Curriculum Vitae
Dr. Arwa Rafeeq Arna'out

1) Personal Information:

Name:	Arwa Rafeeq Muheddin Arna'out
Place and Date of Birth:	Amman 29/12/1973
Nationality:	Jordanian
Marital Status:	Married
Religion:	Islam
E-mail:	arwaarnaout@gmail.com

2) Qualifications:

1990	-	High School Certificate (Tawjihi), Jordan
1991 – 1995	-	BA Degree (English Language Teacher), University of Jordan
1996	-	Diploma-Executive Functional Secretary from Sight and Sound Center in Jordan
1997 – 2000	-	Master Degree in (Foundation of Education), University of Jordan Master Thesis entitled "The Impact of Jordanian Teacher Work on Married Life Compatibility".
2008 – 2010	-	Ph. D in (Foundation of Education), University of Jordan Doctoral Thesis entitled "The Degree of Jordanian Teacher's Political Knowledge and its Relation to the National Belonging of Secondary School Pupils".

3) Previous Experience in Higher Education:

2010-2012	- Assistant Professor in the Preparatory Year Deanship, Education Expert Company, Najran University, KSA
2010 till now	- Assistant Professor, Preparatory Year Deanship, Najran University
1st semester 2010-2011 till now	- Self-Development Skills Department Coordinator, Preparatory Year Deanship, Najran University
1st semester 2012-2013 till now	- eLearning Coordinator, Preparatory Year Deanship, Najran University
14/1/2015 till 3/12/2016	- Chairperson of Academic Advising Unit, Preparatory Year Deanship, Najran University
2nd semester 2010-2011 – The end of 2nd semester 2012-2013	- Chairperson of Exams Committee, Preparatory Year Deanship, Najran University
1st semester 2014-2015 – The end of 2nd semester 2015-2106	- Quality Unit Coordinator for Self-Development Skills Department

4) Scientific Research and Published Papers:

- ❖ Arna'out, Arwa & AlSmadi, Marwan (2013). Nonverbal Educational Communication Skills of Faculty Members in Najran University from Students' Point of View, *the International Interdisciplinary Journal of Education*, 3 (1), 81-104.

- ❖ Arna'out, Arwa (2015). Academic Problems Facing Preparatory Year Students in Najran University from their Point of View, *Journal of Hadramout University for Humanities*, 12(2), .

- ❖ Arna'out, Arwa (2016). The Impact of Studying "Learning, Thinking and Research Skills" Course in Improving Study Skills*, International Journal of English and Education*, 5 (1).

- ❖ Arna'out, Arwa (2016). The Effectiveness of E-Learning Coordinators' Performance: Faculty Members' Perspective, *International Journal of Asian Social Science*, 6 (1): 35-84.

- ❖ Arna'out, Arwa (2016). Academic Integrity Issues: Benefits, Challenges, Initiatives and Methods. *International Journal of Social Sciences & Education*. 6 (1).

- ❖ Arna'out, Arwa (2016). Preparatory Year Freshmen's Expectations in Najran University. *Asian Journal of Social Sciences and Humanities*. 5 (1).

5) Committees:

A member of the following Committees at PYD, Najran University:

2012-2013	- Team of Policies and Development Projects and Actions of the Strategic Plan
2012-2013	- Project Team "Adapting Global Standards of Reference for all University Programs".
2012-2013	- Project Team "Development of the Preparatory Year Program in order to Achieve the Requirements of the Different Programs".
2014-2015 till now	- Learning and Teaching Committee / Development and Quality Unit.
2014-2015 to the end of 2nd semester 2015-2016	- Safety and Security Committee / Development and Quality Unit.
2014-2015 till now	- Member of Self Development Skills Department Board.
2014-2016	- Complaints and Suggestions Committee / Development and Quality Unit
2014-2015 till 2016-2017	- Reviewing and Auditing of Final Exams Results Committee.
2014-2015 till 2016-2017	- Studying and Adopting Excuses Committee.
2016-2017	- Project Team "Increasing Female Faculty Members in Najran University".
2014-2015 till now	- The Disciplinary Committee
2017-2018	- Member of Accreditation and monitoring Final Exams Grades.
2017-2018	- Member of the Supervising Committee of the Implementation of the Orientation Week

6) Community Service:

March 2014	- Najran University Press. An Essay entitled "University Echo", the 15th issue, 5th Year entitled "Academic and Educational Skills of Non-Verbal Communication".
28/11/2016	- A training course for Students of Princess Noura Bint Abdulrahman Al So'ud Complex in title "Academic Excellence Skills"
17/10/2017	- A training course for teachers and administrators of of Princess Noura Bint Abdulrahman Al So'ud Complex in title "Communication art through body language"

