



# Field Experience Specification

## (Bachelor)

Course Title: **Field Training**

Course Code: **570CIS-4**

Program: **Bachelor of Information Systems**

Department: : **Information Systems**

College: **Computer Science and Information Systems**

Institution: **Najran University**

Field Experience Version Number: *Course Specification Version Number*

Last Revision Date: *Pick Revision Date.*



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## A. Field Experience Details:

1. Credit hours: (4).

2. Level/year at which Field Experience is offered: (9<sup>th</sup> Level).

After finishing 80 hours credit

3. Time allocated for Field Experience activities

8 Weeks

40 Days

200 Hours

4. Corequisite (or prerequisites, if any) to join Field Experience

Minimum 88 credit hours completed; no other course enrollment.

5. Mode of delivery

☒ In-person/onsite

☐ hybrid (onsite/online)

☐ Online

## B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Provide students with practical experience.	K1, K2			
1.2	Adapt the work environment.	K3			
...					
2.0	Skills				
2.1	Gain experience of IT engineers, technicians and identify their working lives	S1, S2			
2.2	Matching IT theoretical study with	S3, S4			





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	the practical reality.				
2.3	Gain social network opportunities at organization in order to be hired by organization.	S4			
2.4	Practice Communications skills with IT professionals.	S3, S4			
3.0	Values, autonomy, and responsibility				
3.1	Exercise Work ethics related to information technology field in work place	V2			
3.2	Work effectively in a team with taking responsibility	V1, V2			
...					

\*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).



## C. Field Experience Administration

### 1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.

Suggested Field Experience Locations	General Requirements*	Special Requirements**
A. Quality of Information Technology Center.	Filed supervisor requirements: 1) Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field.	Must cover the basic disciplines of Computer
b. Availability of modern software	Filed supervisor requirements: 1) Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field.	Must provide a better and latest software
c. Availability of modern hardware	Filed supervisor requirements: 1) Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field.	Must provide a better and latest hardware
d. The availability of specialized technical centers	Filed supervisor requirements: 1) Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field.	Must provide the latest techniques and specialized programs in the same field



## 2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√				√
Selection of supervisory staff	√			√	
Provision of the required equipment	√			√	
Provision of learning resources	√	√		√	√
Ensuring the safety of the site	√				√
Commuting to and from the field experience site			√	√	
Provision of support and guidance		√		√	√
Implementation of training activities (duties, reports, projects ...)		√	√		√
Follow up on student training activities		√			√
Monitoring attendance and leave				√	√
Assessment of learning outcomes	√	√			
Evaluating the Quality of Field Experience	√	√	√		
Others (specify)					

## 3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Quality of Information Technology Center.	Filed supervisor requirements: 1)	Must cover the basic disciplines of

