Syllabus*: Head and Neck Anatomy (2219011271)

First Semester 2024-2025

COURSE INFORMATION	
Course Name: Head and Neck Anatomy **Semester:** First/Second year **Department:** Department of Basic Dental Sciences **Faculty:** Dentistry	**Course Code:** 2219011271 **Section:** **Core Curriculum**:
Day(s) and Time(s): Monday: 10:00-11:30 Wednesday: 10:00-11:30 **Classroom:** صيدلة 101	**Credit Hours:** 4 (3 theory, 3 practical) **Prerequisites**: 2219011171

COURSE DESCRIPTION

This course introduces second year dental students to advanced knowledge of head and neck anatomy in the context of normal functional organization and common clinical conditions. With focus on skeletal structures, muscles of the head and neck region and neurovascular supply. It also introduces student to all stages of head and neck development and related abnormalities. Students will also learn relevant neuroanatomy to help them integrate related concepts and to understand the relationship between anatomical structures and their functions, and its clinical aspects. And effectively use anatomical terminology confidently.

DELIVERY METHODS

The course will be delivered through a combination of active learning strategies. These will include:

- PowerPoint lectures and active classroom-based discussion
- Collaborative learning through small groups acting in an interdisciplinary context.
- Relevant films and documentaries
- Video lectures
- E-learning resources: e-reading assignments and practice quizzes through Model and Microsoft Team

FACULTY INFORMATION

Name	**Dr. Jihad Ahmad Al-Zyoud**
Academic Title:	**Associate Professor**
Office Location:	
Telephone Number:	
Email Address:	
Office Hours:	*Please send an e-mail (---- @hu.edu.jo) to meet at any other time.*
Name	**Dr. Heba Abedrabboh Ali (Course coordinator)**
Academic Title:	**Assistant Professor**
Office Location:	
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Email Address:	
Office Hours	Please send an e-mail (heba_ali@hu.edu.jo) to meet at any other time.
Name	**Dr. Ahmad Amer**
Academic Title:	**Assistant Professor**
Office Location:	
Telephone Number:	
Email Address:	
Office Hours	Please send an e-mail (@hu.edu.jo) to meet at any other time.

REFERENCES AND LEARNING RESOURCES

Required Textbook:

1. Clinical Anatomy by Regions

Richard S. Snell))

All compulsory weekly readings are available electronically on Model.

Suggested Additional Resources:

1. Clinical Anatomy for Medical Students By R.S. Snell.
2. Before we are born By K.L. Moore and T.V.N. Persaud.
3. Atlas of Human Anatomy By Frank H. Netter.

Useful Web Resources: http://www.

STUDENT LEARNING OUTCOMES MATRIX*

Core Curriculum Learning Outcomes	Program Learning Outcomes	Course Objectives	Course Student Learning Outcomes	Assessment Method
Medical and dental knowledge	Demonstrate medical and dental knowledge of basic Head and Neck anatomical sciences	**Skull I** Locate and describe the bones that make up the cranium.	1. Identify the bones forming the skull, and their major features. 2. Describe the cranial vault and base**.** 3. Identify the boundaries and contents of anterior, middle, and posterior cranial fossae. their foramina/fossae/canals in each, and the structures they transmit. 4. Identify the type and structure of the joints between skull bones sutures**.**	• Exams • Quizzes • "On-line' reading assignments • homework assignments
		Skull II	1. Describe the facial skeleton, the bony components of the orbit and the triangle of the face. 2. Describe bony and cartilaginous components of the nose and nasal septum and the upper and lower jaws bones. 3. Identify parts of the hard palate. 4. Describe the structure and functions of paranasal sinuses.	• Exams • Quizzes • "On-line' reading assignments
		Cervical Vertebrae & Hyoid Bone Describe and understand the osteological features of the cervical spine and hyoid bone	1. Describe the structure of hyoid bone, and cervical spine, and their important features 2. Describe the unique features of cervical vertebrae particularly C1, C2, and C7 and the difference between typical and atypical cervical vertebrae	• Exams • Quizzes • "On-line' reading assignments

