



Field Experience Specification (Bachelor)

Course Title: **Cooperative Training**

Course Code: **HCI4503**

Program: **BSc in Human Computer Interaction**

Department: **Software Engineering**

College: **Computing**

Institution: **Umm Al Qura University**

Field Experience Version Number: **1.0**

Last Revision Date: **22/04/2025**



Table of Contents

A. Field Experience Details:	3
B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods	3
C. Field Experience Administration	4
D. Training Quality Evaluation	6
E. Specification Approval Data	6



A. Field Experience Details:

1. Credit hours: (6)

2. Level/year at which Field Experience is offered: (4th year/7th level)

3. Time allocated for Field Experience activities

(23) Weeks

(5) Days

(6-8) Hours

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

Ethics in Human-Computer Interaction (HCI2204) and Completion of 82 credits.

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					
2.0	Skills				
2.1	Integrate knowledge and skills learned in lectures and co-op to identify and solve problems.	S1	Organization assigns tasks to trainee according to the co-op plan.	Reports, and presentation	Field Supervisor, Teaching Staff
2.2	Communicate and collaborate effectively with different professionals in work environment verbally and through written form.	S3	Organization assigns tasks to trainee according to the co-op plan.	Supervision, and reports	Field Supervisor
3.0	Values, autonomy, and responsibility				
3.1	Exhibit professional ethics.	V1	Organization assigns tasks to	Supervision, and reports	Field



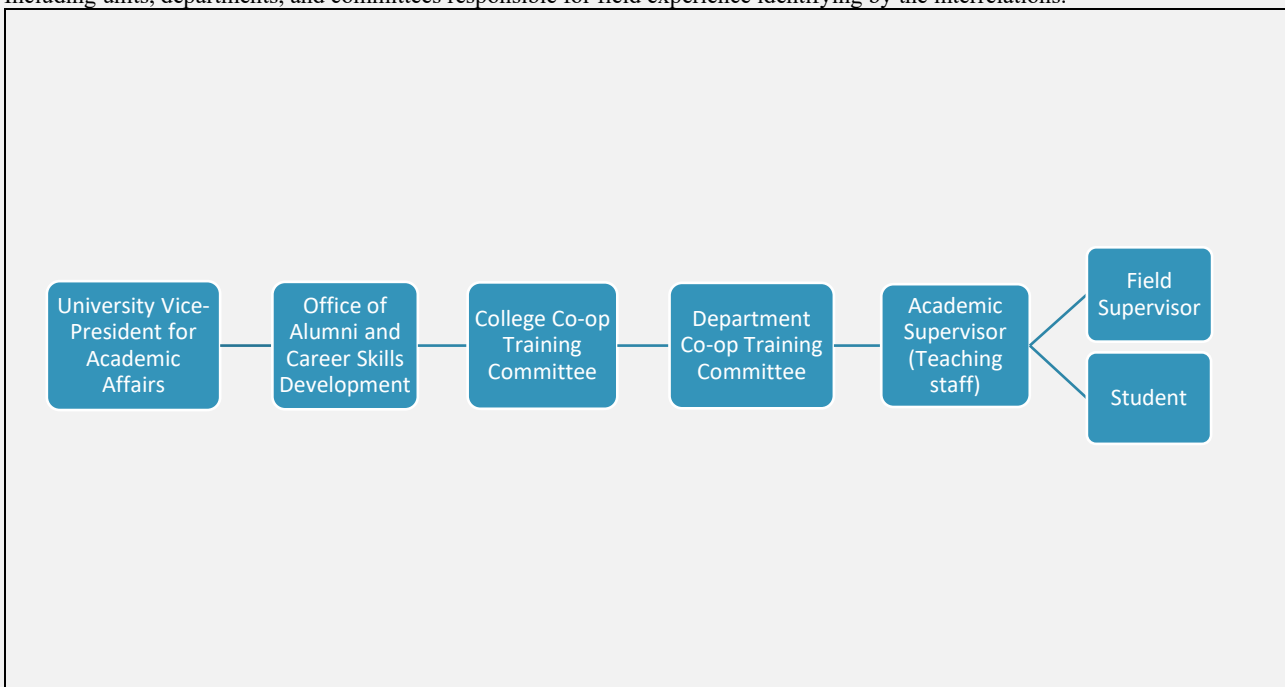
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
			trainee according to the co-op plan.		Supervisor, Teaching Staff
3.2	Engage in ongoing professional development during the co-op training.	V3	Organization assigns tasks to trainee according to the co-op plan.	Supervision, reports, and presentation	Field Supervisor, Teaching Staff
3.3	Uphold integrity and social responsibility when completing co-op tasks.	V4	Organization assigns tasks to trainee according to the co-op plan.	Supervision, reports, and presentation	Field Supervisor, Teaching Staff

*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		





Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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			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 HCI such as UX design, interface design, visual design, usability testing, user research, 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	SOFTWARE ENGINEERING DEPARTMENT COUNCIL
REFERENCE NO.	THE 17TH MEETING FOR THE ACADEMIC YEAR 1446H
DATE	22/04/2025

