



Field Experience Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **APIS4901**

Program: **Diploma in Information Security**

Department: **Diplomas**

College: **Applied College**

Institution: **Umm Al Qura University**

Field Experience Version Number: **1.0**

Last Revision Date: **14 December 2025**

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A. Field Experience Details:

1. Credit hours: (6).

2. Level/year at which Field Experience is offered: (4/2).

3. Time allocated for Field Experience activities

(16) Weeks

(80)Days

(1280) Hours

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

5. Mode of delivery

☒ In-person/onsite

☐ hybrid (onsite/online)

☐ Online

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

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Recognize theoretical knowledge and skills to real world work environment.	K1	Participation in meetings, Hands-on projects	Weekly reports, Final training discussion and report	Teaching Staff, Field Supervisor, Cooperative training administration
1.2	Acquire new Work Environment Knowledge	K2	Participation in meetings, Hands-on projects	Writing weekly reports, Writing final report	Teaching Staff, Field Supervisor, Cooperative training administration
2.0	Skills				
2.1	Design through integrating analytical, problem-solving, and critical thinking skills practiced in class with real life	S2	Work course, Case studies, Hands-on projects	Writing weekly reports, Writing final report, Evolution report	Teaching Staff, Field Supervisor, Cooperative training administration



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	business situations to make critical decisions				
2.2	Communicate orally and in writing as an effective member inside heterogeneous teams to accomplish a common goal	S4	Work course, Case studies, Hands-on projects	Writing weekly reports, Writing final report, Evolution report	Teaching Staff, Field Supervisor, Cooperative training administration
2.3	Develop effective oral and written business reports using appropriate tools and technologies	S4	Hands-on projects, Case studies, Participation in meetings	Writing weekly reports, Writing final report, Evolution report	Teaching Staff, Field Supervisor, Cooperative training administration
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate self-learning processes by monitoring self-behavior and attitude and successful achievement of assigned tasks	V2	Participation in meetings, Participation in projects	Evolution report	Teaching Staff, Field Supervisor, Cooperative training administration

*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				✓	✓
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		✓			✓
Monitoring 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**
Location convenient access		
Software/hardware projects	learning sources information technology laboratories equipment	
Qualified communication and IT specialists available	learning sources equipment	CIT specialties
Safe and secure training site	equipment	safety standards
Location convenient access		

* 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

- The field experience should be relevant to the student's major.
- The training site should be approved by the cooperative training administration.
- The field experience location should provide a private field supervisor for the students.
- The training site should deal with and solve real-world problems in the IT field for both hardware and software.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Depends on the training site	Subject to the training site management	Subject to the training site management

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Anonymous survey	Students	Student's feedback: Employer effectiveness in helping the students to acquire new skills
Employer review report	Academic supervisor	Extent of achievement of course learning outcomes.
Anonymous survey	Students	Student's feedback: Employer effectiveness in helping the students to acquire new skills





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.	851141114462/190358
Date	1446/11/22