			3. Describe the structure and function of atlanto-occipital and atlanto-axial joints.	
		Fasciae of The Neck Describe the anatomy of fasciae associated with the neck	1. Describe the arrangement and functions of the superficial and deep cervical fascia on cross-sections. 2. Describe the contents of the superficial fascia of the neck (muscle, cutaneous nerves and blood vessels). 3. Describe the structure, distribution and partitions of the deep fasciae of the neck. 4. Describe the structure and contents of investing layer, pretracheal, prevertebral fasciae and the carotid sheath. 5. Describe the boundaries and divisions of the retropharyngeal space and its clinical significance.	• Exams • Quizzes • "On-line' reading assignments
		Muscles of The Neck Understand the major muscles and muscle groups of the neck with an emphasis on attachments, actions, and innervations	1. Identify the muscles of cervical region, including their attachments, innervation, and major actions. 2. Describe the origin, insertion and actions of supra-hyoid and infra-hyoid muscles 3. Describe muscle groups of cervical vertebral muscles. 4. Describe the attachments, action and innervation of scalene muscles and the borders and structure passing through scalene hiatus. 5. Describe the roots and trunks of the brachial and note the formation, relations, and distributions of the phrenic nerve 6. and the Ansa cervicalis	• Exams • Quizzes • "On-line' reading assignments

		Anterior and posterior triangles of the neck Identify the triangles of the neck, the boundaries of each, and the major contents of each.	1. Describe the subdivision, contents and borders of the anterior neck triangle and sub-triangle. 2. Describe the borders of the posterior triangle of the neck and the muscles forming the floor of this triangle 3. The subdivision of the anterior and posterior triangles, borders and contents of each sub-triangle. 4. Describe the external carotid artery and its main branches. 5. Explain the structure and function of the carotid body and carotid sinus. 6. Describe the vasculature of the thyroid gland. 7. The structure and branches arising from the subclavian artery.	• Exams • Quizzes • "On-line' reading assignments
		The Face, Scalp and Meninges	1. Identify the contents of the face region with emphasis on the muscles of facial expression and their actions. 2. Describe the distribution of the terminal branches of facial nerves. 3. Describe the different layers and structure of the scalp. 4. Describe the motor and sensory innervation of the face and scalp. 5. Describe the sensory innervation and blood supply of the face and scalp. and lymph drainage from the scalp and face. 6. Describe the cranial meninges with dural reflections and partitions. Explain the anatomical basis for epidural, subdural, and subarachnoid cranial hemorrhages.	• Exams • Quizzes • "On-line' reading assignments

		The Brain I Describe the major parts of the brain	1. Identify the major components of the brain and their functional significance. 2. The difference between the central and peripheral nervous systems. 3. The major parts of the brain and its main lobes. 4. The outer and inner structure of the cerebral hemispheres. 5. The main sulci and gyri of the cerebrum. 6. The main functional regions of the cerebrum. 7. The structure of thalamus and hypothalamus.	• Exams • Quizzes • "On-line' reading assignments
		The Brain II	1. Describe the structure of the midbrain and hindbrain. 2. Define the brainstem and the cerebellum. 3. Describe the cerebrospinal fluid (CSF) and ventricular system of the brain. 4. Describe the flow of cerebrospinal fluid and the role of arachnoid villi/granulations in maintaining flow of CSF. 5. Describe the arterial supply of the brain (The internal carotid artery (ICA) and its branches.	• Exams • Quizzes • "On-line' reading assignments
		The Cranial Nerves I Understand the basics of cranial nerves **(I-VI)**	1. Describe the name, number,type (sensory/motor/both) and general regions/structures innervated by each of the 12 pairs of cranial nerves. 2. Identify each of the cranial nerves as it leaves the cranial cavity and indicate the foramina used in exiting the cranium, and any major accompanying structures (e.g., blood vessels). 3. Trace the course of each of the cranial nerves from its origin at the base of the brain to its destination(s).	• Exams • Quizzes • "On-line' reading assignments

