

Introduction and Professionalism

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A/Professor, Manager of the Student Success Center

Objectives

- To help the students reflect on their status as University students
- To discuss a set of university rules, regulations, and expectations
- To discuss the meaning of being a professional and the main characteristics a professional

But first..

- Who are we?!
- Why is this session important?
- How is it conducted?
- What role you can play to spread the message?

Being a Professional

- “Professionals develop a public and moral sense of responsibility to others by a clear sense of purpose, a strong commitment to serve the public, and a deep understanding of the ethic of the profession”
- “This responsibility is reflected in the way professionals behave toward their clients, toward each other, and towards the society”

A University Student is a Role Model in the making!

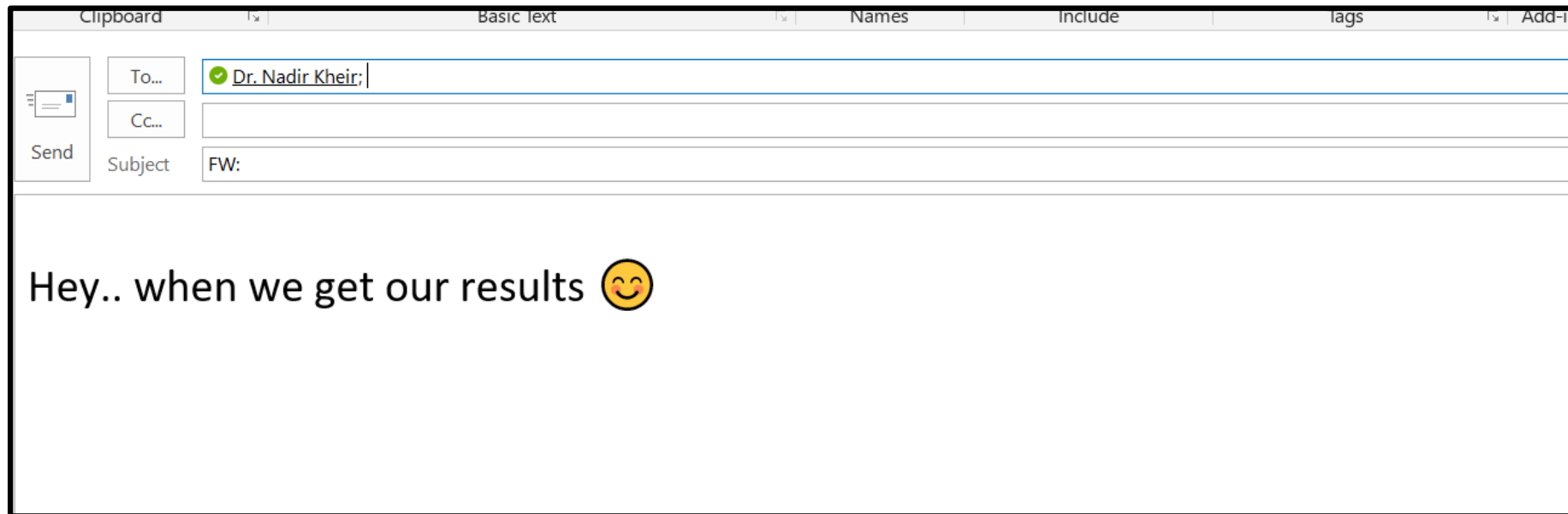
Excerpts from: Robert A. Buerki, Louis D. Vottero. The Profession of Pharmacy and Pharmaceutical care

Qualities of a University Student

Attribute	Details
A positive attitude towards study	Students demonstrate that they are ready to work hard and that they will be able to cope with the workloads of their chosen course
A passion for the chosen subject/major	Show extended interest in a subject above and beyond what is required in the classroom
Ability to think and work independently	To know that no one will be pushing you to do the work. Initiative is a vital skill
Have an enquiring mind	Be inquisitive, curious, daring in thought
Higher level of language	English language skills
An ability to work well in groups	Crucial skill. Requires maturity. Group work is synergy. Join AU clubs and societies

Communication essentials

- **Email:** writing professional emails: intro, body, signature



Clipboard Basic text Names Include tags Add-i


To... ✓ Dr. Nadir Kheir;

Cc...

