



Field Experience Specifications

| | |
|----------------------|-------------------|
| Course Title: | Field Training |
| Course Code: | 283 حال-6 |
| Program: | Technical support |
| Department: | Computer |
| College: | Applied College |
| Institution: | Najran University |

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A. Field Experience Identification

| |
|---|
| 1. Credit hours: 6 (0+6) |
| 2. Level/year at which this course is offered: Level 6 |
| 3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> Number of weeks: (10) week Number of days: (30) day Number of hours: (90) contact hour |
| 4. Pre-requisites to join field experience (if any): Complete 21 credit hour Complete 21 credit hours program courses |

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

| CLOs | | Aligned PLOs |
|----------|---|--------------|
| 1 | Knowledge and Understanding | |
| 1.1 | Define the tools used in real time specific computer information system | K1=I |
| 1.2 | | |
| 1.3 | | |
| 1... | | |
| 2 | Skills: | |
| 2.1 | Operate different information systems applications | S1=M |
| 2.2 | verify different Information Systems skills | S2=M |
| 2.3 | | S3=M |
| 2... | | |
| 3 | Values: | |
| 3.1 | Function effectively as a team member for developing information systems applications | C1=M |
| 3.2 | Discuss reports | |
| 3.3 | The ability to discuss and communicate | |
| 3... | | |

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

| Co de | Learning Outcomes | Training Methods/A ctivities | Assessme nt Methods |
|------------|--|--|--|
| 1.0 | Knowledge and Understanding | | |
| 1.1 | 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 |
| 1.2 | | | |

| Co de | Learning Outcomes | Training Methods/A ctivities | Assessme nt Methods |
|------------|---|---|--|
| ... | | | |
| 2.0 | Skills | | |
| 2.1 | Operate different information systems applications | Presentation s Discussions Seminars Lab work | Final presentatio n Weekly report Follow up form |
| 2.2 | verify different Information Systems skills | Presentation s Discussions Seminars Lab work | Final presentatio n Weekly report Follow up form |
| ... | | | |
| 3.0 | Values | | |
| 3.1 | Function effectively as a team member for developing information systems applications | Presentation Discussion Lab work | Report Final representat ion Follow up form |
| 3.2 | The ability to discuss and communicate | Presentation Discussion Lab work | Report Final representat ion Follow up form |
| ... | Discuss reports | Discussion | Report assessment |

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

| # | Assessment task* | Assessment timing (Week) | Percentage of Total Assessment Score |
|---|-----------------------------------|--------------------------|--------------------------------------|
| 1 | Final evaluation (company) | 40% | Final evaluation (company) |
| 2 | Periodic reports , discussion | 20% | Periodic reports , discussion |
| 3 | Final presentation and discussion | 40% | Final presentation and discussion |
| 4 | Total Marks | 100% | Total Marks |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

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

b. Assessment Responsibilities

| م | Category | Assessment Responsibility |
|---|------------------|--|
| 1 | Teaching Staff | Periodic reports , discussion |
| 2 | Field Supervisor | Final evaluation |
| 3 | Others (specify) | (Evaluators: Faculty and department members) Final presentation and discussion |

C. Field Experience Administration

1. 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.

2. 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.)

3. Responsibilities

a. Field Experience Flowchart for Responsibility

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

| |
|--|
| |
|--|

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) | | | | | |

4. 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

5. 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 | |