



KING ABDUL-AZIZ UNIVERSITY
ACADEMIC ASSESSMENT UNIT

COURSE PORTFOLIO

FACULTY OF MARITIME STUDIES

DEPARTMENT OF MARINE ENGINEERING

COURSE TITLE: Leadership & Physical Education 2

COURSE CODE: MSE 390

LEVEL/YEAR: 8th Level year 4th

DATE: 1st semester 1434-1435

PART II

COURSE SYLLABUS

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Instructor Information

✍ Name of the instructor: AL-DAMOOK SALEH FARRAJ

✍ Office location:– **Floor: 3rd – Room: TF 4**

✍ Office hours:

Sunday	10:00 am to 12:20
Tuesday	10:00 am to 12:20 am

✍ Contact number(s): **Phone: 6990798 ext. 171**

✍ Email: aldamook@gamil.com

✍ Instructor's profile :

Course Information

✍ Course title and code: MARITIME TRAFFIC SYSTEM **MSN 445**

✍ Course meeting times, places:

Sunday	0645—0800	KAU Stadium
Tuesday	0645—0800	KAU Stadium
Thursday	1500—1600	Obhur

✍ Course prerequisites and requirements: **MSE 290**

✍ Description of the course : this course is composed of four main part:

- Applying the elementary instruction in gaining commitment, responsibility, discipline and obedience skills ,
- Developing of leadership and teamwork skills ,
- Enhancing the performance of student's physical fitness,
- Gaining various swimming techniques.

Course Objectives

By studying this course, the students are presumed to be able to:

Student will gain leadership skills to motivate the commitment, discipline and responsibility spirit– concentrating on the student's physical fitness especially in learning different swimming skills.

Learning Resources

✍ See :

- Leadership management CBT .

Course Requirements and Grading

✍ Student assessment:

Two assignments	10 Marks	3rd & 10th Weeks
Midterm Exam	20 Marks	7th Week
Research Report	10 Marks	12th Week
Attendance &	10 Marks	All along

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Class Activities		
Final Exam	40 Marks	15th Week

- ✍ Students have to respect University rules and ethics, and show good behavior. Absence of 25% of classes without official medical report might forbid the student from attending the final exam.
- ✍ Students are expected to show good attitudes, involvement, behaviors, skills, and ethics.

Detailed Course Schedule

- ✍ 70% OF the course is practical.
- ✍ Cadets will be trained on :
 - Physical fitness,
 - March and discipline,
 - Swimming techniques,
- ✍ Theory will be focused on:
 - Team management
 - Problem solving and time management
 - Live onboard merchant ship

Course Schedule Model
(meeting two times a week)

Week #	Date	Topic	Reading Assignment	What is Due?
Knowledge, understanding and proficiency				
1		<p>Describes indicators that human limitations are being exceeded</p> <ul style="list-style-type: none"> • Explains steps taken to avoid pushing crew members beyond personal limitations • Explains how hidden pressures can cause personal limitations to be exceeded • Describes the consequences of pushing a person beyond their personal limitations • Outlines STCW 2011 "Fitness for Duty" requirement <p>Time and resource constraints</p> <ul style="list-style-type: none"> • Gives examples of time constraints • Describes factors that cause time constraints • States how time constraints are usually addressed on board • Gives examples of resource constraints • Describes factors that cause resource constraints • States how resource constraints are usually addressed on board 		
2		<p>Personal abilities</p> <ul style="list-style-type: none"> • States personal characteristics essential to effective leadership and teamwork on board • Describes own abilities contributing to leadership and teamwork on board • Describes how personal characteristics are managed and strengthened • Explains how to personally contribute to leadership and teamwork on board <p>Prioritization</p> <ul style="list-style-type: none"> • Gives examples of prioritization • Explains why prioritization is necessary <p>Workloads, rest and fatigue</p> <ul style="list-style-type: none"> • Describes own shipboard workload • Explains the dangers of high workload • Explains the disadvantages of low workload • Describes how workload can be assessed • Describes how to ensure an appropriate workload • States the provisions for seafarers to get adequate rest 	R1	