Send Subject FW:

Hey.. when we get our results 😊

Clipboard Basic Text Names Include Tags Add-ins My Templates

To... ;  Dr. Nadir Kheir;

Cc...

Send Subject Exam Results






Dear Dr. Nadir


I hope you are well.

I am Emailia Yonus from Year 1 Pharmacy. I wish to ask about the results of quiz #1 (EM316). May I know when to expect them in Moodle?

Thank you so much.

Emailia Yonus (ID: 20201230)
Year 2, College of Communications and Email Strategies
Ajman University

www.ajman.ac.ae     

 **جامعة عجمان**
AJMAN UNIVERSITY

OVERALL
TOP 750
IN THE WORLD

Looking and Acting Professionally

- Noise in corridors
- Making appointments
- General looks
- Driving inside the campus
- Waiting around

Dress code:

Decency!

Some universities mandated these rules:

- No wearing $\frac{3}{4}$ (three quarters) trouser of any kind
- Not wear sleeveless attire and tiny strap wears without jacket
- Wear decent hairstyles
- No coloured weaves and attachments
- Wear earrings and necklaces of moderate sizes
- Not wear clothing that reveals tatoos

Building A University Student Profile

- What attributes form a University student?
 - ✓ **Personal:** Committed, goal-oriented, team-player
 - ✓ **Professional:** Ethical, honest, trust-worthy, respectful
 - ✓ **Societal:** Aware of societal role, desire to volunteer, accountable to society

Dr. Rawan Abukhait
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Academic Evaluation and Assessment

- Course Assessment
- Grading System
- Semester Grade Point Average
- Cumulative Grade Point Average
- Incomplete Grade
- Make-up Exam

Course Assessment

- The overall score is normally distributed as follows:
 - a. Semester tests and activities 50 percent
 - b. Mid-Semester examination 20 percent
 - c. Final examination 30 percent

Grading System

The university adopts the following grading system for all Undergraduate Programs and medicine:

All Programs				Medicine		
Grade	Grade Point	Percentage	Merit	Grade	Percentage	Merit
A	4	90-100	Excellent	A	90-100	Excellent
B+	3.5	85-89	Very Good (High)	B+	85-89	Very Good (High)
B	3	80-84	Very Good	B	80-84	Very Good
C+	2.5	75-79	Good (High)	C+	75-79	Good (High)
C	2	70-74	Good	C	70-74	Good
D+	1.5	65-69	Pass (High)	F	Less than 70	Fail
D	1	60-64	Pass			
F	0	Less than 60	Fail			
XF	0	N/A	Fail (Academic Integrity Violation)	XF	N/A	Fail (Academic Integrity Violation)
T	N/A	N/A	Transfer	T	N/A	Transfer
IP	N/A	N/A	In Progress	IP	N/A	In Progress
I	N/A	N/A	Incomplete coursework	I	N/A	Incomplete coursework
S	N/A	N/A	PLAR (Prior Learning Assessment and Recognition)	S	N/A	PLAR (Prior Learning Assessment and Recognition)

