



Field Experience Specification

DIPLOMA

Course Title: **Cooperative Training**

Course Code: **APDA4901**

Program: **Diploma in Data Analytics**

Department: **Diploma Department**

College: **The Applied College**

Institution: **Umm Al Qura University**

Field Experience Version Number: **1**

Last Revision Date: **05 May 2025**



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A. Field Experience Details:

1. Credit hours:		
6		
2. Level/year at which Field Experience is offered:		
Level 4 / Year 2		
3. Time allocated for Field Experience activities		
(15) Weeks	(5) Days	450 Hours (6-8 hours/day)
4. Corequisite (or prerequisites, if any) to join Field Experience		
Students should pass all courses in levels 1,2, and 3		
5. Mode of delivery		
<input checked="" type="checkbox"/> In-person/onsite	<input checked="" 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 practical application of theoretical concepts related to data analytics	K1	On-the-job observation Hands-on practice Tasks Assignments	Supervision Reports	Field Supervisor, Teaching Staff
1.2	Explain workplace processes, tools, and technologies specific to the field of data analytics	K2	On-the-job observation Hands-on practice Tasks Assignments	Supervision Reports	Field Supervisor, Teaching Staff
1.3	Identify industry standards, practices, and emerging trends in data analytics	K3	On-the-job observation Reading	Supervision Reports	Field Supervisor, Teaching Staff
2.0	Skills				
2.1	Integrate knowledge and skills learned in lectures and co-op to	S1	Hands-on practice Tasks Assignments	Supervision Feedback Reports	Field Supervisor, Teaching Staff



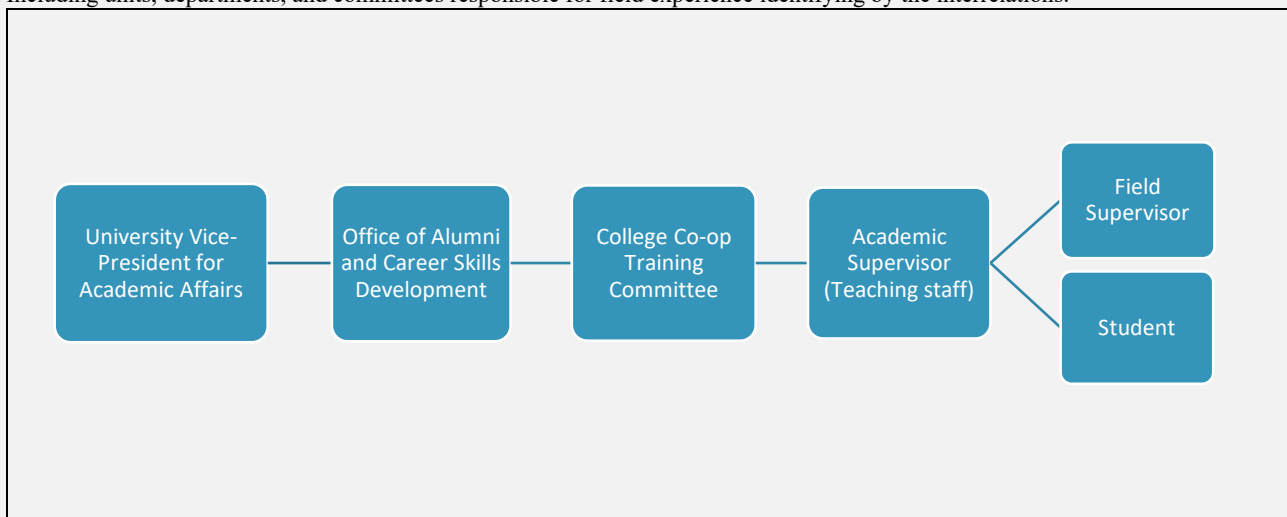
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	identify and solve data analytics problems.				
2.2	Perform field-specific tasks and use tools, software, or equipment as required by the field tasks.	S2	Hands-on practice Tasks Assignments	Supervision Feedback Reports	Field Supervisor, Teaching Staff
3.0	Values, autonomy, and responsibility				
3.1	Exhibit professional ethics.	V1	Hands-on practice Tasks Assignments	Supervision Feedback Reports	Field Supervisor
3.2	Engage in ongoing professional development during the co-op training.	V2	Hands-on practice Tasks Assignments	Supervision Feedback Reports	Field Supervisor
3.3	Uphold integrity and social responsibility when completing co-op tasks.	V3	Hands-on practice Tasks Assignments	Supervision Feedback Reports	Field 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	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	X
Ensuring the safety of the site				X	X
Commuting to and from the field experience site			X		
Provision of support and guidance		X			X
Implementation of training activities (duties, reports, projects)				X	X
Follow up on student training activities		X			X
Monitoring attendance and leave				X	X
Assessment of learning outcomes	X	X			X
Evaluating the Quality of Field Experience	X	X	X		
Others (specify)					

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any public or private organization that can offer students training in the field of data science such as data analysis, data modelling, data management, data governance, etc.	IT hardware & software. Access to internet and other resources required to complete tasks.	

* 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

Here are some factors that will be considered when identifying appropriate locations for field experience:

Relevance to the program: How well does the location align with course content and learning objectives?

Duration: Is the training duration at the location compatible with course requirements?

Training plan: Is there a training plan at the location? Is it good enough in terms of relevance and duration?

Safety and security: Is the location safe and secure for students? Are there any potential risks or hazards?

Accessibility: Is the location easily accessible for students and faculty? Is transportation available?

Resources and facilities: Does the location have the necessary resources and facilities to support student training ?

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Location might not be safe at some time	Follow organization's safety measures to resolve the hazard	Convert the training to distance training until the hazard resolves

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	Students	Direct
Extent of achievement of CLOs	Supervisory Staff	Indirect
Quality of learning resources	Supervisory Staff and quality assurance committee	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.	851281214463/193664
Date	1447/01/20