			4. Identify the structure and pathway of the olfactory nerve and optic nerve. 5. Describe the structure, pathway of the nerves acting on the eyeball (oculomotor, trochlear and abducent nerves). 6. Understand the structure, pathway and branches of the Trigeminal nerve	
		The Cranial Nerves II (V-XII)	1. Explain the route and branches given by each part of the facial and vestibule-cochlear nerve. 2. Describe the structure and function of the glossopharyngeal nerve. 3. Explain the distribution and functions of the vagus nerve. 4. Understand the origin, pathway and function of the accessory nerve including its cranial and spinal roots. 5. The muscles supplied by the hypoglossal nerve and action. 6. Explain (Bell's) palsy and how to distinguish between Bell's palsy and a cerebrovascular accident (CVA)	• Exams • Quizzes • "On-line' reading assignments
		Temporal, Infratemporal and pterygopalatine fossae	1. Describe the significant bony landmarks delineate the temporal fossa, infratemporal, and pterygopalatine fossae. 2. Identify the major structures contained in each region and trace the flow of blood through the maxillary and superficial temporal arteries. 3. Identify and trace the courses of, the nerves that traverse the above fossae. 4. Describe the pathway and branches of the mandibular division of trigeminal nerve (V3). 5. Describe the structure, function and relationships of the otic ganglion.	• Exams • Quizzes • "On-line' reading assignments homework assignments

			6. Explain the pathway and function of chorda tympani of the facial nerve. 7. Describe the parts and branches of the maxillary artery. Understand the structure and relations of the parotid gland including the important anatomical structure (vessels and nerves) inside it.	
		The Oral Cavity and salivary glands	1. Describe the boundaries and subdivisions of the oral vestibule and oral cavity proper. 2. Identify the muscles of the oral cavity, palate, auditory tube and their attachments, actions, and innervation, and oro-pharyngeal isthmus, palate-glossal and palate-pharyngeal arches. 3. Describe the structure and attachment of the tongue and identify its extrinsic and intrinsic muscles and their motor nerve supply. 4. Explain the sensory innervation and blood supply of different parts of the tongue. 5. Describe the structure, location, innervation, lymphatic drainage, secretory drainage, and general relationships of the parotid, submandibular, and sublingual salivary glands. 6. Describe the clinical significance of the relationship between the parotid gland, its duct, and the extracranial distribution of the facial nerve. 7. Describe sensory innervation of different components of the oral cavity including the innervation of teeth.	• "On-line" reading assignments • Term project
		The Palate and Nasal Cavity	1. Identify bones and cartilages participating in forming the walls of nasal cavities, nasal	• Term project

			framework and paranasal sinuses. 2. Describe the relationship of each sinus to the surrounding oral, orbital, and cranial cavities. 3. Describe the hard and soft palate with emphasis on blood supply and sensory innervation of its different parts. 4. Understand the attachment, action and innervation of muscles of the soft palate and their role in the swallowing process. 5. Describe the internal structure, walls and lining of the nasal cavity. 6. Define the openings in each nasal meatus. 7. Understand the sensory innervation and blood supply of the nasal cavity.	
		The Larynx Describe the anatomy and function of the larynx.	1. Identify the major morphological features, cartilaginous framework, membranes and ligaments of the larynx. 2. Explain the structure of the epiglottis, glosso-epiglottic folds and valleculae. 3. Describe the laryngeal inlet and the laryngeal cavity. 4. Define true and false vocal folds. 5. Understand the attachment, action and innervation for each extrinsic and intrinsic muscle of the larynx and their roles in sound production 6. Explain the blood supply, sensory and motor innervation of different parts of the larynx. 7. Understand the pathway and function of the external, internal and recurrent laryngeal nerves.	•
		The Pharynx	1. Describe the three divisions of the pharynx (nasopharynx,	•

		Describe the location, structure and function of the pharynx	oropharynx and laryngopharynx). 2. Identify the origin, insertion and action of the circular and longitudinal muscles of the pharynx. 3. Describe the structure and muscles attached to the pharyngeal raphe and pterygo-mandibular raphe. 4. Describe the inner structure of each part of the pharynx such as the pharyngeal and palatine tonsils, auditory tube opening, the piriformis fossae and Killian's dehiscence 5. Understand the sensory innervation and blood supply of different parts of the pharynx. 6. Understand the anatomy of ''gag'' reflex	
		The Temporo-mandibular Joint (TMJ) and Muscles of Mastication	1. Describe the components of the temporomandibular joint (TMJ). Describe the mechanisms of opening and closing the jaws. 2. Understand the internal compartments of the TMJ and the articular disc and the extrinsic and intrinsic ligaments. 3. Describe the movements of the TMJ and connect them with mandibular movements. 4. Understand the clinical conditions related to the TMJ such as dislocation of the TMJ and displacement of the TMJ disc and how they are managed. 5. Identify the muscles of mastication, their attachments, sources of innervation, blood supply and major actions in chewing	•
		The Orbit Describe the structure and	1. Identify the bony elements of the orbit, indicating the major structures surrounding the	•