7) Courses Taught:

Self-Development Skills Department Courses:

❖ Learning, Thinking and Research Skills

❖ Communication Skills

❖ Ethics

8) Scientific Association Membership

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9) Training Sessions:

1996	-	Excel Program
	-	General Translation (English-Arabic / Arabic- English)
	-	FoxPro Program
	-	Executive and Functional Secretary Diploma
2003	-	Schools Administrating Training Course, Ministry of Education, Jordan
2003	-	ICDL License, Jordan
2003	-	TOEFL (ITP) – Grade 570, Jordan
2004	-	Intel Teach to the future Trainer –Ministry of Education- Jordan
5-8/3/2001	-	E- Learning Training Course (Tegrity V 2.0), Najran University.
5-8/3/2001	-	E- Learning Training Course (Elluminate Live V 10.0), Najran University.
5-8/3/2001	-	E- Learning Training Course (Questionmark V 5.2), Najran University.
5-8/3/2001	-	E- Learning Training Course (Blackboard Learn 9.1), Najran University.
28-30/11/2011	-	ELearning Blackboard System – Najran University
30-31/5/2012	-	Using Technology in Teaching, Najran University.
25/9/2012	-	Quality Standards in the Educational Process, Najran University
16-17/2/2013	-	E-Learning System, Najran University.
7-8/10/2013	-	Design Programs according to the National Qualification Framework, Najran University
16-17/4/2013	-	Curriculum Maps, Najran University
3-4/3/2013	-	Institutional and Program Accreditation Requirements, Learning and Teaching Domain, Najran University.
24-25/5/2012	-	Testing systems and students evaluation – Najran University
11/11/2013	-	Research Quality and International Publication Mechanisms in ISI Journals, Najran University
4-5/11/2013	-	Integrating Technology in University Teaching, Najran University
28-29/3/2014	-	Quality Standards for Infrastructure Support, Najran University
14-15/8/2013	-	Academic Advising, Najran University
1-2/3/2017	-	Building and managing research team, Najran University
12/11/2017	-	E-Portfolio, Najran University

9) A. Implementation of Training Courses for Students at PYD as follows:

2/11/2012	eLearning
15/11/2103	eLearning Ethics
26/2/2014	eLearning: Your Gate to Better Future
3/9/2014	How to be the Queen of Social Communication?
6/9/2014	eLearning System "Blackboard"
8/11/2014	eLearning Ethics
29/3/2015	eLearning Ethics
11/10/2016	Time Management and Prioritization
27/2/2107	eLearning
24/4/2017	Time Management and Prioritization
6/11/2017	Self- Development

9) B. Implementation of Training Courses for Faculties at PYD as follows:

14/11/2011	Effective Training Methods
6/4/2012	Successful Team
17/12/2012	Leadership Skills
12/11/2012	eLearning Obstacles
23/2/2013	eLearning Quality Standards for Electronic Courses Production
27/9/2013	Teacher and learner Role in eLearning
5/12/2017	Communication Skills and Dealing with others Through Body Language

10) Seminars, Workshops and Conferences:

23/12/2012	-	Workshop in title "Project Management" by Quality Advisor Dr. Nashwa Nafie, Preparatory Year Deanship, Najran University
18/11/2013	-	Workshop in title "Positive Personality Profiles" by Ms. Duha Kafaween, Preparatory Year Deanship, Najran University
28/5/2014	-	Seminar in title "Differences of cultures and vocabulary among People" by Ms. Maryam Abu Bakr, Preparatory Year Deanship, Najran University
22/2/2015	-	"Preparation for the Visit of External Auditors", Najran University
22/2/2015	-	Workshop in title "SAGE Knowledge eBooks", Saudi Digital Library
19/10/2015	-	Workshop in title "Taylor and Francis eBooks" / Saudi Digital Library -
2/11/2015	-	Workshop entitled "" Safari Books Online Training " / Saudi Digital Library
6/4/2016	-	Workshop entitled "Citation and scientific documentation of references" / Saudi Digital Library
10/4/2016	-	Workshop entitled "Scientific originality and research Documentation" / Saudi digital library
14/4/2016	-	Workshop entitled "General Rules for Writing Scientific Research" / Saudi Digital Library
18/10/2016	-	Workshop entitled "Electronic Questionnaires" / Saudi Digital Library
28/12/2016	-	Workshop entitled "Electronic Arbitration for Scientific Research" / Saudi Digital Library