The University of Jordan

الجامعة الاردنية

Form: **Course Syllabus**	**Form Number**	EXC-01-02-02A
	Issue Number and Date	2/3/24/2022/2963 05/12/2022
	Number and Date of Revision or Modification	2023/10/15
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	Number of Pages	06

1.	**Course Title**	Job Preparation and Readiness in Cultural Resources Management and Conservation (2)
2.	**Course Number**	2602317
3.	**Credit Hours (Theory, Practical)**	3
	Contact Hours (Theory, Practical)	3
4.	**Prerequisites/ Corequisites**	
5.	**Program Title**	**BA in Cultural Resources Management and Conservation**
6.	**Program Code**	02
7.	**School/ Center**	**School of Archaeology and Tourism**
8.	**Department**	**Cultural Resources Management and Conservation**
9.	**Course Level**	2
10.	**Year of Study and Semester (s)**	**2nd Semester 2024/2025**
11.	**Program Degree**	BA
12.	**Other Department(s) Involved in Teaching the Course**	N/A
13.	**Learning Language**	Arabic
14.	**Learning Types**	☒Face to face learning ☐Blended ☐Fully online
15.	**Online Platforms(s)**	☒Moodle ☒Microsoft Teams
16	**Issuing Date**	
17.	**Revision Date**	01/12/2025

18. Course Coordinator:

Name: Dr. Yazan Abu Alhassan
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19. Other Instructors:

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20. Course Description:

This course builds on Job Preparation and Readiness (1) and focuses on advanced professional competencies required for successful employment in the cultural resources management and conservation sector. It emphasizes practical workplace skills, career sustainability, professional decision-making, entrepreneurship, teamwork, leadership, and adaptation to dynamic labor market conditions. The course prepares students to transition effectively from academic study to professional practice within governmental, non-governmental, and private heritage institutions.

21. Program Intended Learning Outcomes: (To be used in designing the matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program)

PILO's	*National Qualifications Framework Descriptors*		
	Competency (C)	Skills (B)	Knowledge (A)
Applies the principles of critical and objective thinking in addressing heritage protection issues.	☐	☐	☒
Identifies and deeply understands problems and challenges, analyzing the complex aspects of heritage and influencing factors, providing comprehensive and detailed assessments.	☐	☐	☒
Develops innovation and entrepreneurship skills in the field of heritage resource management, exploring new opportunities for funding and development.	☐	☐	☒
Engages and discusses effectively with local communities and groups interested in heritage, understanding the impact of heritage resources on cultural identity and community development.	☐	☐	☒
Identify, understands, and critically evaluates academic sources, articles, and research related to heritage and its management to extract main ideas and fundamental concepts.	☐	☒	☐

Listens attentively and focused to lectures and discussions, engaging with the presented content thoughtfully and comprehensively.	☐	☒	☐
Selects and critically evaluates information and ideas, independently analyzing data and evidence.	☐	☒	☐
Develops and identifies strategies for problem-solving, applying acquired concepts and skills in practical contexts.	☐	☒	☐
Utilizes various digital technologies and tools in managing, documenting, and conserving heritage resources, such as using electronic information management systems and imaging, documentation, and analysis techniques.	☐	☒	☐
Innovates new and creative solutions to the challenges of heritage resource management and conservation.	☒	☐	☐
Collects and comprehensively analyzes data and information, extracting main ideas and fundamental concepts.	☒	☐	☐
Evaluates results, monitors performance, and analyzes data and information to determine the achievement of goals and identify areas needing improvement and development.	☒	☐	☐
Implements effective plans and strategies for managing heritage resources, organizing relevant activities and events.	☒	☐	☐

* Choose only one descriptor for each learning outcome of the program, whether knowledge, skill, or competency.

22. Course Intended Learning Outcomes: (Upon completion of the course, the student will be able to achieve the following intended learning outcomes)

Course ILOs #	The learning levels to be achieved						Competencies
	Remember	Understand	Apply	Analyse	Evaluate	Create	
K1. Understand advanced concepts of job readiness in the cultural heritage sector.		K1					**Knowledge**
K2. Recognize institutional structures and professional	**K2**	K2					**Knowledge**

roles in heritage-related workplaces.							
S1. Apply professional communication, teamwork, and problem-solving skills in work environments.	S1	S1					**Skills**
S2. Develop career planning and professional development strategies.		S2					**Skills**
C1. Demonstrate responsible professional behavior and ethical conduct in the workplace.			C1	C1			**Competency**
C2. Adapt to labor market changes and manage professional challenges effectively.			C2	C2	C2		**Competency**

23. The matrix linking the intended learning outcomes of the course -CLO's with the intended learning outcomes of the program -PILOs:

PILO's * / CLO's	1	2	3	4	5	6	7	8	9	10	11	12	13	Descriptors**		
														A	B	C
K1. Understand advanced concepts of job readiness in	*													*		

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
the cultural heritage sector.																
K2. Recognize institutional structures and professional roles in heritage-related workplaces.	*												*			
S1. Apply professional communication, teamwork, and problem-solving skills in work environments.							*							*		
S2. Develop career planning and professional development strategies.											*			*		
C1. Demonstrate responsible professional behavior and ethical conduct in the workplace.											*	*				*
C2. Adapt to labor market changes and manage professional challenges effectively.											*	*				*

*Linking each course learning outcome (CLO) to only one program outcome (PLO) as specified in the course matrix.

**Descriptors are determined according to the program learning outcome (PLO) that was chosen and according to what was specified in the program learning outcomes matrix in clause (21).

