



اعتماد
NCAAA

T5
2019

Field Experience Specifications

Course Title:	Field Training
Course Code:	٢٨٣ حاٌل-
Program:	Applied Information Systems
Department:	Computer
College:	Applied College
Institution:	Najran University

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A. Field Experience Identification

١. Credit hours: ٦ (٠+٦)
٢. Level/year at which this course is offered: Level ٣
٣. Dates and times allocation of field experience activities.
<ul style="list-style-type: none"> Number of weeks: (١٠) week Number of days: (٣٠) day Number of hours: (٩٠) contact hour
٤. Pre-requisites to join field experience (if any): Complete ٢١ credit hour Complete ٢١ credit hours program courses

B. Learning Outcomes, and Training and Assessment Methods

١. Field Experience Learning Outcomes

CLOs		Aligned PLOs
١	Knowledge and Understanding	
١,١	Define the tools used in real time specific computer information system	K١=I
١,٢		
١,٣		
١...		
٢	Skills:	
٢,١	Operate different information systems applications	S١=M
٢,٢	verify different Information Systems skills	S٢=M
٢,٣		S٣=M
٢...		
٣	Values:	
٣,١	Function effectively as a team member for developing information systems applications	C١=M
٣,٢	Discuss reports	
٣,٣	The ability to discuss and communicate	
٣...		

٢. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Co de	Learning Outcomes	Training Methods/A ctivities	Assessme nt Methods	
١,١	Knowledge and Understanding			
١,١	Define the tools used in real time specific computer information systems	Presentations Discussions seminars	Comm ittee Superv isors Trainin g field institut ion assess ment	
١,٢				
١,٣				



Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
...			
٢,١	Skills <p>Operate different information systems applications</p>		
٢,٢	verify different Information Systems skills	Presentation Discussions Seminars Lab work	Final presentation Weekly report Follow up form
...			
٢,٣	Values <p>Function effectively as a team member for developing information systems applications</p>		
٢,٤	The ability to discuss and communicate	Presentation Discussion Lab work	Report Final representation Follow up form
...	Discuss reports	Discussion	Report assessment

٤. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
١	Final evaluation (company)	٤٠%	Final evaluation (company)
٢	Periodic reports , discussion	٢٠%	Periodic reports , discussion
٣	Final presentation and discussion	٤٠%	Final presentation and discussion
٤	Total Marks	١٠٠%	Total Marks
٥			
٦			
٧			
٨			

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)



b. Assessment Responsibilities

Category	Assessment Responsibility
Teaching Staff	Periodic reports , discussion
Field Supervisor	Final evaluation
Others (specify)	(Evaluators: Faculty and department members) Final presentation and discussion

C. Field Experience Administration

١. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Locations will be selected at the beginning of the semester		

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

- Through the college's training unit, where there are lists of appropriate training sites.
- Through the college training coordinator.
- Suggesting the training places by the students.

After that, an official letter is submitted from the scientific department to the training unit in the college. The letter includes a list of the names of the students who are proposed to be trained in a specific training field after confirming the approval of the training field.

Accordingly, the training unit in the college makes the official letters to the training field in specific times, and then the communication with field trainer.

٢. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Depend on Training Organization	Member of department
Selection Criteria	Depend on Training Organization	Based on the distribution of the study schedule by the scientific department.

b. Qualification and Training of Supervisory Staff

(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

٣. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

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b. Distribution of Responsibilities for Field Experience Activities

Activity	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		✓			✓
Adjusting attendance and leave				✓	✓
Assessment of learning outcomes	✓	✓			✓
Evaluating the quality of field experience	✓	✓			
Others (specify)					

c. Field Experience Implementation

a. Supervision and Follow-up Mechanism

- Continuous follow-up of students and communication with the supervisor in the training institution
- The external supervisor writes periodic reports on the performance of the trainees and submits them to the internal supervisor
- Evaluating the students' performance of the acquired skills according to the report sent by the external supervisor

b. Student Support and Guidance Activities



Students are prepared in a meeting at the beginning of the semester to introduce them to the importance of training and its desired objectives

◦ . Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
a student might get sick or to develop tiredness as an example.	Provide students' parents contact details. provide precautions Medical training.	Identify the student about the safety tools and procedures.
		To be visited by the department training member.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<i>Examination and staff performance</i>	students	Questionnaire
<i>Exam paper</i>	Staff committee	Cross checking

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	
Reference No.	
Date	

