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 (1)**
2.	**Course Number**	2602312
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**	3
10.	**Year of Study and Semester (s)**	**1st 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:

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19. Other Instructors:

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20. Course Description:

As stated in the approved study plan.

This course focuses on preparing students to enter the job market in the field of heritage resources management and conservation. It emphasizes developing practical and professional skills required in work environment, including resume writing, interview preparation, and professional communication. Students will be guided on how to build a professional network and make the most of available training and development opportunities in the field. The course also covers search strategies, negotiating offers, and understanding employer expectations in the cultural heritage sector. The aim is to equip student with the knowledge and skills needed to succeed in various work environment, wither in government institutions, museums, non-governmental organization, or private companies.

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. Identify the main employment sectors, career pathways, and professional roles within heritage resources management and conservation.	K1	K1					**Knowledge**

K2. Explain employer expectations, professional standards, and ethical principles governing work in the cultural heritage sector.	K2	K2					**Knowledge**
S1. Develop professional resumes, cover letters, and portfolios tailored to heritage-related positions.	S1	S1					**Skills**
S2. Demonstrate effective professional communication and interview skills appropriate to heritage work environments.		S2					**Skills**
C1. Adapt effectively to different work environments and evolving labor market demands within the heritage sector.			C1	C1			**Competency**
C2.Work professionally and collaboratively within multidisciplinary teams while adhering to ethical and organizational standards.			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. Identify the main employment sectors, career pathways, and professional roles within heritage resources management and conservation.	*													*		
K2. Explain employer expectations, professional standards, and ethical principles governing work in the cultural heritage sector.	*													*		
S1. Develop professional resumes, cover letters, and portfolios tailored to heritage-related positions.						*									*	
S2. Demonstrate effective professional communication and interview skills appropriate to heritage work environments.									*						*	
C1. Adapt effectively to different work environments and evolving											*					*

labor market demands within the heritage sector.												
C2. Work professionally and collaboratively within multidisciplinary teams while adhering to ethical and organizational standards.									*	*		*

*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	1.1	Course Orientation					Assignments, participation, presentations and exams.	Text-based resources guest speakers, Cultural Heritage experts
	1.2	Introduction to Heritage Careers	K1					
	1.3	Concept of Work Readiness	K1					
2	2.1	Cultural Heritage Labor Market	K1					
	2.2	Employment Sectors in Heritage	K1					
	2.3	Career Pathways	K1					
3	3.1	Professional Ethics	K1					
	3.2	Codes of Conduct	K1					
	3.3	Legal Responsibilities	K1	Face to Face		Synchronous		
4	4.1	Employer Expectations	K1+ K2					
	4.2	Workplace Culture	K1+ K2					
	4.3	Professional Behavior	K1+ K2					

5	5.1	Professional Communication	S1					
	5.2	Written Correspondence	S1					
	5.3	Oral Presentation Skills	S1					
6	6.1	Resume Writing	S1					
	6.2	Cover Letter Preparation	S1					
	6.3	Personal Branding	S1					
7	7.1	Portfolio Development	S1+S2					
	7.2	Documentation of Experience	S1+S2					
	7.3	Presentation of Professional Work	S1+S2					
8	8.1	Interview Preparation	S1+S2					
	8.2	Self-Presentation Skills	S1+S2					
	8.3	Interview Evaluation Techniques	S1+S2					
9	9.1	Job Search Strategies	S1+S2					
	9.2	Digital Employment Platforms	S1+S2					
	9.3	Application Tracking	S1+S2					
10	10.1	Professional Networking	S1+S2					
	10.2	Mentorship Opportunities	S1+S2					
	10.3	Industry Engagement	S1+S2					
11	11.1	Training Opportunities	S1+S2					
	11.2	Professional Certifications	S1+S2					
	11.3	Lifelong Learning	S1+S2					
12	12.1	Offer Evaluation	S2+C1					

	12.2	Negotiation Skills	S2+ C1						
	12.3	Career Decision-Making	S2+ C1						
13	13.1	Adaptability Skills	S2+ C1						
	13.2	Creativity in the Workplace	S2+ C1						
	13.3	Innovation in Heritage Careers	S2+ C1						
14	14.1	Teamwork Skills	C2						
	14.2	Multidisciplinary Collaboration	C2						
	14.3	Conflict Management	C2						
15	15.1	Career Planning	C2						
	15.2	Professional Development Plans	C2						
	15.3	Course Review and Reflection	C2						

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	10	*	*	*	*	*	*
Research working papers	10	*	*	*	*	*	*
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:

- Cultural Heritage: Managing and Conserving the Past for the Future" – Smith, L. (2018).
- Professional Skills for the Heritage Sector" – Jones, R., & Walker, M. (2020).
- Heritage Management in Practice" – Timothy, D.J., & Boyd, S.W. (2019).
- "Museum Careers: A Guide to Professional Paths in Cultural Institutions" – Black, G. (2017).

29. Additional information:

Name of the Instructor or the Course Coordinator: Prof. Mahmoud Arinat	Signature: …………..……………	Date: 22/10/2025
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: ……….…………