		contents of the orbital cavity.	orbit, and the position of the eyeball relative to the orbit. 2. Identify the openings of the orbital cavity and the structures passing through each. 3. Identify the extraocular muscles, their actions, and their nerve supply. 4. Describe the pathway and function of the nerves of the orbit including the optic nerve, branches of the ophthalmic nerve, oculomotor, trochlear and abducent nerves. 5. Mention the branches of the ophthalmic artery. 6. Identify the components of the lacrimal apparatus. -	
		Special sensory organs Eye & Ear	1. Describe the layers of the eyeball. 2. Describe the structure of different parts of the fibrous coat of the eyeball (cornea & sclera). 3. Describe the structure of different parts of the vascular coat of the eyeball (choroid, ciliary body and iris). 4. Describe the structure of different parts of the nervous coat of the eyeball 5. Understand the structure, action and innervation of the muscles of the iris and how they control the diameter of the pupil. 6. Define the parts of the ear (external, middle and internal ear). 7. Describe the different parts of the auricle and the external auditory meatus. 8. Understand the sensory innervation of different parts of the external ear. 9. Describe the structure, layers, linings and parts of the tympanic membrane.	•

			10. Understand the structure of the middle ear cavity. 11. Describe the structure and relationships for each wall of the middle ear cavity. 12. The contents of the middle ear cavity. 13. Understand the structure, function and innervation of stapedius and tensor tympani muscles. 14. Describe the bony and membranous labyrinth.of the inner ear.	
		The Autonomic Nervous System of The Head and Neck Describe how do parasympathetics travel within the head and neck and identify the 4 ganglia associated with the parasympathetic	1. Understand the concept of sympathetic and parasympathetic nervous systems and the difference between their ganglia. 2. Describe the superior, middle and inferior cervical ganglia. 3. Describe the location and structure of the ciliary, otic, pterygopalatine and submandibular ganglia. 4. Explain the suspending nerve, origin of preganglionic, and distribution of postganglionic fibers for each parasympathetic ganglion.	•
		Blood Vessels and Lymphatics of the Head & Neck	1. Describe the vascular supply and venous drainage of the neck 2. Describe the lymphatic drainage of the neck and indicate the major aggregations of lymph nodes 3. Describe the origin and path of the subclavian and common carotid arteries. 4. Describe the branches arising from each part of the subclavian artery. 5. Describe the branches arising from the external carotid artery. 6. Define the parts and branches of the internal carotid artery. 7. Understand the arterial supply of the brain.	•

			8. Identify the veins of the head and neck region and their tributaries including the cerebral veins, dural venous sinuses, veins of the face, veins of the scalp and veins of the neck 9. Describe the formation of the cerebral arterial circle and explain its functional and clinical significance. 10. Understand the lymphatic drainage and regional lymph nodes of the head and neck region. 11. Describe the two main arteries supplying the brain and their clinical importance of the cerebral arterial circle (Circle of Willis) and map out the dural venous sinuses.	
		Embryology of the head and neck (Branchial Arches)	1. Understand the concept of the pharyngeal arches, pouches and clefts. 2. Describe the internal structure for each pharyngeal arch including the cartilaginous, nervous, muscular and vascular elements. 3. Mention the adult derivatives for each arch cartilage. 4. Describe the nerve elements and muscles derived from each arch. 5. Explain the development of the face. 6. Explain the development of the tongue and how different parts of the adult tongue are innervated according to their pharyngeal arch origins.	•
		Radiographic Anatomy of The Head and Neck	1. Understand the basic physics of X-rays 2. Understand the various extraoral head and neck projections and the use of each one.	•

			3. Understand the various intraoral use of each one in the dental clinic. 4. Have a general understanding of the CT and MRI imaging techniques.	

