Field Experience Specifications

Course Title:	Field Experience
Course Code:	502595-2
Program:	Bachelor in Information Technology
Department:	Department of Information Technology
College:	College of Computers and Information Technology
Institution:	Taif University

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A. Field Experience Identification

1. Credit hours: 2
2. Level/year at which this course is offered: summer/4

3. Dates and times allocation of field experience activities.
   ● Number of weeks: (8) week
   ● Number of days: (32) day
   ● Number of hours: (160) hour

4. Pre-requisites to join field experience (if any)**: NON**

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Define the technical issues gained in the training environment and diagnose problems encountered and recommend solutions based on the theories studied.	K1
1.2	Identify the reality of the labor market in their field.	K1
2	**Skills:**	
2.1	Apply skills taught in the program on realistic situations in the field of Information Technology	S1
2.2	Use the appropriate mathematical and statistical methods to solve real issues gained from the training environment, and interpret the results.	S2
2.3	Communicate effectively in a variety of professional contexts.	S3
3	**Values:**	
3.1	To be able to deal with the work environment, take responsibility and be punctual at work.	V2
3.3	Identify information technology issues that require a solution, and the appropriate way to deal with them individually, or through the work team.	V1, V2

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

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Define the technical issues gained in the training environment and diagnose problems encountered and recommend solutions based on the theories studied.	Introductory lecture Writing reports	Periodic reports Interaction Final report
1.2	Identify the reality of the labor market in their field.		
2.0	**Skills**		
2.1	Apply skills taught in the program on realistic situations in the field of Information Technology	Introductory lecture Company training Writing reports	Final evaluation (company)
2.2	Use the appropriate mathematical and statistical methods to solve real issues gained		

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
	from the training environment and interpret the results.		
3.0	**Values**		
3.1	To be able to deal with the work environment, take responsibility and be punctual at work.	Company training Preparing final presentation	Final presentation and discussion Final evaluation (company)
3.2	Communicate effectively in a variety of professional contexts.		
3.3	Identify information technology issues that require a solution, and the appropriate way to deal with them individually, or through the work team.		

3. Field Experience Learning Outcomes Assessment
a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Final evaluation (company)	8	40%
2	Periodic reports	6	18%
3	Interaction	8	7%
4	Final report	8	15%
5	Final presentation and discussion	8	20%

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

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff**	Final report Final presentation and discussion Interaction
2	**Field Supervisor**	Final evaluation (company) Periodic reports
3	**Others** (specify)	

C. Field Experience Administration
1. Field Experience Locations
a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements
Saudi Arabian Airlines	a) a. Availability of modern IT software. College is keen to guide the students field training reputable entities that have clear procedures to ensure the safety of staff Must provide a better and latest software b) a. The availability of specialized technical centers College is keen to guide the students field training reputable entities that have clear procedures to ensure the safety of staff	Must provide a better and latest software
Jeddah Municipality		
Najran cement company		
Information Logistics services co. Ltd.		
Intercontinental Hotel Jeddah		

Saudi Aramco	Must provide a better and latest software	
Saudi Arabian Drug Stores Co. Ltd.	c) c. Availability of modern hardware	
King Abdelaziz university – admission of E-learning	College is keen to guide the students field training reputable entities that	
Hafil Maintenance & Service Co. Ltd.	have clear procedures to ensure the safety of staff Must provide a better	
King Fahad Hospital	and latest hardware	

