



Field Experience Specifications

Course Title:	التدريب الميداني - Field Training
Course Code:	
Program:	Bachelor Of Business Administration
Department:	Business Administration Department
College:	College of Business
Institution:	Umm Al-Qura University

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A. Field Experience Identification

1. Credit hours: 9 Hours
2. Level/year at which this course is offered: Third Year, First Semester
3. Dates and times allocation of field experience activities. - Number of weeks: (10) week - Number of days: (50) day - Number of hours: (150) hour
4. Pre-requisites to join field experience (if any): Complete 90 hours.

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned-PLOs
1	Knowledge and Understanding	
1.1	Understand the value of business and Management concepts as well as other hard and soft skills in a work environment	K1
1.2	Identify one's own strengths and weaknesses and prepare a plan for professional development	K2
1.3	Understand the organizational structure, culture, and dynamics in a work environment	K4
1...		
2	Skills:	
2.1	Ability to search for and locate relevant information.	S1
2.2	Prepare students to develop analytical and critical thinking.	S2
2.3	Students should be able to summarize the facts	S6
2.4	Ability to analyze an issue and assess the strategic framework needed to handle it.	S2; S6
3	Values:	
3.1	Illustrate communication and coordination skill among team members.	V1
3.2	Demonstrate meaningful dialogues and the acceptance of others' opinions	V2
3.3		
3...		

2. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Understand the value of business and Management concepts as well as other hard and soft skills in a work environment	Online discussions, Field training	Evaluation by supervisors from the organization and department
1.2	Identify one's own strengths and weaknesses and prepare a plan for professional development	Training orientation, Field training	Evaluation by supervisors from the organization and department

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
...	Understand the organizational structure, culture, and dynamics in a work environment	Training orientation, Field training	Evaluation by supervisors from the organization and department
2.0	Skills		
2.1	Ability to search for and locate relevant information.	Field Training	Evaluation by supervisors from the organization and department
2.2	Prepare students to develop analytical and critical thinking.	Field Training	Evaluation by supervisors from the organization and department
...	Student should be able to summarize the facts	Field Training	Evaluation by supervisors from the organization and department
	Ability to analyze an issue and assess the strategic framework needed to handle it.	Field Training	Evaluation by supervisors from the organization and department
3.0	Values		
3.1	Illustrate communication and coordination skill among team members.	Field Training	Evaluation by supervisors from the organization and department
3.2	Demonstrate meaningful dialogues and the acceptance of others' opinions	Field Training	Evaluation by supervisors from the organization and department
...			

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Evaluation by the Company Supervisor	10 th week	30%
2	Evaluation by the Academic Supervisor	10 th week	25%
3	Training Report	10 th week	25%
4	Presentation	10 th week	20
5	Total Marks		100%
6			
7			
8			

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	Evaluation the student at the end of the training period.

2	Field Supervisor	Evaluation the student during the training period.
3	Others (specify)	-

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Saudi Airlines	-Dealing with customers/patients -Administration work in reality -Learning sources in locations -Information technology	-Demonstrate an ability to communicate ideas easily to others. - Develop an ability to search for relevant information on the Internet.
Abdulghani for Gold and Jewelry		
Innovation Ideas Institution		
Conrad Makkah Hotel		
Maternity & Children Hospital		
The Ministry of Labor and Social Development		
Al Nour Specialized Hospital		

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

A specialized training committee receives the student applications and assess different companies and decide whether they fit the required criteria or not. The committee would also communicate the training program specifications and objectives to insure that students enjoy a valuable experience. During the training the course instructor may visit the location to make sure all the requirements are met.

2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Holds no less than bachelor.	Holds a degree in Management or Business Administration
Selection Criteria	At least has 3 year work experience	At least has 3 year work experience

