



Field Experience Specification

(Bachelor)

Course Title: **internship**

Course Code: **APOP4901**

Program: **Optician Diploma**

Department: *Enter Department Name .*

College: **Applied Collage**

Institution: **Umm-Al-Qura University**

Field Experience Version Number: *1*

Last Revision Date: **14 December 2024**



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A. Field Experience Details:

1. Credit hours:		
0		
2. Level/year at which Field Experience is offered: (.....).		
(5 ^h level / 3 rd year)		
3. Time allocated for Field Experience activities		
(24)Weeks continuous	(5)Days	(6) Hours
4. Corequisite (or prerequisites, if any) to join Field Experience		
Pass all program requirement courses		
5. Mode of delivery		
<input checked="" type="checkbox"/> In-person/onsite	<input type="checkbox"/> hybrid (onsite/online)	<input type="checkbox"/> 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	Understand the principles of applying academic learning to practical settings.	K1	Field training inside the optical centers and hospitals	supervisor evaluations, and reports on organizational understanding.	Academic supervisor
1.2	Explain organizational structures, policies, and workflows.	K1	Field training inside the optical centers and hospitals	supervisor evaluations, and reports on organizational understanding.	Academic supervisor
1.3	Recognize sector-specific challenges and best practices in professional environments.	K4	Field training inside the optical centers and hospitals	supervisor evaluations, and reports on organizational understanding.	Academic supervisor
2.0	Skills				
2.1	Solve workplace problems using critical thinking and adaptability.	S1	Field training inside the optical centers and hospitals	practical assessments	Site Supervisor

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.2	Communicate effectively with team members, supervisors, and clients.	S2	Field training inside the optical centers and hospitals	practical assessments	Site Supervisor
2.3	Demonstrate proficiency in technical and professional tasks.	S3	Field training inside the optical centers and hospitals	practical assessments	Site Supervisor
2.4	Select an appropriate visual aid by using accurate measurement according to patient's history as well as the variables presented by individual prescription	S2, S3	Field training inside the optical centers and hospitals	practical assessments	Site Supervisor
3.0	Values, autonomy, and responsibility				
3.1	Adhere to ethical guidelines and professional standards in practice.	V1	Field training inside the optical centers and hospitals	Self-assessment essays and supervisor feedback	Site Supervisor
3.2	Commit to continuous self-improvement and lifelong learning.	V2	Field training inside the optical centers and hospitals	Self-assessment essays, supervisor feedback	Site Supervisor
...					

