



## Field Experience Specifications

<b>Course Title:</b>	Field Training
<b>Course Code:</b>	476CCS-4
<b>Program:</b>	BSc in Computer Science
<b>Department:</b>	Computer Science
<b>College:</b>	Computer Science & Information Systems
<b>Institution:</b>	Najran University

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## A. Field Experience Identification

<b>1. Credit hours: 4</b>
<b>2. Level/year at which this course is offered:</b> Completed minimum 90 Credit Hours (Excluding Prep Year)
<b>3. Dates and times allocation of field experience activities.</b> <ul style="list-style-type: none"> <li>• Number of weeks: (8) week</li> <li>• Number of days: (40) day</li> <li>• Number of hours: (200) hour</li> </ul>
<b>4. Pre-requisites to join field experience (if any):</b> Completed minimum 90 Credit Hours (Excluding Prep Year)

## B. Learning Outcomes, and Training and Assessment Methods

### 1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	Acquire knowledge IT practical experience in real time.	K <sub>1</sub> , K <sub>2</sub>
1.2	Discuss the IT work environment.	K <sub>2</sub>
<b>2</b>	<b>Skills:</b>	
2.1	Apply the experience of IT engineers, technicians and identify their working lives.	S <sub>1</sub> , S <sub>2</sub>
2.2	Matching IT theoretical study with the practical reality.	S <sub>3</sub> , S <sub>4</sub>
2.3	Demonstrate social network opportunities at organization in order to be hired by organization.	S <sub>4</sub>
2.4	Practice Communications skills with IT professionals.	S <sub>6</sub>
<b>3</b>	<b>Values:</b>	
3.1	Exercise work ethics related to information technology field in work place	V <sub>2</sub>
3.2	Work effectively in a team with taking responsibility.	V <sub>1</sub> , V <sub>2</sub>

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

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Acquire knowledge IT practical experience in real time.		Record skills gainful daily
1.2	Discuss the IT work environment.		List all gained skills
<b>2.0</b>	<b>Skills</b>		
2.1	Apply the experience of IT engineers, technicians and identify their working lives.		Develop technical skills
2.2	Matching IT theoretical study with the practical reality.		Create a spirit of innovation
2.3	Demonstrate social network opportunities at organization in order to be hired by organization.		Use the personal skills to gain practical experience from coworkers

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
2.4	Practice Communications skills with IT professionals.		Operate new software and Hardware
<b>3.0</b>	<b>Values</b>		
3.1	Exercise work ethics related to information technology field in work place		Manager reviews and coworkers assessment
3.2	Work effectively in a team with taking responsibility.		Demonstrate the skills required in the work environment

### 3. Field Experience Learning Outcomes Assessment

#### a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Weekly report	Weekly	15%
2	Final evaluation (by company)	After 8 weeks	35%
3	Final report	After 8 weeks	35%
4	Final presentation	By the end of 11 <sup>th</sup> week	15%
	<b>Total Marks</b>		<b>100%</b>

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

#### b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	Evaluate students' : Weekly report, final report, and final presentation
2	Field Supervisor	Technical evaluation, managerial evaluation
3	Others (specify)	Filed location evaluation