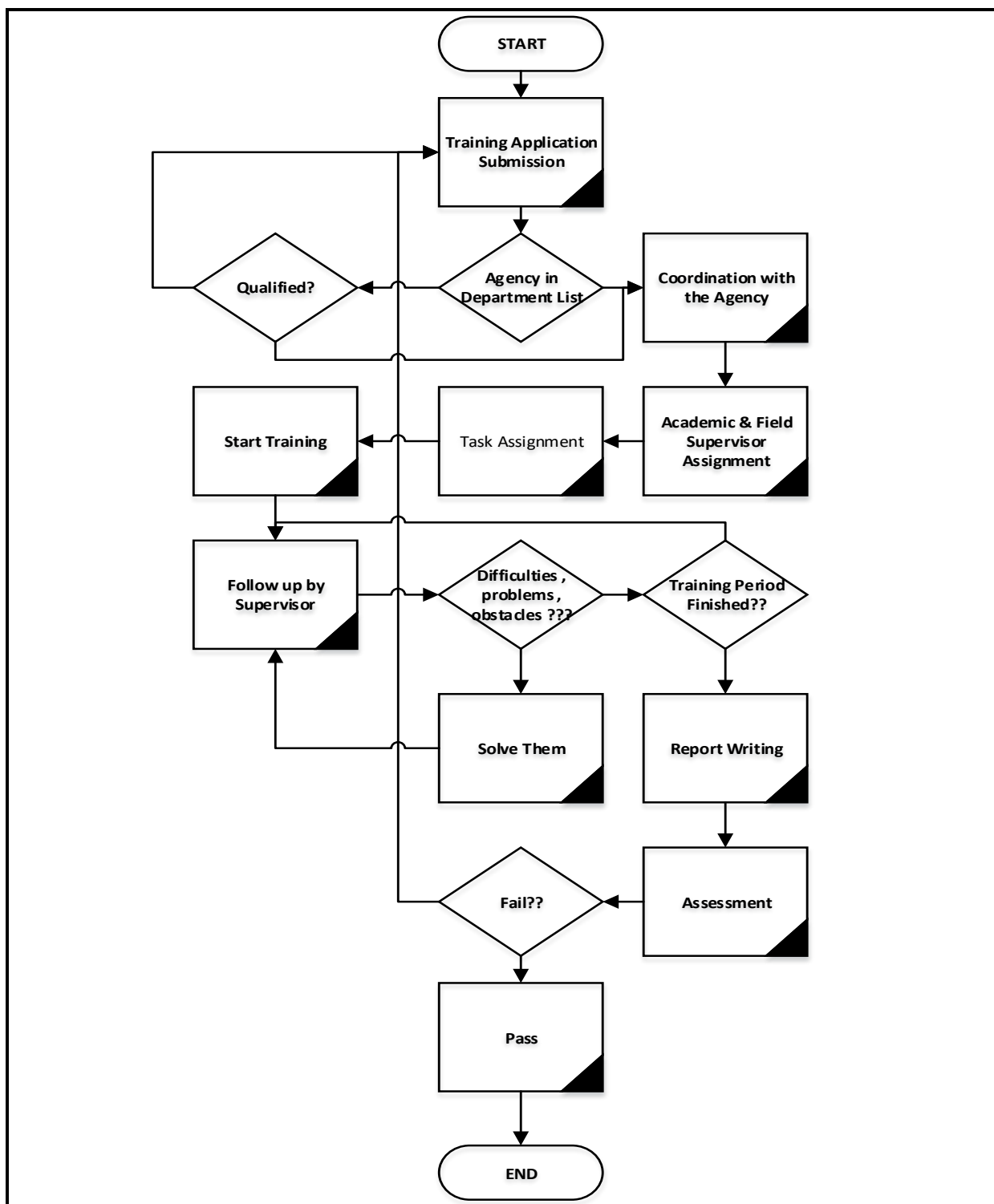
b. Qualification and Training of Supervisory Staff

(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

3. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.