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Week #	Date	Topic	Reading Assignment	What is Due?
		<ul style="list-style-type: none"> • Describes recording of hours of rest • Describes signs of fatigue • Explains how fatigue can result in very serious consequences • Gives examples of fatigue management guidelines and regulations 		
3		<p>Management (leadership) styles</p> <ul style="list-style-type: none"> • Explains how leadership and management differ • Explains and gives examples of designated and functional leadership • States leadership qualities • Describes leadership techniques • Describes development of an effective leadership persona • Explains the need for a leader to "have an honest look at himself or herself" <p>Challenges and responses</p> <ul style="list-style-type: none"> • Explains what is meant by a "challenge and response" environment • Explains why a challenge and response environment is not always appropriate • States when an authoritarian approach is justified • Describes "chain of command" 	<p>A1—Ann1</p> <p>E9</p>	
Knowledge and ability to apply effective resource management				
4		<p>Effective communication aboard and ashore</p> <ul style="list-style-type: none"> • Describes the essence of effective communication • States the main components of a communication system • States the barriers to effective communication • Describes four lines of communication • Describes effective communication techniques • Explains why closed loop communication is used when manoeuvring the ship • Describes communication protocols commonly used at sea • Gives examples of internal and external communication • Explains how communication with people ashore may differ from communication on board • Explains what needs to be done to create a good communication climate 	<p>B3</p> <p>A1—Sec5</p>	

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Week #	Date	Topic	Reading Assignment	What is Due?
5		<p>Allocation, assignment and prioritization of resources</p> <ul style="list-style-type: none"> • Outlines the resources to be managed aboard a ship at sea • Describes how use of resources is managed • Gives examples of shipboard resource allocation, assignment and prioritization <p>Decision making reflecting team experience</p> <ul style="list-style-type: none"> • Describes how to get the best out of a team • Describes allocation of work based on competence • Explains that good teamwork and leadership are indivisible • Explains how a good leader can exploit a team dynamic 	E10	
6		<p>Assertiveness and leadership, including motivation</p> <ul style="list-style-type: none"> • Describes the leadership required of a junior watchkeeper • Explains why assertive leadership may not be effective • Describes how an individual or a team may be motivated and de-motivated <p>Obtaining and maintaining situation awareness</p> <ul style="list-style-type: none"> • Gives examples of situation awareness while watchkeeping • Gives examples of lack of situation awareness while watchkeeping • Describes how modern electronic aids can lead to lack of situation awareness • Explains the dangerous link between fatigue and situation awareness <p>Appraisal of work performance</p> <ul style="list-style-type: none"> • Describes how work performance can be appraised • States the benefits of effective work performance appraisal 	E11 E12 A2	
7		<p>Short and long term strategies</p> <ul style="list-style-type: none"> • Defines strategy • Explains the role of short term strategies in effective onboard resource management • Describes when the use of short term strategy is necessary • Explains the role of long term strategies in effective onboard resource management 	E13	
Knowledge and ability to apply decision making techniques				
8		<p>Situation and risk assessment</p> <ul style="list-style-type: none"> • Explains how a situation is assessed and gives an example • States key characteristics of situation 	E14 A1—Sec6	