** يتم تعديلها وفقا لما يتم تحديده لكل مساق بالتنسيق مع الكلية والقسم المعني*

ACADEMIC SUPPORT

It is The Hashemite University policy to provide educational opportunities that ensure fair, appropriate and reasonable accommodation to students who have disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their Instructor to ensure that their individual needs are met. The University through its Special Need section will exert all efforts to accommodate for individual's needs.

Special Needs Section:
Tel:
Location:
Email:

COURSE REGULATIONS

Participation

Class participation and attendance are important elements of every student's learning experience at The Hashemite University, and the student is expected to attend all classes. A student should not miss more than 15% of the classes during a semester. *Those exceeding this limit of 15% will receive a failing grade regardless of their performance*. It is a student's responsibility to monitor the frequency of their own absences. **Attendance record begins on the first day of class irrespective of the period allotted to drop/add and late registration. It is a student's responsibility to sign-in; failure to do so will result in a non-attendance being recorded.**

In exceptional cases, the student, with the instructor's prior permission, could be exempted from attending a class provided that the number of such occasions does not exceed the limit allowed by the University. The instructor will determine the acceptability of an absence for being absent. A student who misses more than 25% of classes and has a valid excuse for being absent will be allowed to withdraw from the course.

Plagiarism

Plagiarism is considered a serious academic offence and can result in your work losing marks or being failed. HU expects its students to adopt and abide by the highest standards of conduct in

their interaction with their professors, peers, and the wider University community. As such, a student is expected not to engage in behaviours that compromise his/her own integrity as well as that of the Hashemite University.

Plagiarism includes the following examples and it applies to all student assignments or submitted work:

- **Use of the work, ideas, images or words of someone else without his/her permission or reference to them.**
- **Use of someone else's wording, name, phrase, sentence, paragraph or essay without using quotation marks.**
- **Misrepresentation of the sources that were used.**

The instructor has the right to fail the coursework or deduct marks where plagiarism is detected

Late or Missed Assignments

In all cases of assessment, students who fails to attend an exam, class project or deliver a presentation on the scheduled date without prior permission, and/or are unable to provide a medical note, will automatically receive a fail grade for this part of the assessment.

- Submitting a term paper on time is a key part of the assessment process. Students who fail to submit their work by the deadline specified will automatically receive a 10% penalty. Assignments handed in more than 24 hours late will receive a further 10% penalty. Each subsequent 24 hours will result in a further 10% penalty.
- In cases where a student misses an assessment on account of a medical reason or with prior permission; in line with University regulations an incomplete grade for the specific assessment will be awarded and an alternative assessment or extension can be arranged.

Student Complaints Policy

Students at The Hashemite University have the right to pursue complaints related to faculty, staff, and other students. The nature of the complaints may be either academic or non-academic. For more information about the policy and processes related to this policy, you may refer to the students' handbook.

COURSE ASSESSMENT

Course Calendar and Assessment

Students will be graded through the following means of assessment and their final grade will be calculated from the forms of assessment as listed below with their grade weighting taken into account. The criteria for grading are listed at the end of the syllabus

Assessment	Grade Weighting	Deadline Assessment
Midterm exam	30%	Week 8 (exact date) TBD
Quizzes	5%	During the course
Practical	25%	
Final Exam	40%	Week 16 (exact date TBD)

Description of Exams

Test questions will predominately come from material presented in the lectures. Semester exams will be conducted during the regularly scheduled lecture period. Exam will consist of a combination of multiple choice, short answer, match, true and false and/or descriptive questions.

Homework: Will be given for each chapter, while the chapter in progress you are supposed to work on them continuously and submit in next lecture when I finish the chapter.

You are also expected to work on in-chapter examples, self-tests and representative number of end of chapter problems. The answers of self-tests and end of chapter exercises are given at the end of the book.

Quizzes: Unannounced quizzes will be given during or/and at the end of each chapter based upon the previous lectures. It will enforce that you come prepared to the class.

No make-up exams, homework or quizzes will be given. Only documented absences will be considered as per HU guidelines.