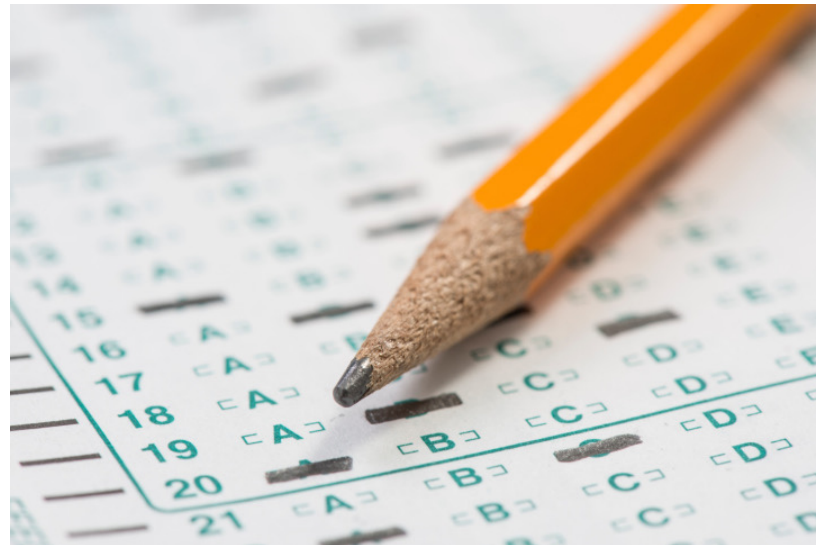
Semester Grade Point Average

For example, if a student obtains the results as set out in the table given below, his/her semester grade point average will be computed as follows: $GPA = (9+6+9+12+12+6)/18 = 54/18 = 3$

Subject	Credit Hours	Points	Product of Credit Hours by Point Grade
Mathematics 1	3	3	9
Statistics	3	2	6
Physics I	3	3	9
Islamic Culture	3	4	12
Arabic Language	3	4	12
Psychology	3	2	6
Total	18		54 points

Cumulative Grade Point Average

- The CGPA indicates the student's average performance overall semesters up to the final or current semester. It is calculated as follows: the total of the point grade of each course taken to date, multiplied by its credit hours, divided by the total number of credit hours taken



Incomplete Grade



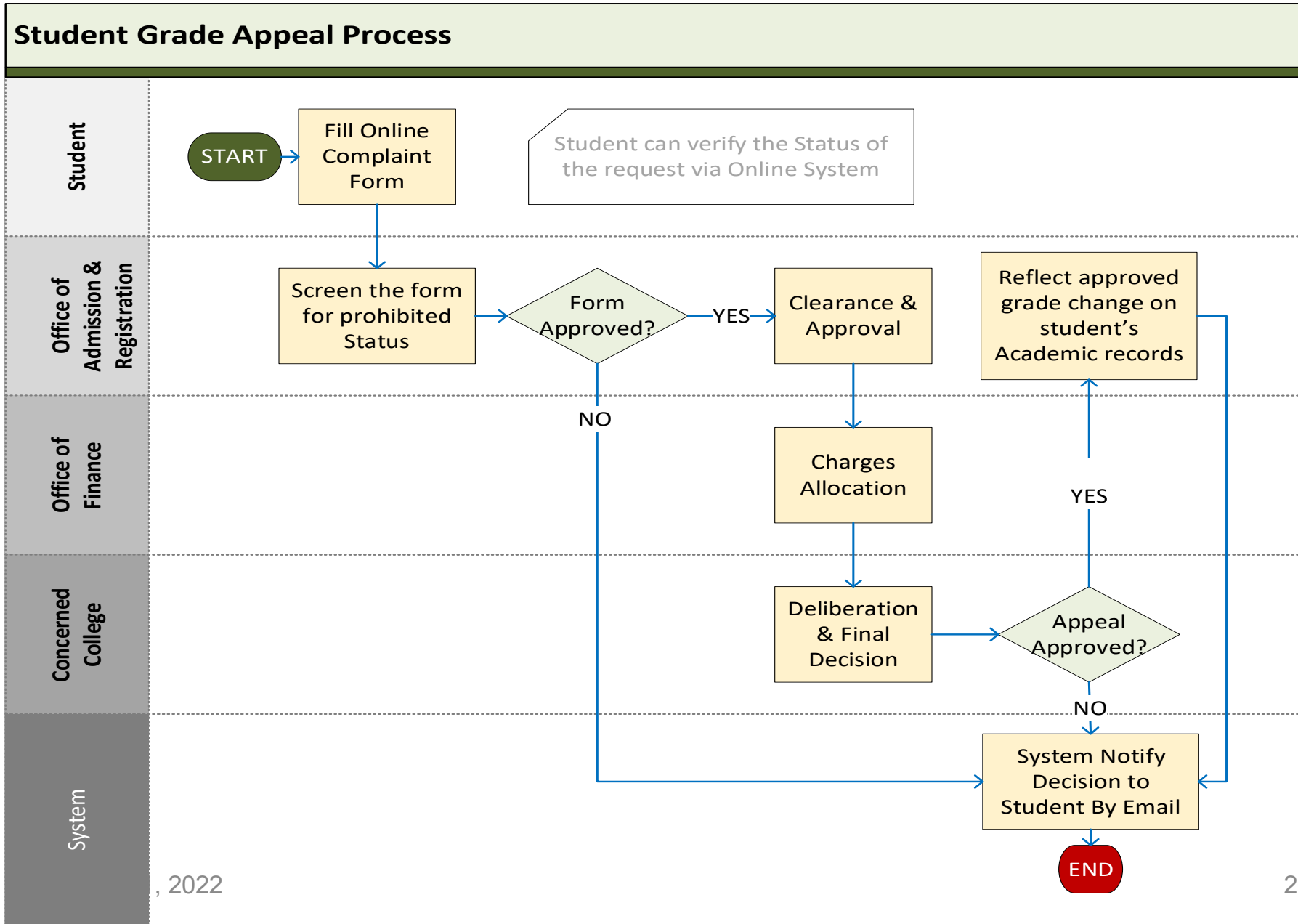
- Acceptable evidence for failure to attend a final examination due to an emergency consists of the following:
 - a. illness certified in a medical report approved by the University Clinic
 - b. death certificate of a first or second degree relative
 - c. arrest or summons before a court or other legal body
 - d. other excuses accepted by the College Council