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Week #	Date	Topic	Reading Assignment	What is Due?
		<p>assessment</p> <ul style="list-style-type: none"> • Describes how situation awareness may be weakened • Defines risk • Describes the relationship between situation assessment and risk • Describes how risk may be assessed • Describes how risk may be managed • Explains the role of risk assessment in risk management • Describes the role of situation and risk assessment in decision making <p>Identify and consider generated options</p> <ul style="list-style-type: none"> • Gives examples of consideration of options available • Describes how an option may be created • Describes the role of leadership in creating options <p>Selecting course of action</p> <ul style="list-style-type: none"> • States obligation to identify most appropriate course of action • Describes considerations in identifying most appropriate course of action 		
9		Midterm exam		
Knowledge, understanding and proficiency				
10		<p>Evaluation of outcome effectiveness</p> <ul style="list-style-type: none"> • Gives examples of outcomes of shipboard courses of action • Describes how the outcome of a course of action can be assessed • Describes possible follow-up actions once outcome is assessed 	A1—Case Studies	
11		<p>Decision making and problem solving techniques</p> <ul style="list-style-type: none"> • Gives examples and explains problem solving techniques 		
12		<p>Authority and assertiveness</p> <ul style="list-style-type: none"> • Explains the various forms of authority • Describes the form of authority found on board a ship • Gives meaning of assertiveness • Describes shipboard situations justifying greater assertiveness 		
13		<p>Judgement</p> <ul style="list-style-type: none"> • Gives meaning of judgement • Explains difference between "reality judgement" and "value judgement" 	E15	

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Week #	Date	Topic	Reading Assignment	What is Due?
		<ul style="list-style-type: none"> • Gives example of use of judgement on board 		
14		Emergencies and crowd management <ul style="list-style-type: none"> • Describes the most common shipboard emergencies • States leadership requirements when dealing with a shipboard emergency • Describes the preparations for dealing with a shipboard emergency • Describes the preparatory steps taken for crowd management on board a passenger ship • Describes roles of master and management personnel in dealing with an emergency • Describes own role in dealing with an emergency 		
Self-awareness, personal and professional development				
15		Opportunities and availability <ul style="list-style-type: none"> • Describes the opportunities available for personnel development • Explains how to benefit from these opportunities • Outlines own intentions with respect to professional development 	A1—Sec7	
		Final Exam all sections		

Course Schedule Model
(meeting two times a week)

Practical Sessions Schedule Model

Date	Date	Practical title	Training objectives
Each	Sunday	March and physical training	<ul style="list-style-type: none">• Acquire adequate fitness• Practical techniques to lead small group.
Each	Tuesday	Swimming training	<ul style="list-style-type: none">• Know how to swim.• Rescue swimming techniques
Each	Wednesday	March and physical training	<ul style="list-style-type: none">• Acquire adequate fitness• Practical techniques to lead small group.
Each	Thursday	Swimming training	<ul style="list-style-type: none">• Know how to swim.• Rescue swimming techniques

PART III

COURSE RELATED MATERIAL

Contains all the materials considered essential to teaching the course, includes:

Quizzes, lab quizzes, mid-terms, and final exams and their solution set

Paper or transparency copies of lecture notes/ handouts (optional)

Practical Session Manual (if one exists)

Handouts for project/term paper assignments

PART IV



EXAMPLES OF STUDENT LEARNING

Examples of student work. (Include good, average, and poor examples)

Graded work, i.e. exams, homework, quizzes

Students' lab books or other workbooks

Students' papers, essays, and other creative work

Final grade roster and grade distribution

Examples of instructor's written feedback of student's work, (optional)

Scores on standardized or other tests, before and after instruction,

(optional)

Course evaluation, self evaluation or students' comments (optional)

PART V

INSTRUCTOR REFLECTION (optional)






Part V. Instructor Reflections on the Course

- ✍ Instructor feedback and reflections
- ✍ Propose future improvement and enhancement
- ✍ Evaluate student competency and reflect on their course evaluation for improvements to the course
- ✍ Conceptual map of relationships among the content, objective, and assessment
- ✍ Recent trends and new approaches to teach the course.

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الدرجة الكلية	النهائي	اعمال الفترة	منتصف الترم	اختبار	اختبار	الاسم	الرقم

COURSE PORTFOLIO CHECKLIST

-  **TITLE PAGE**
-  **COURSE SYLLABUS**
-  **COURSE RELATED MATERIAL**
-  **EXAMPLES OF EXTENT OF STUDENT LEARNING**
-  **INSTRUCTOR REFLECTION ON THE COURSE**