



# Field Experience Specification

## (Bachelor)

Course Title: **Collaborative training**

Course Code: **AP414901**

Program: **Intermediate Diploma in Food Quality and Safety**

Department: **Clinical Nutrition**

College: **Applied Medical Sciences**

Institution: **Umm Al-Qura University**

Field Experience Version Number: **3**

Last Revision Date: **8 October 2024**

## Table of Contents

<b>A. General information about the course:</b> .....	3
<b>B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods</b> .....	3
<b>C. Field Experience Administration</b> .....	4
<b>D. Training Quality Evaluation</b> .....	6
<b>E. Specification Approval Data</b> .....	6



## A. Field Experience Details:

1. Credit hours: (6).

2. Level/year at which Field Experience is offered: (4<sup>th</sup> Level, 2<sup>nd</sup> Year).

3. Time allocated for Field Experience activities

(15) Weeks

( ..... )Days

( ..... )Hours

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

NA

5. Mode of delivery

☒ In-person/onsite

☐ hybrid (onsite/online)

☐ Online

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

Cod e	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Outline the field training as a practical activity in various Institutions.	K3	Small group work	Rubrics for report writing	Faculty Staffs
1.2	Define the objectives of the field training program of study which performed in various food institutions.	K2	Small group work	Rubrics for report writing	Faculty Staffs
2.0	Skills				
2.1	Appraise the field training as a practical activity in various Institutions.	S2	Problem solving cases Brain storming	presentations rubric	Faculty Staffs

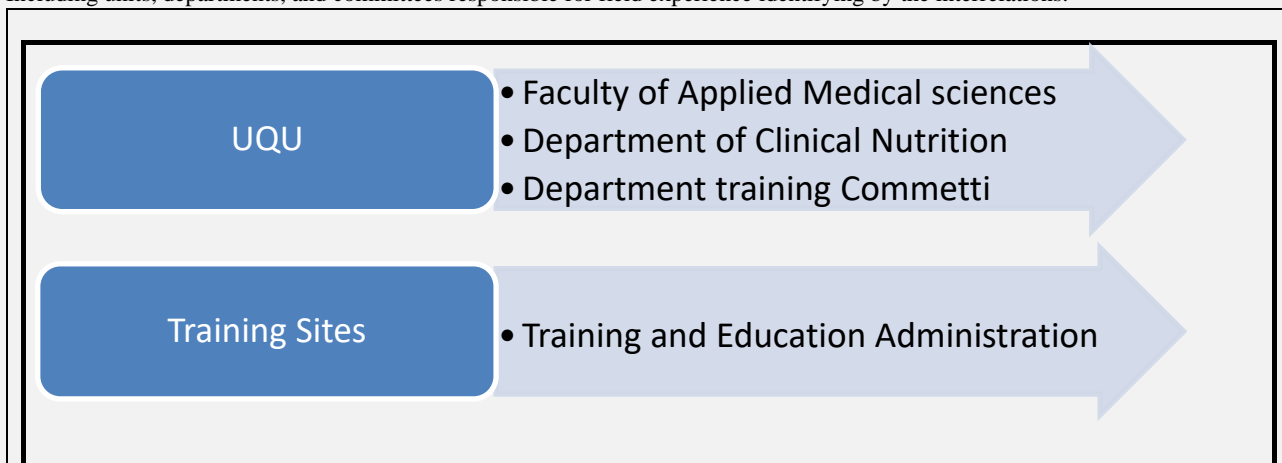
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.2	Apply the field training program of study which performed in various food institutions.	S3	Problem solving cases Brain storming	presentations rubric	Faculty Staffs
3.0	Values, autonomy, and responsibility				
3.1	Ability to lead a team work in group discussion in field training as a practical activity in various Institutions.	V1	Small group work	presentations rubric	Faculty Staffs

\*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.



### 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				√	√



Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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)	-	-	-	-	-

### 3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Food companies	Food processing, preparation and analysis. Packaging machines Food safety systems	Structural safety in buildings Health safety Evacuation plans Health certificates, vaccinations
Restaurants		
Hotels and guest houses		
Food and catering centers		
Saudi Food & Drug Authority		
Food services at governmental institution such Hospital, prisons..etc		

\* 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

1. Evaluating the various training sites to choose the most appropriate based on the site, availability of training and the extent to which the targeted learning outcomes are achieved.
2. The coordinator of the diploma program, in coordination with the scientific department and the vice dean for training affairs at the college, contacts the training coordinators in the selected sites to verify the availability of training seats.
3. Discussing the available sites at the meeting of the Academic Council to select and approve the best training sites.

### 5. Safety and Risk Management



Potential Risks	Safety Actions	Risk Management Procedures
Disasters	Multiple exits for evacuation	Training for evacuation

## D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effective of training	Student	Indirect
Effective student assessment	Student	Direct
Extent of achievement of training learning outcomes	Faculty Staffs	Direct
Quality of learning resources	Student	Indirect
Effective of training	Stockholders	Indirect

**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	Umm Al-Qura University Council
REFERENCE NO.	851141114462/190392
DATE	22/11/1446