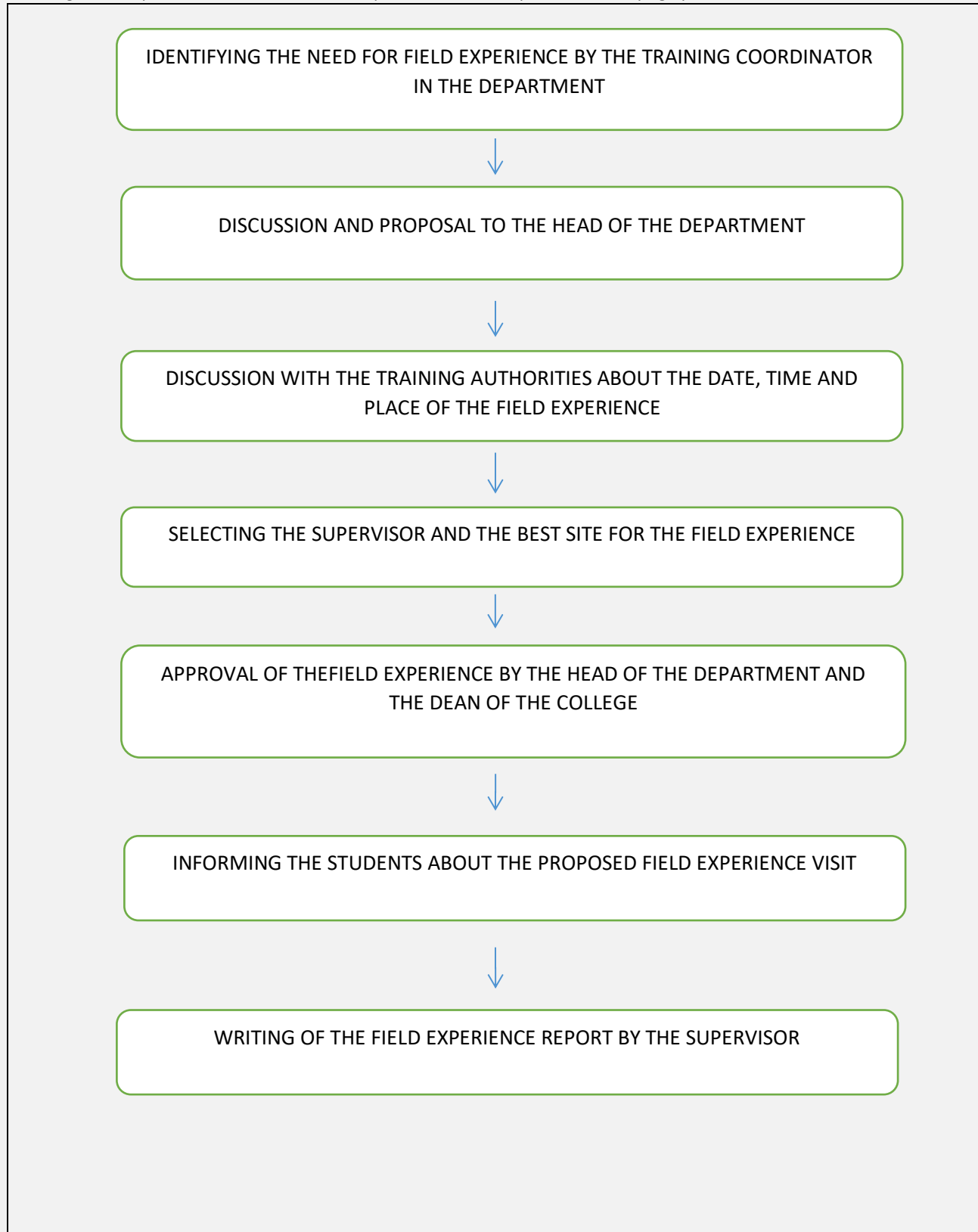
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).



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	X		X		
Selection of supervisory staff	X				
Provision of the required equipment				X	
Provision of learning resources		X			
Ensuring the safety of the site					X
Commuting to and from the field experience site			X		
Provision of support and guidance	X				
Implementation of training activities (duties, reports, projects ...)					X
Follow up on student training activities		X			
Monitoring attendance and leave		X			
Assessment of learning outcomes	X				
Evaluating the Quality of Field Experience	X				
Others (specify)					

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Commercial Optical Center	halls	- Safety evacuation plan
Fabrication and dispensing lab	-Laboratories, - Equipment (lens dispensing machine- lens meter- vision examination equipment-..... -Safety evacuation plan	- Safety equipment's - Safety evacuation plan
State and Private Hospitals	-Clinics - equipment (vision examination equipment)	- Safety equipment's

* 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 training coordinator of college visits the training locations according to a previously prepared list of training sites. He makes himself satisfied with the training requirements and the facilities available in the optical center and hospital before making the final decision.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Fire	Fire safety plan	The training coordinator of college visits the training locations according to a previously prepared list of training sites.
Earthquake	Safety evacuation plan	
Smoke	Smoke Alarm system	
Lab borne Infections	Fire extinguishers	
Occupational hazard	Safe working ambience	

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	Students, Supervisory Staff, Program Leaders	Direct
Extent of achievement of course learning outcomes	Program Leaders	Indirect
Quality of learning resources	Program Leaders	Direct

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.	851141114462/190386
Date	1446/11/22