Grades are not negotiable and are awarded according to the following criteria*:

Letter Grade	Description	Grade Points
A+	Excellent	4.00
A		3.75
A-		3.50
B+	Very Good	3.25
B		3.00
B-		2.75

C+	Good	2.50
C		2.25
C-		2.00
D+	Pass	1.75
D	Pass	1.50
F	Fail	0.00
I	Incomplete	-

** يمكن التعديل حسب طبيعة البرنامج (بكالوريوس/دراسات عليا)*

WEEKLY LECTURE SCHEDULE AND CONTENT DISTRIBUTION

مثال على التوزيع : مساق الكيمياء العامة 101

"Lecture hours and weeks are approximate and may change as needed"

Note: For Chem 101 sections with 2 lecture periods per week (S/T, M/W or T/R), one lecture period covers 1.5 lecture hours (80 minutes). The course content specifies the sections in chapters 1-10 of the textbook that will be included in quizzes, homework and exams.

Week	Date	Topic	

1	7/10/2024	Skull I	1 hour lecture
	9/10/2024	Skull II	1 hour lecture
2	14/10/2024	Cervical Vertebrae & Hyoid Bone	1 hour lecture
	16/10/2024	Fasciae of The Neck	1 hour lecture
3	21/10/2024	Muscles of The Neck	1 hour lecture
	23/10/2024	Anterior and Posterior triangles of the Neck	1 hour lecture
4	28/10/2024	The Face, Scalp and Meninges	1 hour lecture
	30/10/2024	Brain I	1 hour lecture
5	4/11/2024	Brain II	1 hour lecture
	6/11/2024	The Cranial Nerves I	1 hour lecture
6	11/11/2024	The Cranial Nerves II	1 hour lecture
	13/11/2024	Temporal, Infratemporal and pterygopalatine fossae	1 hour lecture
7	18/11/2024	Oral cavity and Salivary glands	1 hour lecture
	20/11/2024	The Palate and Nasal Cavity	1 hour lecture
8	25/11/2024	**Midterm exams**	1 hour lecture
	27/11/2024		1 hour lecture
9	2/12/2024	The Larynx	1 hour lecture
	4/12/2024	The pharynx	1 hour lecture
10	9/12/2024	The Temporo-mandibular Joint (TMJ) and Muscles of Mastication	1 hour lecture
	11/12/2024	The orbit	1 hour lecture
11	16/12/2024	Special sensory organs Eye & Ear	1 hour lecture
	18/12/2024	The Autonomic Nervous System of The Head and Neck	1 hour lecture
12	13/5/2024	Blood Vessels and Lymphatics of the Head & Neck	1 hour lecture
	15/5/2024	Embryology of the head and neck (1)	1 hour lecture
13	23/12/2024	Embryology of the head and neck (2)	1 hour lecture
	25/12/2024	**عطلة عيد الميلاد**	1 hour lecture
14	30/12/2024	Radiographic Anatomy of The Head and Neck	
	1/1/2025	**رأس السنة الميلادية (عطلة)**	

15	6/1/2025	**Practical exams**	
16	12-23/1/2025	**Final exams**	

Head and Neck Anatomy Laboratory Syllabus

Week	Date	Topic
1	14&16/10/2024	Skull
2	21&23/10/2024	Muscles of the Neck
3	21&23/10/2024	Face and Scalp
4	28&30/10/2024	TMJ & MOM
5	4&6/11/2024	Brain
6	11&13/11/2024	Temporal, infratemporal and pterygopalatine fossae
7	18&20/11/2024	Toungue
8	25 &27/11/2024	**Midterm exams**
9	2&4/12/2024	Pharynx
10	9&11/12/2024	Larynx
11	16&18/12/2024	Oral cavity and Salivary glands
12	13&15/12/2024	Palate and Nasal cavity
13	23/12/2024	Blood vessels and lymphatics of the Head & Neck
14	30/12/2024	
15 &16	TBD	**Practical & Final exams**

ASSESSMENT RUBRICS

Assessment Rubrics to be determined by the department. Add samples below.