*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
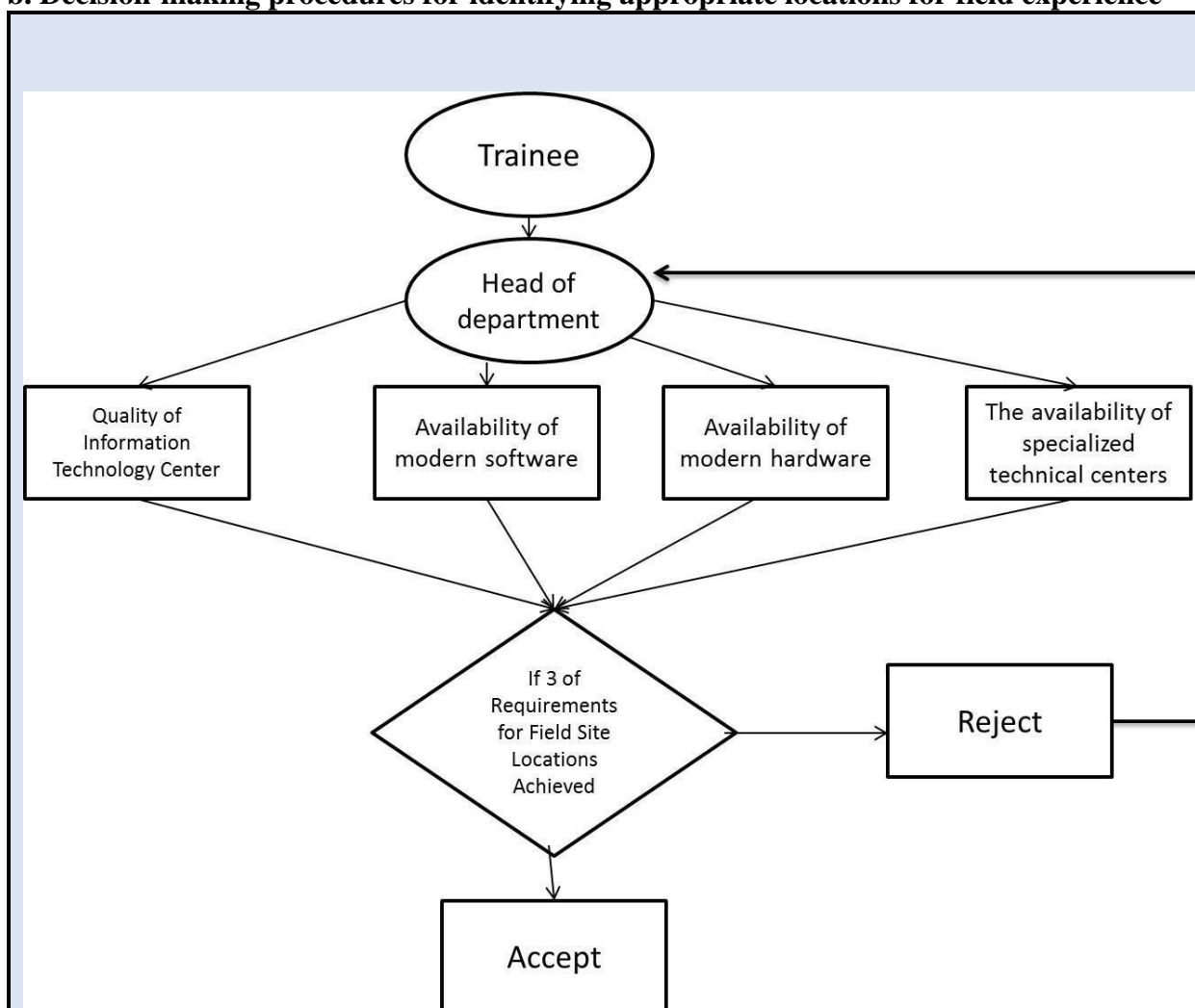
2. Supervisory Staff
a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Experience of IT	PhD in IT or related fields
Selection Criteria	Rank, years of experience	Rank, years of experience