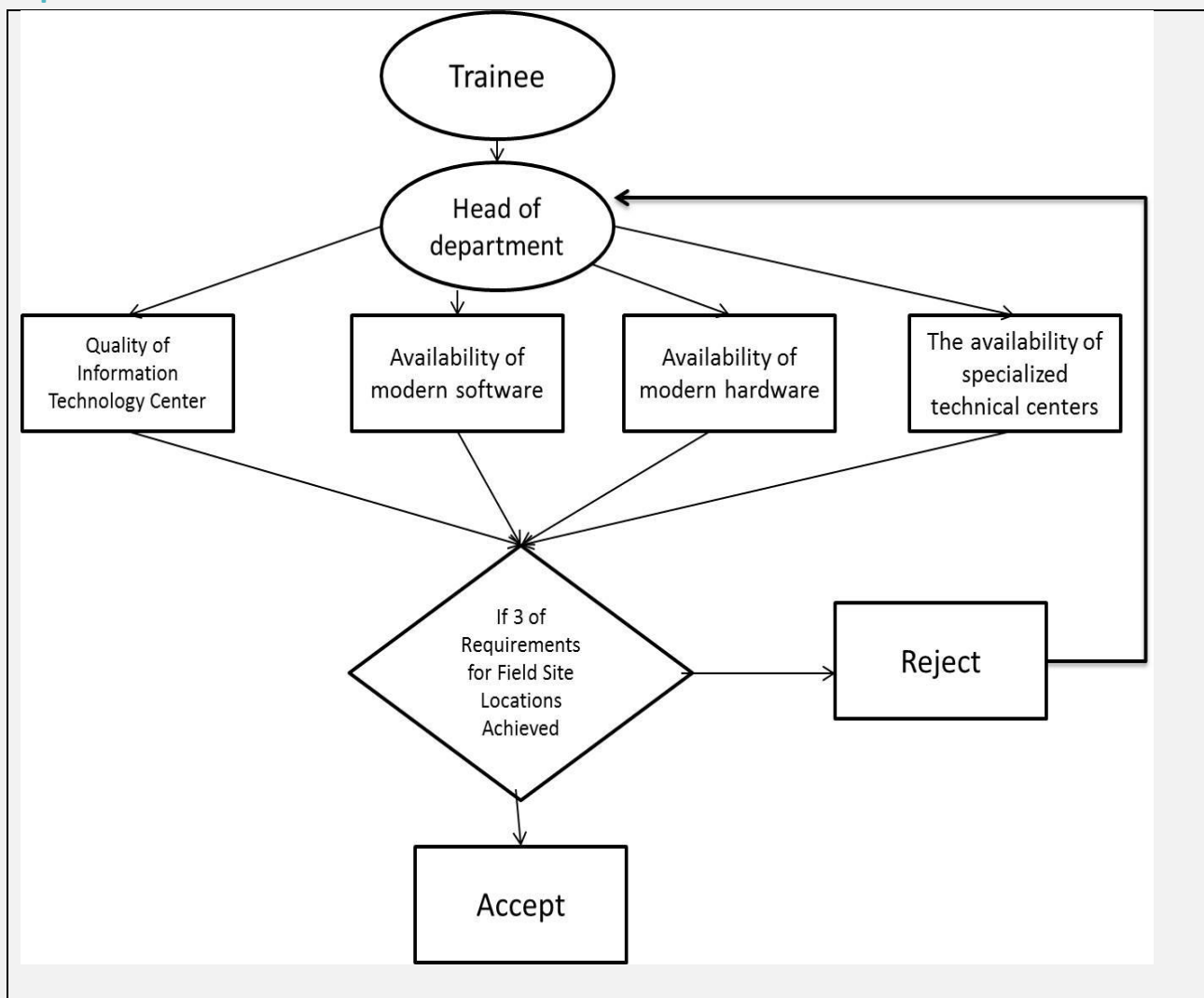


Suggested Field Experience Locations	General Requirements*	Special Requirements**
	<p><i>Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field.</i></p>	<i>Computer</i>

\* E.g., Provides information technology, equipment, laboratories, halls, housing, learning sources, clinics ... etc.

\*\* E.g., Criteria of the institution offering the training or those related to the specialization, such as safety standards, dealing with patients in medical specialties ... etc.

#### 4. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience



## 5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
<i>The expulsion of training without compelling reasons</i>	<i>Contract an agreement with the company.</i>	<i>Select companies with an agreement in advance</i>
<i>Injury the trainee during summer training</i>	<i>Contract an agreement with the company.</i>	<i>Select companies with an agreement in advance.</i>

## D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<i>Effectiveness of Training and assessment</i>	<i>Filed Staff + Teaching Staff</i>	<i>Indirect: Weekly report, final report , and final presentation</i>
<i>Extent of achievement of course learning outcomes</i>	<i>Teaching staff + students</i>	<i>Indirect: Students feedback + Direct: Weekly report, final report , and final presentation</i>
<i>Quality of learning resources</i>	<i>Teaching staff + students</i>	<i>Direct: Selection of field location + regular visiting and students feedback</i>

**Evaluation areas** (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Supervisory Staff, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## E. Specification Approval Data

Council /Committee	17th Department Council
Reference No.	14460810-0976-00017
Date	10/02/2025