Make-up Exam



- Students who have two final exams scheduled at the same time Or have three final exams scheduled on the same day, can request to sit for the make-up exam in accordance with the dates scheduled in the academic calendar

Student Grade Appeal



Graduation Requirements



A student will be awarded a degree subject to fulfilling the following requirements:

- a. Completion of all courses of the academic program
- b. Completion of practical training as specified in the study plan
- c. A CGPA of at least 2.0
- d. Submission of Clearance Certificate

Scaling System for Graduation

Scaling System for Graduation

Cumulative GPA	Merit	Cumulative GPA for Medicine	Merit for medicine
From 3.8 to 4.0	Excellent with Honor	From 3.8 to 4.0	Excellent with Honor
From 3.6 to less than 3.8	Excellent	From 3.6 to less than 3.8	Excellent
From 3.0 to less than 3.6	Very Good	From 3.0 to less than 3.6	Very Good
From 2.5 to less than 3.0	Good	From 2.5 to less than 3.0	Good
From 2.0 to less than 2.5	Satisfactory		



Attendance Policy

- Attending classes is compulsory for all courses
- A student will not be allowed to take the final examination if he/she has missed 25 percent of the classes in a given semester



Absence warning policies are set out below

- If a student is absent for 10 percent of theoretical and practical class hours, the lecturer will issue a 10 percent absence first warning
- If a student is absent for 20 percent of theoretical and practical class hours, the lecturer will issue a 20 percent absence second warning
- If a student is absent for 25 percent of theoretical and practical class hours, the lecturer will issue a 25 percent absence warning and the student will receive the grade of “F”



Academic Probation



- If a student's CGPA falls below 2.0 in any regular semester, starting from his/her second semester at the university, he/she will receive an academic warning. The Academic Advisor will notify students to submit a letter of undertaking to raise his/her CGPA to at least 2.0 in the following semester
- A student on probation must raise his/her CGPA to at least 2.0 within two semesters, not including the summer session

Academic Probation

- The study load of warned students will be reduced, as follows:
 1. First warning
 2. Second warning



Academic Probation



What If a student having a second warning has failed to raise his/her CGPA to 2.0 ?

