

Modern University for Business and Science
Quality Assurance Committee
Beginning of Semester Instructors Feedback

Course Code/Name	
Instructor's Name	
Course Schedule (Days/Time)	

The Quality Assurance Committee at MUBS is collecting data at the beginning of the term on every course offered in an attempt to take the feedback of the instructors into consideration and improve quality when needed. You are therefore kindly requested to fill in this questionnaire for each of your courses and return it back. The deadline for returning the filled forms is: **Thursday November 24th, 2011.**

Choose the value which best describes your judgment on each statement

1 = Strongly Disagree ارفض بشدة
4 = Agree اوافق

2 = Disagree ارفض
5 = Strongly Agree اوافق بشدة

3 = Neutral محايد

	SD	D	N	A	SA
Syllabus & Office Hours & Attendance:					
1- The course syllabus was distributed and explained to students. تم توزيع مقرر المادة و شرح مضمونه للطلاب	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- Office hours were assigned for students to ask questions about the course material outside class. تم تحديد ساعات المكتب ليتمكن الطلاب من طرح الاسئلة على الاستاذ حول المقرر	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3- Class attendance policies were clearly explained to students تم شرح نظام الحضور بوضوح للطلاب	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Management:					
4- Indicate the number of students in your class: _____ اذكر عدد الطلاب المسجلين في الصف	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5- Classes start on time. تبدأ الصفوف في الوقت المحدد	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6- The size of the class is too big and does not give room for discussion. ان عدد الطلاب كبير و لا يسمح بفتح مجال للمناقشة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students Discipline:					
7- Students are well disciplined and behave decently in class. الطلاب يتصرفون بانضباط و احترام	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students Academic Background:					
8- Students have the appropriate academic background necessary to take this course. يتمتع الطلاب بالخلفية الاكاديمية المناسبة لدراسة هذه المادة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9- The language proficiency of students is weak and hinders their progress in the course مستوى اللغة لدى الطلاب ضعيف و يعيق تقدمهم في فهم المادة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course References:					
10- The needed books to teach the course are found in the University Library ان الكتب المطلوبة لتدريس المقرر موجودة في مكتبة الجامعة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11- The needed periodicals/journals for the course are found in the library ان المنشورات و المجلات العلمية المتخصصة المطلوبة لتدريس المقرر موجودة في مكتبة الجامعة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12- Students have got all the needed references stated in the syllabus اصبح لدى جميع الطلاب نسخة من المراجع المطلوبة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13- The E-library (EBSCO Host) is a useful reference tool إن المكتبة الالكترونية المتوفرة مرجع ذو قيمة	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Support:					
14- The computer/LCD in the class/lab is functioning properly. ان اجهزة الحاسوب و شاشات العرض في الصف و المختبر تعمل بشكل جيد	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15- The IT support is always available to solve any technical problem. ان المتخصص في المساعدة التقنية متوفر دائما لحل اي عطل تقني	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16- The audio-visual equipments (recorder, TV, DVD) needed are available and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

functioning properly. ان الاجهزة السمعية و البصرية المطلوبة متوفرة و تعمل بشكل جيد	
Relationship with Administrative Staff: 17- Do you find that the administrative staff is supportive? هل تجد الطاقم الإداري متعاوناً	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

II. University Webmail, University Management System and E-Library:

How often do you check the MUBS University Webmail?	<input type="checkbox"/> Once per day <input type="checkbox"/> Twice a week <input type="checkbox"/> On the weekend <input type="checkbox"/> Rarely <input type="checkbox"/> Never
You are up-to-date with all university events and announcements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you stay updated with all university events and announcement? – Please list your preferences or preferred way to stay updated:	_____ _____
You have uploaded your course outline on the UMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You have entered your grading system on the UMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what basis do you enter your attendance on the UMS?	<input type="checkbox"/> Per session or lecture <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Two weeks before the end of the semester <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
The E-Library (EBSCO Host) is currently used in my course this Fall 2011 semester for the following course deliverables or requirements (please select ALL that apply):	<input type="checkbox"/> Weekly Assignments <input type="checkbox"/> Weekly Quizzes <input type="checkbox"/> Course Project <input type="checkbox"/> Mini Research Tasks <input type="checkbox"/> Senior Project <input type="checkbox"/> MBA Project <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
For additional remarks: الرجاء ذكر اية ملاحظات اخرى في حال وجودها	_____ _____ _____ _____ _____

Thank You !