

**Voluntary Work VOW 101**  
**An Optional Subject**

Kingdom of Saudi Arabia  
National Commission for  
Academic Accreditation & Assessment

المملكة العربية السعودية  
الهيئة الوطنية للتقويم  
والاعتماد الأكاديمي

### Course Specifications


<b>Institution</b> Az Zulfi College of Education	<b>Date of Report</b>
<b>College/Department:</b> Educational Sciences	
<b>A. Course Identification and General Information</b>	
<b>1. Course title and code:</b> Voluntary Work VOW101	
<b>2. Credit hours:</b> 2 hours	
<b>3. Program(s) in which the course is offered.</b> (If general elective available in many programs indicate this rather than list programs) BA in Education (All majors)	
<b>4. Name of faculty member responsible for the course</b> Ghada Al Mansi	
<b>5. Level/year at which this course is offered:</b> Optional Subject that is normally taken during the first four levels of the BA program	
<b>6. Pre-requisites for this course (if any)</b> None	
<b>7. Co-requisites for this course (if any)</b> None	
<b>8. Location if not on main campus</b> Az Zulfi College of Education	
<b>9. Mode of Instruction (mark all that apply)</b>	
a. Traditional classroom	<input checked="" type="checkbox"/> What percentage? 30%
b. Blended (traditional and online)	<input checked="" type="checkbox"/> What percentage? 30%
c. e-learning	<input checked="" type="checkbox"/> What percentage? 20%
d. Correspondence	<input type="checkbox"/> What percentage?
f. Other	<input checked="" type="checkbox"/> What percentage? 20%
<b>Comments:</b> Encouraging students to put the acquired skills to practice.	
<b>B Objectives</b>	
<b>1. What is the main purpose for this course?</b> Getting acquainted to the notion of voluntary work and how to organize it.	
<b>2. Did you describe any plans for developing and improving the course that you believe</b>	

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)  
Watching old expositions, documentaries and reviewing old reports and research in the field.

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الرقم: ٥٦٦٢٨٦ التاريخ: ١٤٣٧/٠٢/١٨ عدد المرفقات: \*

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**C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)**

**1. Topics to be Covered**

List of Topics	No. of Weeks	Contact Hours
1. What is voluntary work? Understanding voluntary work from religious and a sociological viewpoints	2	4
2. Voluntary work in Islam	1	2
3. The organization, administration and the theories of voluntary work.	2	4
4. Issues related to Voluntary work	2	4
5. Social care and human society (the case of KSA)	2	4
6. Charity Organizations : Mission and Role	2	4
7. The Scope of voluntary work	1	2
8. Designing Voluntary programs within the Islamic organizations.	1	2

**2. Course components (total contact hours and credits per semester):**

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	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	14	NA	NA	NA	NA	28
Credit	2	NA	NA	NA	NA	28

3. Additional private study/learning hours expected for students per week.

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	<b>Knowledge</b>		
1.1	Understanding voluntary work in the Saudi Society.	Discussion and Debate	Reports and Exams
1.2	The scope of Voluntary work in Saudi Arabia	Interactive learning	Reports and Exams

1.3	Knowing the skills of the social specialist and the techniques of voluntary work.	Discussion and debate	Reports and Exams
1.4	Governmental and Private organizations in Saudi Arabia.	E-learning	Reports and Exams
1.5	Acquiring the ability to think logically	E-learning	Reports and Exams
2.0	<b>Cognitive Skills</b>		
2.1	Categorizing the domains of voluntary work	Interactive learning	Discussion & Debate
2.2	Comparing the different Saudi organizations of voluntary work.	Discussion	Collective Reports
2.3	Analyzing the sources of voluntary work.	Problem solving	Empirical Testing
2.4	Making Recommendations for voluntary work	Discussion & Debate	Empirical Testing
2.5	Evaluating the programs of voluntary work	Discussion & Debate	Collective Learning
3.0	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	Designing voluntary programs for Saudi Society.	Brainstorming	Self-evaluation
3.2	Observing the ethics of voluntary work	Interactive Learning	Research/Investigation
3.3	Promoting the culture of voluntary work in the environment.	Brainstorming	Discussion & Debate
3.4	Implementing a love for voluntary work	Research/Investigation	Assignments
4.0	<b>Communication, Information Technology, Numerical</b>		
4.1	Acquiring the skills to carry out research.	Self-learning	Summer participation

4.2	Interacting in a group	Self-Learning	Evaluating the Quran
4.3	Communicating with voluntary organizations	Discussion	Summer Participation
4.4	Acquiring the ability to use search engines .	Online research	Discussion
5.0	<b>Psychomotor</b>		
5.1	NA		

**Suggested Guidelines for Learning Outcome Verb, Assessment, and Teaching**

NQF Learning Domains	Suggested Verbs
<b>Knowledge</b>	list, name, record, define, label, outline, state, describe, recall, memorize, reproduce, recognize, record, tell, write
<b>Cognitive Skills</b>	estimate, explain, summarize, write, compare, contrast, diagram, subdivide, differentiate, criticize, calculate, analyze, compose, develop, create, prepare, reconstruct, reorganize, summarize, explain, predict, justify, rate, evaluate, plan, design, measure, judge, justify, interpret, appraise
<b>Interpersonal Skills &amp; Responsibility</b>	demonstrate, judge, choose, illustrate, modify, show, use, appraise, evaluate, justify, analyze, question, and write
<b>Communication, Information Technology, Numerical</b>	demonstrate, calculate, illustrate, interpret, research, question, operate, appraise, evaluate, assess, and criticize
<b>Psychomotor</b>	demonstrate, show, illustrate, perform, dramatize, employ, manipulate, operate, prepare, produce, draw, diagram, examine,

	construct, assemble, experiment, and reconstruct	
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**5. Schedule of Assessment Tasks for Students During the Semester**

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Final Exam	As Scheduled	60%
2	Midterm	Mid of the term	20%
3	Collective Voluntary Project	During the semester	20%

**D. Student Academic Counseling and Support**

**1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)**

- Weekly office hours: four hours a week.

**E. Learning Resources**

**9. List Required Textbooks**

- Ben Ismail Aymen & Selmi Abdullah (2005) *The Administration of Voluntary Work*.
- Sarhan Houda (2012) *Voluntary Work between Theory and Practice*.

• Yukari, Hadil A. *A Guide to the Language of Voluntary Work*.

**10. List Essential References Materials (Journals, Reports, etc.)**

• **Tmimi Fatma Abdulah. (2009) *We Are all Volunteers*.**

**3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)**

• Al Khaib Abdullah et al (2002) *Voluntary Collective Work*.

• Mouhib Raed Abdelaziz (1428). *A guide to Ideas for Voluntary Organizations*.

**11. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)**

Google and other search Engines..

**5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.**

**F. Facilities Required**

**Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)**

**1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)**  
A classroom equipped with OHD Projectors.

**2. Computing resources (AV, data show, Smart Board, software, etc.)**  
A classroom equipped with a podium and an interactive board.

**3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or**

attach list)

None

**G Course Evaluation and Improvement Processes**

**1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching**  
Students' questionnaires and surveys

**2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor**  
**Students' performance in class, their weekly input, exams and projects.**

**3 Processes for Improvement of Teaching**

- Referring to findings of research and works of scholars to update knowledge and techniques.
- Colleagues' observation and feedback

**12. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)**

- Check marking of random samples by an independent faculty member
- Home Assignments.

**5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.**

