-up exams are of the responsibility of faculty committee.
- d. A final exam, paper, or project is required in all courses.
- e. Seminars and workshops are included in evaluation criteria.

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- f. Only registered undergraduate and graduate credit students are allowed to take final exams.
- g. If you are unable to take the final exam at the scheduled time without any acceptable excuse, you may not be allowed to rearrange the final exam separately (Make-up).
- h. If you attend the final exam and do not submit the exam sheet, or do not complete the exam for any reason, you are not allowed to complete the final exam at another time or appeal for a final make-up exam and will be assigned failing for the final exam.
- i. If you do not take your final exam and did not withdraw from the course by the withdrawal deadline you will assign a failing grade for the final exam.
- 3. Cheating Policies:** Cheating is officially defined as giving or attempting to give, obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Plagiarism is no lesser an offense than cheating, it means repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.
- 4. Penalty for cheating and plagiarism:** The failing grade, shall be assigned for that piece of work to any students cheating or plagiarizing.
- 5. Mobiles:** Mobile phones should be kept turned off or silent while in class. Usage of mobile phones is not allowed in classes in any form (talking and/or texting).

8. Course Grading System:

Assessment Tools	Weight (100%)	Description
Exams (Midterm and Final)	95%	<ul style="list-style-type: none">- MCQs and fill in the space questions- Short essay- Matching
Tasks	5%	<ul style="list-style-type: none">- Presentations- Dialogs- HomeWorks

9. Course Outlines/ Schedule:

Week	Topic	Chapter	Reference	Estimated number of hours	Teaching method		ILOs
					Theoretical Lectures	Practical Laboratories	
1,2	Communication Process	1	Communication skills S. K. Jha Dairy Extension Division NDRI, Karnal Meena Malik Research, Coordination and Management Unit NDRI, Karnal.	6	√		1
3	Basic Communication Skills	2	Communication skills S. K. Jha Dairy Extension Division NDRI, Karnal Meena Malik Research, Coordination and Management Unit NDRI, Karnal.	3	√		1,2&3
4,5	Technical Skills for Effective Communication	3	Communication skills S. K. Jha Dairy Extension Division NDRI, Karnal Meena Malik Research, Coordination and Management Unit NDRI, Karnal.	6	√		4
6	Oral Communication	4	Communication skills S. K. Jha Dairy Extension	3	√		3



			Division NDRI, Karnal Meena Malik Research, Coordination and Management Unit NDRI, Karnal.				
7	Writing skills		A. Successful writing at work: by Philip C. Kolin	3	√		2
8	Mid-term exam				√		
9, 10	Presentation skills Common grammatical mistakes	6	Communication skills S. K. Jha Dairy Extension Division NDRI, Karnal Meena Malik Research, Coordination and Management Unit NDRI, Karnal. Language: structure and use: by Scott, Foresman	6	√		5
11, 12	Effective Negotiation Research techniques	7	Effective Negotiation: From Research to Results 2nd Edition Language: structure and	6	√		5



			use: by Scott, Foresman				
14	Final exam				√		