Academic Integrity Policy



- Violation of the Code of Public Conduct
- Violation for: Filming, taking pictures, and forms of unacceptable behavior in the classroom including online classes
- Violation of Academic Integrity – Plagiarism
- Violation of Examination Rules

Violation of the Code of Public Conduct

1. Any act that violates the rules and regulations of the university or the units affiliated to it, or disrupts the requirements of the educational process on campus or off-campus.
2. Failure to abide by the dress code and public appearance code which are consistent with public morality.
3. Failure to comply with the instructions of the university security personnel or any of the university officials while performing their duties, such as student's refusal to prove his/her identity when so required or violating the directives and guidelines issued by the university, including those relating to Covid-19.
4. Any acts or statements or hints, expressed in person or via a social media outlet on-campus or off-campus, which constitute an insult to honor or dignity, or viewed as contrary to good conduct or might bring the university or its employees to disrepute.
5. Disrupting or causing disturbance to lectures, events, conventions organized inside or outside of the university, including online class sessions, events, activities, or proceedings by whatever mean(s) or incitement to do so. It also includes any disturbance to the arrangements or safety measures taken by the university relating to Covid-19.
6. Violation or disregard of health and safety rules and guidelines specified by the university and in particular those relating to Covid-19.
7. Using the university buildings or its physical or academic assets for purposes other than those intended without obtaining a permission from the university, or attempting to damage those assets.

Violation of the Code of Public Conduct

8. Presence in places where students are not allowed or failure to observe the time schedules for entry of students.
9. Distributing leaflets or issuing magazines without a prior written permission from the university management.
10. Placing posters in places other than the designated ones without a prior written permission from the university management, or writing on walls or furniture.
11. Misuse of any of the means of student transportation such as buses or other means of transportation.
12. Possession of devices, films, pictures, tapes, newspapers or magazines which contain materials incompatible with morality and decency within the university and its facilities, including the university residence halls.
13. Filming and Taking of Photographs: Using cameras on-campus (be it via mobile phones, portable computers or any other electronic devices) in a way that has a negative effect on others and the standing and image of the university.
14. Smoking or using electronic cigarettes, etc. in enclosed areas on campus or at the university housing facilities.
15. Carrying firearm or white weapons or possessing inflammable or explosive materials; possessing, using or selling drugs; circulating counterfeit money, etc.
16. Raising funds or collecting signatures without permission from the concerned authorities at the university or abusing the permission granted in this regard.
17. Using words, signs, images, graphics or any other means that offend national or religious sentiments.

Violation of the Code of Public Conduct

18. Any behavior involving discrimination against any student or member of the university community on the basis of gender, religion, age, disability, race, nationality, color or origin.
19. Committing or attempting to commit a crime of any kind, including theft, forgery of documents or using forged documents.
20. Stealing educational materials or tests, or illegally obtaining the same.
21. Unauthorized access to the website or electronic system of the university.
22. Altering of grades or any electronically stored data.
23. Knowingly providing false information to any of the university staff, faculty or administrative units.
24. Misuse of university records, documents, accounts, proofs of personal identity and computer software.
25. Causing material or moral damage to the University in whatever form it takes.
26. Possession, consumption, distribution of alcoholic drinks or material, or being under the influence of alcohol.

Violation for: Filming, taking pictures, and forms of unacceptable behavior in the classroom including online classes

1. Using cameras on-campus in a way that has a negative effect on others and the standing and image of the university
2. Making videos to record scenes of students attending online classes or taking their pictures as shown on the screen and sharing them through social media, email, websites, or any other public or private media platform



Violation for: Filming, taking pictures, and forms of unacceptable behavior in the classroom including online classes.

