



Field Experience Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **APCS4901**

Program: **Programing and Computer Science**

Department: *Enter Department Name .*

College: **Applied College**

Institution: **Umm Al-Qura university**

Field Experience Version Number: **1**

Last Revision Date: **Jan -2025**



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	6
D. Training Quality Evaluation	7
E. Specification Approval Data	8





A. Field Experience Details:

1. Credit hours: (6).

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

3. Time allocated for Field Experience activities

(.....)Weeks

(.....)Days

(450) 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	Define the objectives of the field training program of study which performed in various IT departments .	K1,2,3,4		Rubrics for report writing	Teaching Staff
2.0	Skills				
2.1	Construct documents, tables, presentations and simple database systems using Microsoft Office	S1	Problem solving	Rubrics for report writing	Teaching Staff + Field Supervisor
	Develop software	S2	Problem solving	Rubrics for report writing	Teaching Staff +





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	solutions (e.g., software, website, mobile application) by applying principles of different programming techniques and data structures.				Field Supervisor
	Design software solutions based on a user-centered approach	S3	Problem solving	Rubrics for report writing	Teaching Staff + Field Supervisor
	Build computer networks using suitable hardware and/or software components	S4	Problem solving	Rubrics for report writing	Teaching Staff + Field Supervisor
	Publish a database using DB management system	S5	Problem solving	Rubrics for report writing	Teaching Staff + Field Supervisor
2.2	Deploy database in software solutions	S6	Problem solving	Rubrics for report writing	Teaching Staff + Field Supervisor
3.0	Values, autonomy, and responsibility				
3.1	Apply standards of integrity and ethical conduct in various academic, professional	V1	Group work	Rubrics for report writing	Teaching Staff + Field Supervisor





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	and research fields related to computer science.				
3.2	Accept responsibility for keeping his/her knowledge and/or skills up to date by using self-learning to promote professional growth and lifelong learning.	V2	Group work	Rubrics for report writing	Teaching Staff + Field Supervisor
3.3	Function effectively in teamwork to accomplish a common goal, demonstrating leadership skills and effective cooperation	V3	Group work	Rubrics for report writing	Teaching Staff + Field Supervisor

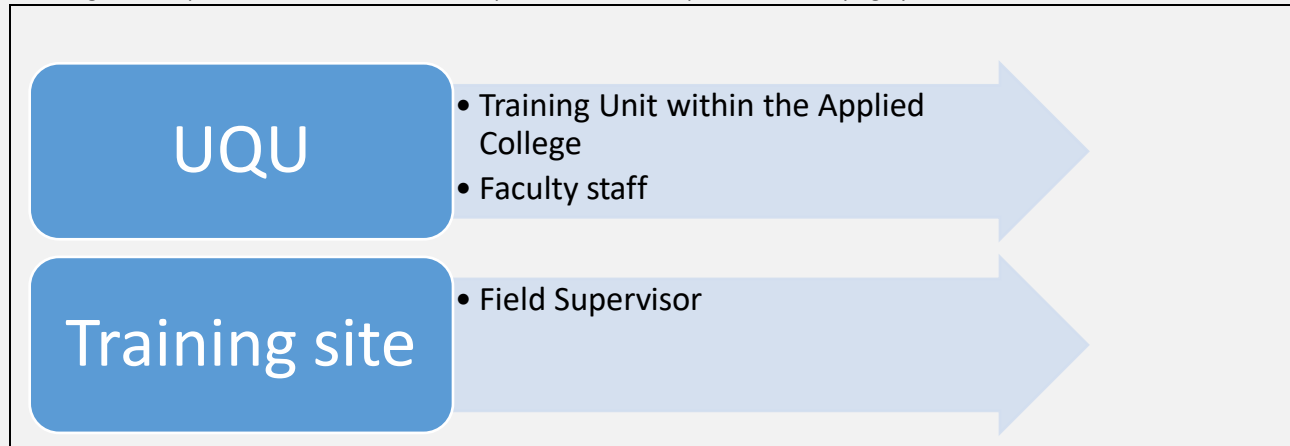
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).



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	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			√	√	√
Communting 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**
Hospitals, government and private institutions that have an IT department	Participation in one of the following: hardware maintenance developing databases creating/editing website pages IT support	

* 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

- 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.
- The coordinator of the diploma program, in coordination with the Training Unit within the Applied College, contacts the training coordinators in the selected sites to verify the availability of training seats.

5. Safety and Risk Management

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

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effective of training Survey	Students	Direct





Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training Reports	Teaching Staff	Direct
Students performance evaluation	Field Supervisor	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.	851141114462/190365
Date	1446/11/22