## 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.
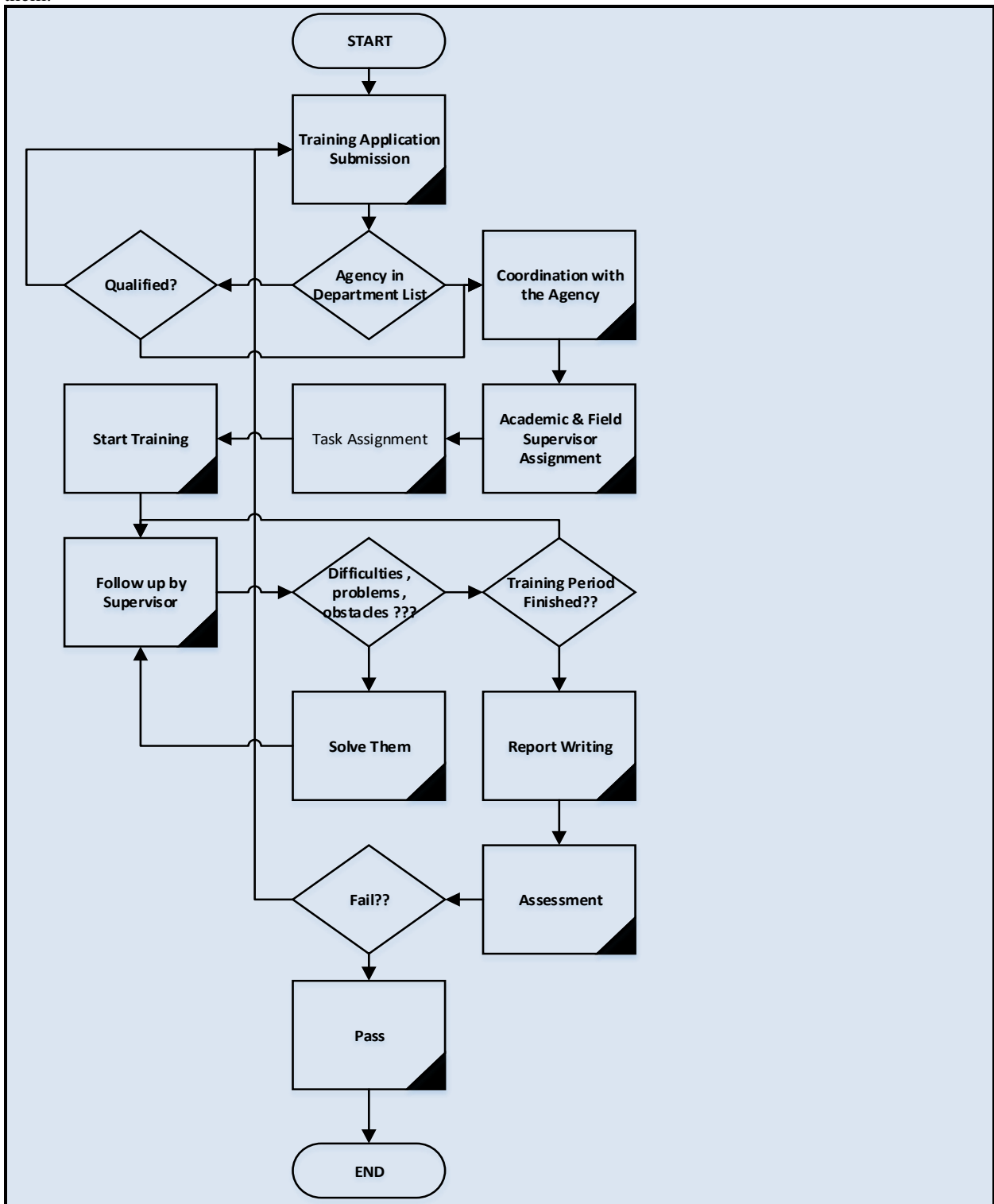
b. Distribution of Responsibilities for Field Experience Activities

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

b. Student Support and Guidance Activities

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

a. Not to expel the trainee of the program without giving convincing reasons.	The expulsion of training without compelling reasons	Contract an agreement with the company.
b. carrying all damages infected trainee during training	Injury the trainee during summer training	Contract an agreement with the company.
c. Bear all the financial requirements of the training.	Claim the college with the financial receivables	Contract an agreement with the company.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Practical Work	Field Supervisor	Final evaluation (company)
Knowledge of training site	Teaching Staff	Periodic reports
Administration Skills	Field Supervisor	Interaction
Overall knowledge	Teaching Staff	Final report
Final achievement	Teaching Staff	Final presentation and discussion

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	IT Department Council/ Executive program committee
Reference No.	11
Date	23/10/21443