### C. Field Experience Administration

#### 1. Field Experience Locations

##### a. Field Experience Locations Requirements

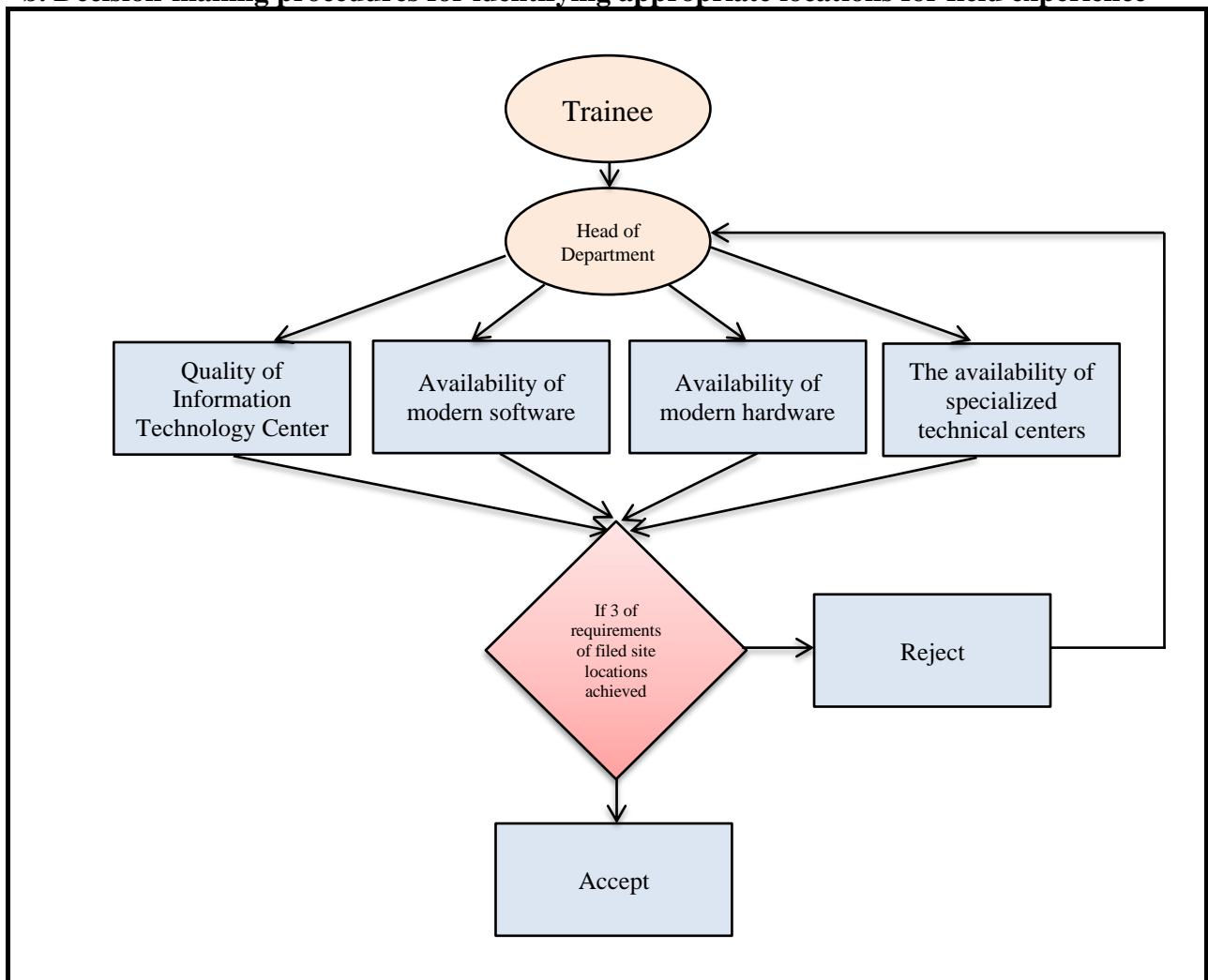
Suggested Field Experience Locations	General Requirements*	Special Requirements**
A. Quality of Information Technology Center.	Filed supervisor requirements: 1) Holds no less than bachelor. 2) At least has 3-year work experience. 3) Hold a degree science in information Must cover the basic disciplines of Computer 5 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.	Must provide a better and latest software

	2) At least has 3-year work experience. 3) Hold a degree science in information Systems or related field	
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

\*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
<b>Qualifications</b>	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.	Ph.D. related to the training field
<b>Selection Criteria</b>	Filed supervisor resume includes: 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	Close to location, available