b. Distribution of Responsibilities for Field Experience Activities

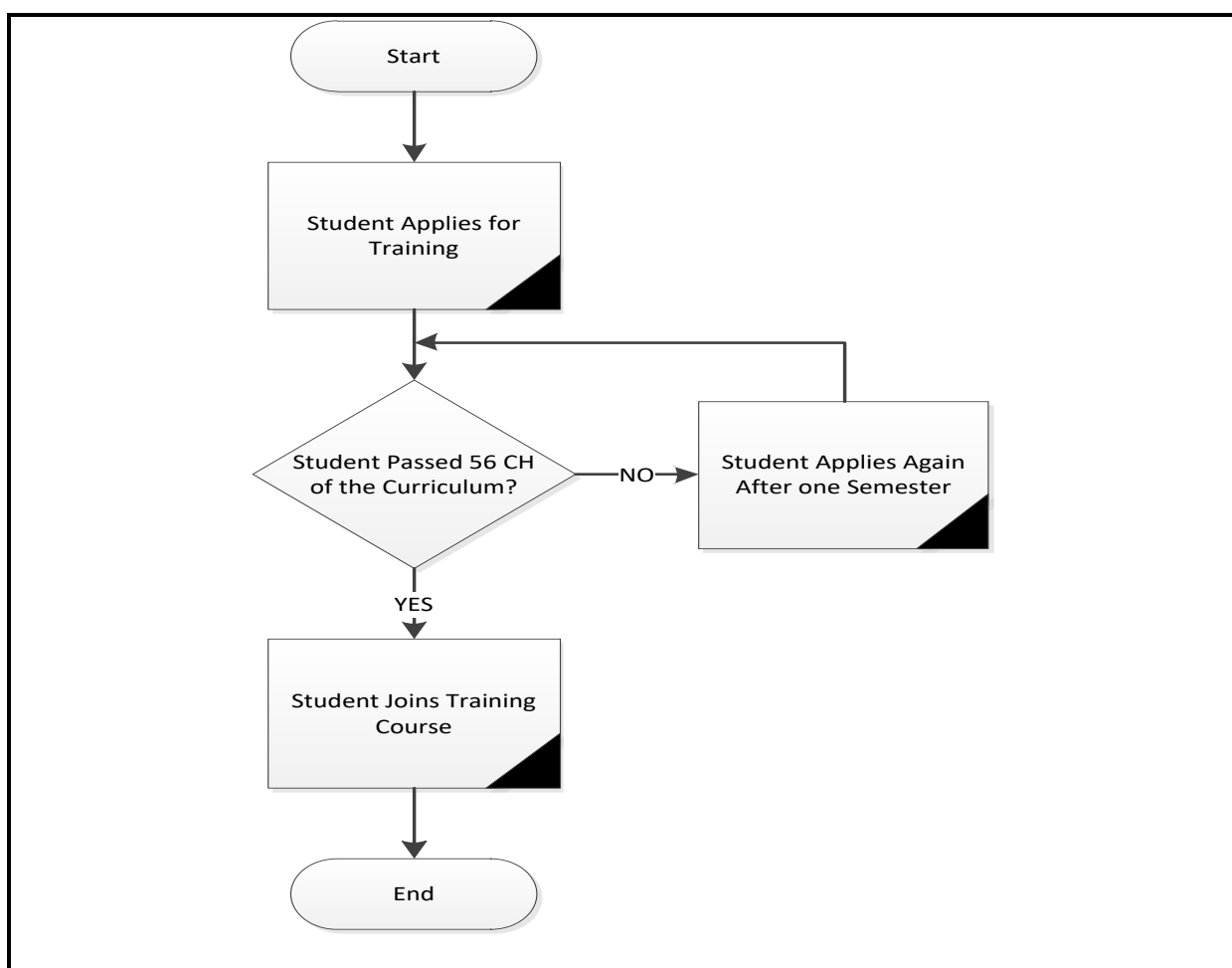
Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site		P	P		
Selection of supervisory staff	P				

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Provision of the required equipment	P	P			
Provision of learning resources	P	P			
Ensuring the safety of the site	P	P	P		P
Commuting to and from the field experience site			P		
Provision of support and guidance		P			P
Implementation of training activities (duties, reports, projects,				P	P
Follow up on student training activities		P			P
Adjusting attendance and leave				P	P
Assessment of learning outcomes		P			P
Evaluating the quality of field experience	P	P			
Others (specify)					

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

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b. Student Support and Guidance Activities

a. Doing a workshop	To describe a goals and objectives of coop.
b. Develop a new evaluation form.	To be more specific and have an accurate evaluation.
c. Create a workshop with cooperating companies	In order to clarify the tasks and skills required and gained from training
a. Doing a workshop	To describe a goals and objectives of coop.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
As per UQU's and firms' standards	As per UQU's and firms' standards	As per UQU's and firms' standards
As per UQU's and firms' standards	As per UQU's and firms' standards	As per UQU's and firms' standards

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Training Sites	Department, teaching staff	Surveys, meeting with students
Training forms	by the Academic Supervisor, Department	Improve the forms
Training procedures	The college, Department,	Surveys for students

Evaluation Areas/Issues	Evaluators	Evaluation Methods

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	
Reference No.	
Date	27/01/2023

BA Department Head

Signature

Name: **Dr. Naeem Albihany**