3. Displaying or sending offensive messages, videos, or pictures
4. Harassing, bullying, or annoying a participant in a classroom including online classes
5. Using inappropriate language in an educational setting including online classes



Violation of Examination Rules

Exam Rules
Make sure you know and follow the rules

 **No Talking**
- stop talking as soon as you enter the exam room

 **No Communication Devices**
- no cell, smart phones, smart watches, etc.
Anything that allows connection to the internet, allowing sending or receipt of text or email, will be turned off and left at the front of the exam room.

 **No Cheating**
- do not share answers during the exam

Note: Students found communicating with one another in any way or under any pretense, having unauthorized books, papers, electronic computing devices, data storage, or communication devices in the room, or using their mobile devices to cheat during the exam in any way will be reported by the Chief Examiner to the course instructor and the Registrar's Office. Procedures for Academic Dishonesty will be followed.



A collection of seven icons, each inside a red circle with a diagonal slash through it, indicating prohibition. The icons are: a thumbs down gesture, a hand writing on a piece of paper, a smartphone, a person talking to another person, a water bottle, a coffee cup, and a hamburger.

DONT'S

**ANY VIOLATION OF THE SAID RULES
WILL BE GROUNDS FOR DISQUALIFICATION
TO THE APPLICATION PROCESS.**

Violation of online Examination Rules

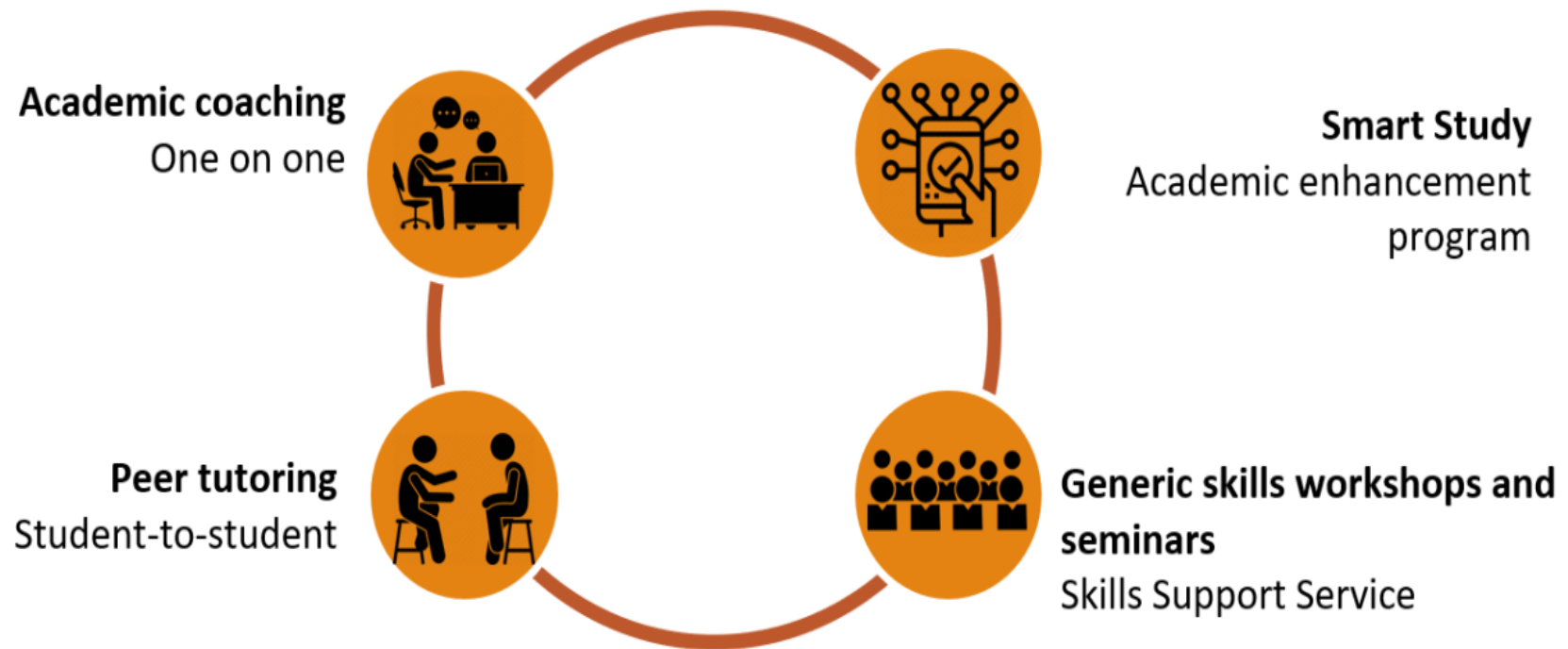
- Cheating in online examinations, tests, quizzes, assignments, projects, or any other form of assessed academic activity