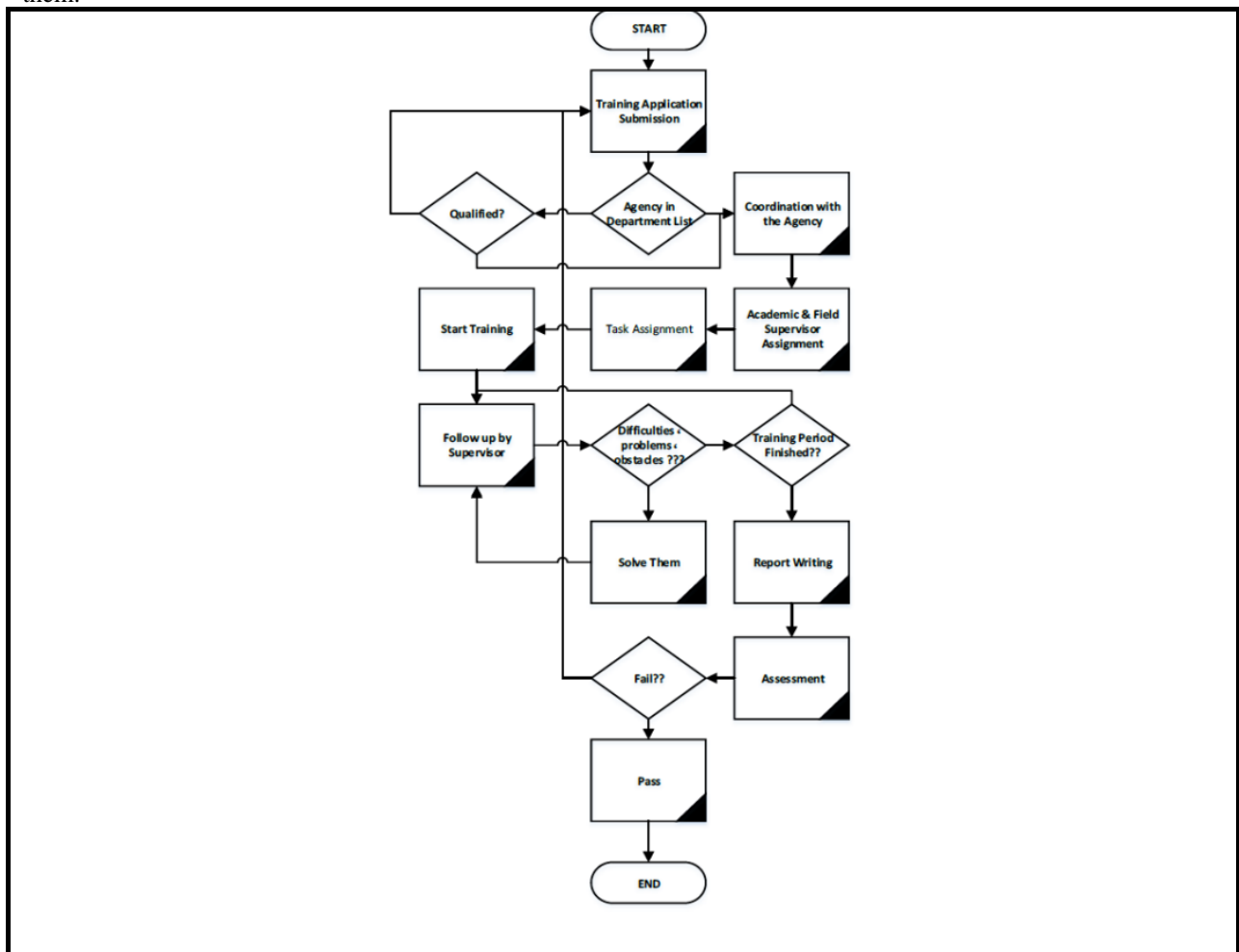
**b. Qualification and Training of Supervisory Staff**

(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

1. Attendance report
2. Weekly report
3. Frequent visiting the site by teaching staff
4. Communication channel between teaching and field staff

##### b. Student Support and Guidance Activities

1. Weekly report feedback
2. Frequent communication
3. orientation

## 5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
The expulsion of training without compelling reasons	Contract an agreement with the company.	Select companies with an agreement in advance.
Injury the trainee during summer training	Contract an agreement with the company.	Select companies with an agreement in advance.
Claim the college with the financial receivables	Contract an agreement with the company.	Select companies with an agreement in advance.

## G. Training Quality Evaluation

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

**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	Computer Science Departmental Council
Reference No.	14440203-0185-00002
Date	1st Sep, 2022