24. Topic Outline and Schedule:

Week	Lecture	Topic	ILO/s Linked to the Topic	Learning Types (Face to Face/ Blended/ Fully Online)	Platform Used	Synchronous / Asynchronous Lecturing	Evaluation Methods	Learning Resources
1 Advanced Job Readiness Concepts	1.1	Concept of advanced job readiness	K1, K2				Assignments, participation, presentations and exams.	
	1.2	Transition from academic study to professional work						
	1.3	Professional identity in heritage careers						
2 Workplace Professionalism	2.1	Professional behavior and ethics	K2, S1					
	2.2	Time management in the workplace						
	2.3	Responsibility and accountability						
3 Teamwork in Professional Environments	3.1	Working within multidisciplinary teams	S1, C1	Face to Face		Synchronous		
	3.2	Roles and responsibilities in teamwork						
	3.3	Collaborative work culture						
4 Leadership and Decision-Making	4.1	Leadership skills in heritage-related work						

	4.2	Professional decision-making	S2 C1					
	4.3	Managing responsibilities and tasks						
5 Professional Communication	5.1	Effective workplace communication	S1, S2					
	5.2	Reporting and documentation skills						
	5.3	Communication challenges and solutions						
6 Conflict Management and Problem Solving	6.1	Workplace conflict types 1.	S2, C2					
	6.2	Problem-solving approaches						
	6.3	Professional negotiation skills						
7 Institutional Work Environments	7.1	Structure of governmental heritage institutions	K2, C1					
	7.2	Working with NGOs						
	7.3	Private sector heritage organizations						
8 Career Sustainability and Development	8.1	Career sustainability in the heritage sector	S2, C2					
	8.2	Professional growth strategies						
	8.3	Managing career pathways						
9 Entrepreneurship and Freelancing	9.1	Entrepreneurship in cultural heritage	K2, S2					
	9.2	Freelancing opportunities						
	9.3	Consultancy and project-based work						

10 Project Planning and Management	10.1	Project planning fundamentals	S2, C2						
	10.2	Workflow and task management							
	10.3	Monitoring and evaluation of performance							
11 Health, Safety, and Risk Awareness	11.1	Workplace health and safety principles	S1, C2						
	11.2	Risk awareness in heritage work							
	11.3	Responsibility toward cultural resources							
12 Professional Ethics and Accountability	12.1	Ethical challenges in professional practice	K1 S2 C2						
	12.2	Accountability and transparency							
	12.3	Codes of professional conduct							
13 Career Planning and Self-Assessment	13.1	Career planning strategies	K2, C1, S2						
	13.2	Self-assessment of professional skills							
	13.3	Setting career goals							
14 Professional Development and Lifelong Learning	14.1	Professional development plans	S1, C1, C2						
	14.2	Continuous learning and capacity building							
	14.3	Adapting to labor market changes							
15 Professional Reflection and Evaluation	15.1	Reflection on professional readiness	K1, K2, S1, C1						
	15.2	Evaluation of job preparation outcomes							
	15.3	Future career perspectives							

25. Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	*Mark wt.	CILO's					
		K1	**K2**	**S1**	**S2**	**C1**	**C2**
First Exam	30	*	*				
Second Exam –If any							
Final Exam	50	*	*	*	*	*	*
**Class work							
Projects/reports	20	*	*	*	*	*	*
Research working papers							
Field visits							
Practical and clinical							
Performance Completion file							
Presentation/ exhibition							
Any other approved works							
Total 100%	100						

* According to the instructions for granting a Bachelor's degree.

**According to the principles of organizing semester work, tests, examinations, and grades for the bachelor's degree.

Mid-term exam specifications table*

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CILO/ Weight	CILO no.
Create %10	Evaluate %10	analyse %10	Apply %20	Understand %20	Remember %30					
										K1
										K2
										S1
										S2
										C1

											C2

Final exam specifications table

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CILO Weight	CILO no.
Create %10	Evaluate %10	analyse %10	Apply %20	Understand %20	Remember %30					
										K1
										K2
										S1
										S2
										C1
										C2

26. Course Requirements:

(e.g.: students should have a computer, internet connection, webcam, account on a specific software/platform…etc.):

Internet, MS teams

27. Course Policies:

A- Attendance policies:
B- Absences from exams and submitting assignments on time:
C- Health and safety procedures:
D- Honesty policy regarding cheating, plagiarism, misbehavior:
E- Grading policy:
F- Available university services that support achievement in the course:
All of the mentioned policies and requirements will be followed in all potential cases according to the university regulations and procedure

28. References:

A- Required book(s), assigned reading and audio-visuals:

ICCROM. (2021). *A guide to risk management for cultural heritage.*
Rome: ICCROM.

UNESCO. (2022). *World heritage and sustainable development.*
Paris: UNESCO Publishing

ICOMOS. (2023). *Principles for the conservation and management of cultural heritage.*
Paris: International Council on Monuments and Sites.

29. Additional information:

Name of the Instructor or the Course Coordinator: Dr. Yazan Abu Alhassan	Signature: …………..………………	Date: 30-12-2025
Name of the Head of Quality Assurance Committee/ Department ………………………………………………	Signature: …………..………………	Date: ……..…………
Name of the Head of Department ………………………………………………	Signature: …………..………………	Date: ……..…………
Name of the Head of Quality Assurance Committee/ School or Center ………………………………………………	Signature: …………..………………	Date: ……..…………
Name of the Dean or the Director ………………………………………………	Signature: …………..………………	Date: ……..…………