The Student Success Center



Student Success Center



Student Success Center (SSC)

- The SCC will help students reach their full academic potential
- *Overall Role*
 - Provides student-tailored upskilling activities
- *Peer Tutoring*
 - Peer-to peer sessions will be organized to provide smart study support that helps in academic enhancement.
- *Learning skills workshops and seminars*
 - Groups sessions on an array of skills.



Students requesting tutorials can select a Peer Tutor (details displayed in the SSC website) and then write an email to the SSC: peertutor@ajman.ac.ae . The Peer Tutor will coordinate with the student the day and time of the tutorial.

The Career Counseling Center

- The Career Counseling Center serves AU students and alumni by helping them identify, plan and pursue their career goals
- **Some services:**
 1. Help new students to select courses appropriate to their career interests and aspirations
 2. Help students and graduates planning for their careers
 3. Offer guidance on skills necessary to meet evolving job requirements
 4. Help students and graduates acquire effective job search skills
 5. Signpost students and graduates to job search resources
 6. Provide AU with job-market information

SEE FULL LIST in the STUDENT MANUAL

Eng. Hashem Salem

President of Alumni council in Ajman university

10 Habits of Highly Effective Students

Pathway to success



1. Don't attempt to cram all your studying into one session.

- Ever find yourself up late at night expending more energy trying to keep your eyelids open than you are studying?
- If so, it's time for a change
- Successful students typically space their work out over shorter periods of time and rarely try to cram all of their studying into just one or two sessions
- If you want to become a successful student then you need to learn to be consistent in your studies and to have regular, yet shorter, study periods

2. Plan when you're going to study



3. Study at the same time



- 1- *You will love studying.*
- 2- *Studying will be a part of your life style.*
- 3- *You will be more relaxed.*
- 4- *You will be mor productive.*

4. Each study time should have a specific goal



- 1- *Don't be random.*
- 2- *Setting specific goals, make you more focus.*
- 3- *Time to develop your weakness.*

5. Never procrastinate your planned study session

- 1- You will be *under pressure*, and *losing focus*.
- 2- You will be *in rush*, so you do *more mistakes*.
- 3- You won't be able to finish all of your tasks on time.
- 4- Your study *won't be effective*.



6. Start with the most difficult subject first



- 1- *You will value your time.*
- 2- *You will find other subjects much easier.*
- 3- *You will feel the success of finishing hard tasks.*
- 4- *You will discover new abilities in your self.*
- 5- *You Will improve the effectiveness of your study.*

7. Always review your notes before starting an assignment



- 1- *Writing notes is essential, so it will be your reference in doing your assignments*
- 2- *It will save you time*
- 3- *Reviewing your notes helps you to remember important subject matter.*
- 4- *Reviewing your notes, making you targeted and effective.*

8. Make sure you're not distracted while you're studying



1-Unable to focus.

2-losing your train of thoughts.

3-Don't try to multitask.

9. Use study groups effectively.



- 1- Your friends, help you understand tricky topics.*
- 2- You will feel good when you get to explain something they're having trouble with.*
- 3- Don't forget you have to be in productive group.*

10. Review your notes, schoolwork and other class materials over the weekend



Reviewing what have been taken with previous classes.