

HOW MANY HOURS OF CLASS TIME A WEEK SHOULD I EXPECT?

From 12 to 18 hours / week for major students and from 20 to 26 hours / week for the Language Center students.

WHAT TYPE OF TUTORING PROGRAM DO YOU HAVE?

Tutorials are conducted either one-on-one or in small groups as a support for students who need to develop their mathematical literacy, English and Arabic writing, improve their time management, and enhance their study skills and speech. It can involve peer tutoring or booking sessions with a specialized instructor.

Math tutoring Lab

English Writing Studio

Arabic Writing Studio

Speech, Language and Hearing Sciences Clinic

HOW DO YOU PROVIDE ACADEMIC ADVICE TO STUDENTS?

Every new student is assigned an academic advisor from the date of admission till the date of graduation. In addition to the assigned academic advisor, there is a Central Academic Advisor (CAA) in each program who provides additional support to the assigned academic advisor(s) in their tasks and responsibilities stated below:

Creates, in collaboration with the Central Academic Advisor, a welcoming and supportive environment for advisees;

Provides accurate, consistent, and timely information to advisees;

Meets regularly with the advisees and monitors their academic progress;

Assists advisees in:

Planning their academic schedule within their major/program and resolving problems related to their progress;

Understanding academic-related policies, procedures, rules and regulations;

Following the respective Plan of Study of the academic program;

Selecting courses, including general, major, prerequisites and electives;

Using University resources and services;

Completing graduation requirements and applying for graduation;

Improving their academic status during academic probation;

Helping generate effective and practical solutions for any academic problems;

Referring students to the Office of the Dean of Student Affairs and/or counseling services, when needed;

Monitoring individual student academic progress and collaborating with academic advisors, the Head of the Central Academic Advising Unit (CAADU), and the Program Director to proactively advise the concerned advisee especially in cases of academic probation, expected graduate students, and critical-case students.

DO YOU HAVE A WRITING CENTER AND HOW DO I ACCESS IT?

We have a Writing Studio available to all Dar Al-Hekma students. The Writing Studio was established to help students improve their writing skills where it offers one-to-one tutoring sessions by appointment. These sessions typically address such areas as paragraph development, organization, word choice, punctuation, sentence structure, and reference citation. Such sessions will enable students to learn productive habits in pre-writing, the actual writing process, and above all to critically evaluate their work through introducing radical changes in their approach to writing.

WHAT KIND OF LEARNING DISABILITY RESOURCES DO YOU HAVE?

We have many resources available to help students. The University has an academic support unit that is committed to enriching the academic experience of students by helping them overcome academic difficulties. The Academic Support Unit helps students who experience challenges with their course work by addressing their individual needs and devising a customized plan of action for every student. These services include:

Psycho-educational assessment: When necessary, a comprehensive assessment of the student is carried out to identify her strengths and weaknesses. Assessments aid in providing the adequate learning support for the student and implementing necessary accommodations on testing procedures.

Tutorials: These are conducted either one-on-one or in small groups to support students in developing their mathematical/literacy skills, time management and study skills. It can involve peer tutoring or booking sessions with a specialized instructor.

Workshops: They focus on enhancing student's skills in a number of areas in support of their learning. Topics covered may include effective study skills, time management and test-taking strategies.

DO YOUR PROGRAMS PROVIDE PROFESSIONAL PRACTICE/INTERNSHIP?

Yes, there is an internship program for students in the last year of study, and this is to help them gain practical experience in their academic major. The training varies from one specialty to another according to its specifications, needs and the nature of experience required. Furthermore, there is a policy to specify the rules and the criteria for the internship. There is a temporary training under the supervision of the university in order for students to achieve the best outcome.

All Business students are required to take an internship credited course which is a requirement for graduation at the Hekma School of Business. It is usually completed during the last semester prior to graduation. Our internship students usually find placement in a wide variety of company settings as related to their major. There is an assigned academic advisor who provides guidance and training, and oversees student's training at the different internship places to ensure that course requirements are completed. In addition to the academic advisors, the University has an Internship Unit that assists internship courses across all programs in students' internship placement.