

• Course Outline • 2015 •

Instructor:	Office	Cell Phone	E-mail

Office Hours:

Must be determined By instructor.

E-mail notes:

Please preface your **Subject** line with “FT” for ease of sorting.

Class Times & Locations:

Course Pre-requisite(s):

- Management of Banks and Financial Institutions (5401471-3)
- Project Feasibility Studies (5401478-3)
- Project Management (5401479-3)

Grading Scheme & Important Dates:

Evaluation by Company Supervisor	25%
Evaluation by Academic Supervisor	25%
Training Report	20%
Presentation	10%
Committee Discussion	20%
$\Sigma=100\%$	

Important Dates:

All important dates related to the drop/add of courses are provided by the Registrar's Office.

Important: A successful training/internship requires your commitment and ongoing open communication with your training/internship supervisor and with me. Please be sure to speak with me if you have any concerns about your placement during the course of your training/internship.

Course Overview and Objectives:

The Business Field Training course provides the opportunity for students to experience first-hand actual business and management challenges in government, industry, public interest organizations, and scientific research institutions. Students in the Field Training course tackle current business issues alongside professionals in the business and management fields, experiencing the real-life context and application of their learning in virtually all the undergraduate courses. Weekly discussion groups may be used to provide perspective and a substantive basis for the Field Training experience. Field Training placements are individually tailored to support each student's academic goals and experience. All placements require the use of research, writing, analytical, and presentation skills in a supervised setting to accomplish a specific project or goal within a designated time frame.

Course Learning Outcomes:

The Course Learning Outcomes (CLOs) for the Field Training are pre-specified by the curriculum committee of the department. These CLOs are periodically reviewed and the recommendations of the faculty

are considered in improving them. The prescribed CLOs are listed below. These CLOs are the focus of teaching for the faculty and the focus of learning for the students in going through the course. All these CLOs are oriented towards attaining the Student Outcomes (SOs) specified by the program committee that the students must attain at the time of graduation. At the end of semester, students are expected to:

- Understand the value of business and management concepts as well as other hard and soft skills in a work environment
- Identify one's own strengths and weaknesses and prepare a plan for professional development
- Understand the organizational structure, culture, and dynamics in a work environment 4. Demonstrate good team skills
- Demonstrate effective oral and written communication skills through an oral presentation and a written report
- Demonstrate their abilities in all Student Outcomes (SOs), as prescribed in their degree program.

Training Requirements

- ❖ Once accepted in their field training placements, students must work **at least 80 hours** during the **course of the semester**. **These hours can be allocated in any way the student and the placement supervisor wish**; however, **they should be spread out over the course of the full semester and not accumulated at a stretch in a week or so**. Students are required to arrange and commit to a firm work schedule with their supervisors. [Many students chose to work more than the minimum number of hours; however, we suggest that such a decision should be done strategically while keeping in view other coursework and graduation requirements].
- ❖ Once the student is actively working within his or her placement and has a general sense of field training assignments and projects, the student should provide an approval letter for training.
- ❖ Each student must individually confer with the instructor at least every other week to discuss work site experience and progress. This may be in person, telephone or e-mail.
- ❖ All trainees/interns must attend weekly or biweekly group seminars during the scheduled class time. The seminars are a required element of the internship, and provide an opportunity to analyze and reflect on internship experiences. As schedules allow, the group also may take one or more field trips to student placement sites.
- ❖ All trainees/interns give presentation on their work at the Field Training Symposium at the end of the semester. Each student has approximately 10 minutes (plus 2 minutes for Q&A) to share his or her experience with classmates and other students, faculty, staff, internship supervisors, and guests. Presentations are expected to be carefully prepared, focused, well-timed and informative. As appropriate, use available presentation tools (**e.g. PowerPoint & other audio-visual, props, demonstrations.**) All students must present their draft presentations at the pre-symposium "run-through" for practice and critique by the class and the instructor.
- ❖ Students must submit a final 15-page Report (Follow Form B).

Course Materials:

Any relevant material will be posted on www.elearn.uqu.edu.sa by the instructor.

Course Evaluation:

Evaluation by the Company Supervisor (25%)

The company supervisor will **confidentially evaluate the trainee** for various aspects of the trainee and his/her performance (including **commitment, reliability, value of contribution, quality of work, cooperation, use of initiative, communication, punctuality, overall assessment**, etc). This evaluation will be done using an evaluation form provided by the course instructor. The evaluation must be submitted either in a sealed and signed envelope or by e-mail.

Evaluation by Academic Supervisor (25%)

The academic supervisor will confidentially evaluate the trainee for various aspects of the trainee and his/her performance (including **commitment, value of contribution, quality of work, cooperation, use of initiative, communication, punctuality, overall assessment**, etc). This evaluation will be done using an evaluation form provided by the course instructor. The evaluation must be kept with the academic supervisor for the final grades.

Training Report (20%)

Trainee has to submit a 15-page written Training Report, which will be marked using the broad marking scheme provided with this course outline. The report format will be provided by the course instructor.

Presentation (10%)

The trainee will give a **minnum10 minute presentation** on his field training experience at the end of the semester. This presentation will be evaluated by a committee and will be using a marking rubric provided with this course outline Academic Integrity.

Committee Discussion (20%)

Two professors will attend the trainee's presentation on his field training experience at the end of the semester for evaluation and marking by using Form C.

The commitment of the College of Business is to graduate future leaders of business, government and civil society who manage with integrity and get things done effectively and ethically. This is a non-negotiable issue in our community and it starts with your first class at UQU. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the UQU Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the College of Business Student-Professor Contract on Academic Affairs and Integrity and it is your responsibility to ask questions if there is anything you do not understand.

UQU offers many ways to learn about academic writing and presentations; so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being “information literate.” As a good reference, see Researching Ethically tutorial at: <http://infolit.library.dal.ca/tutorials/Plagiarism>. Do not plagiarize any materials for this course. Further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please see the following reference:

<http://plagiarism.dal.ca/Student%20Resources/>

Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At UQU, there are University Regulations, which deal with plagiarism. Prior to submitting any paper in a course, students should read the UQU policies on academic integrity. Furthermore, as a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand.

There is a clear line between group work on assignments **when explicitly authorized by the Professor** and copying solutions from others. It is permissible to work on assignments with your friends but only when the Professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorized.

It is your responsibility to adhere by the policies set forth by UQU. **Academic misconduct** is an act by a student, or by students working on a team project, which may result in a false evaluation of the student(s), or which represents a deliberate attempt to unfairly gain an academic advantage. Academic misconduct includes, but is not limited to, the following acts which are presented as examples or a guide since not every possible circumstance can be anticipated:

1. plagiarism, which is the unacknowledged presentation, in whole or in part, of the work of others as one's own, whether in written, oral or other form, in an examination, report, assignment, thesis or dissertation;
2. cheating, which involves the **using, giving, receiving, or attempting** to use, give or receive unauthorized information during an examination in oral, written or other form; or, **copying** an essay, examination or report, or allowing someone else to copy one's essay, examination or report;
3. submitting the same piece of work, or a significant part thereof, for more than one course without the permission of the instructors involved in each course; or, submitting an essay or other work which

has been submitted elsewhere, previously or at the same time, without the written permission of all academic units or institutions involved in the submissions;

4. impersonating another person in an examination or test;
5. buying or otherwise obtaining term papers or assignments for submission of another person's work as one's own for evaluation;
6. Falsifying, misrepresenting or forging an academic record or supporting document.