Classroom Participation: Oral Presentation										
Element	**Excellent**			**Satisfactory**			**Needs Improvement**			**Points**
	8	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	
Organization	▪ There is a logical sequence of information; ▪ Title slide and closing slides are included appropriately.	▪ uses readings to support points; - articulates "fit" of readings with topic at hand.	▪ sometimes uses readings to support points; - occasionally articulates "fit" of readings with topic at hand.	▪ There is some logical sequence of information. ▪ Title slide and closing slides are included.	- rarely uses readings to support points; - rarely articulates "fit" of readings with topic at hand		▪ There is little or no logical sequence of information; ▪ Title slide and/or closing slides are not included.	▪ cannot use readings to support points; - cannot articulate "fit" of readings with topic at hand.		
Slide Design (text, colors, background, illustrations, size, titles, subtitles)	▪ Presentation is attractive and appealing to viewers.	- always a willing participant; - responds frequently to questions; - routinely volunteers point of view .	- often a willing participant; - responds occasionally to questions; - occasionally volunteers point of view .	▪ Presentation is somewhat appealing to viewers.	- somewhat willing participant, - rarely able to respond to questions; - rarely volunteers point of view .		▪ Little to no attempt has been made to make presentation appealing to viewers.	- never a willing participant - often unable to respond to questions; - never volunteers point of view .		
Content	▪ Presentation covers topic completely and in depth. ▪ Information is clear, appropriate, and accurate.	-always a willing participant; -acts appropriately during all role plays;	-often a willing participant; -acts appropriately during role plays;	▪ Presentation includes essential information. ▪ Some information is somewhat confusing, incorrect, or flawed.	-rarely a willing participant. -occasionally acts inappropriately during role plays;		▪ Presentation includes little essential information. ▪ Information is confusing, inaccurate, or flawed.	-never a willing participant -often acts inappropriately during role plays;		
Language	▪ Spelling, grammar, usage, and punctuation are accurate. ▪ Fluent and effective	- responds frequently to questions; -always volunteers point of view.	- responds occasionally to questions; -occasionally volunteers point of view.	▪ There are minor problems in spelling, grammar, usage, and/or punctuation.	-rarely able to respond to direct questions; -rarely volunteers point of view .		▪ There are persistent, severe spelling, grammar, usage, and/or punctuation errors. ▪ Lesson not fluent and effective.	- never able to respond to questions; - never volunteers point of view.		
Delivery	▪ Ideas were communicated with enthusiasm, proper voice projection, and clear delivery; ▪ There was sufficient eye contact with the audience. ▪ There was sufficient use of non-verbal communication skills. ▪ Appropriate delivery pace was used.	- always arrives on time; - always solicits instructors' perspective outside class .	- rarely arrives late; - occasionally solicits instructors perspective outside class .	▪ There was some difficulty communicating ideas due to lack of preparation, incomplete work, and/or insufficient eye contact. ▪ Insufficient use of non-verbal communication skills. ▪ Delivery pace is somewhat appropriate.	- occasionally arrives late; - lack of solicits instructors perspective outside class .		▪ There was great difficulty communicating ideas due to poor voice projection, lack of preparation, incomplete work, and/or little or no eye contact. ▪ No use of non verbal communication skills. ▪ Inappropriate delivery pace was used.	- often arrives late; - never solicits instructor's perspective outside class.		

Interaction with Audience	▪ Answers to questions are coherent and complete. ▪ Answers demonstrate confidence and extensive knowledge.	▪ Most answers to questions are coherent and complete. ▪ Answers somehow demonstrate confidence and extensive knowledge.	▪ Answers to questions are neither coherent nor complete. ▪ Is tentative or unclear in responses.	
	Total Score (Y x 5/16) =			

- ***يمكن اجراء التعديلات المناسبة حسب طبيعة المقرر وبالتنسيق مع الكلية المعنية وتحديد أنواع التعلم بوضوح (الكتروني، مدمج، وجاهي) ونماذج التعلم (نسبة التعلم الوجاهي الى الألكتروني ونسبة التعلم المتزامن الى غير المتزامن) التي سوف يتم اتباعها أثناء تدريس المساقات وبما يتوائم مع نسب الادماج المشار اليها في كتاب مجلس التعليم العالي رقم مع/.1427 .***