Field Experience Specification
(Bachelor)

Course Title:	**Coop Training**
Course Code:	**COE4004**
Program:	**Bachelor of Construction Engineering**
Department: :	**Department of Civil and Environmental Engineering**
College:	**College of Engineering and computing in Al-Qunfudhah**
Institution:	**Umm Al-Qura University**
Field Experience Version Number:	**4**
Last Revision Date:	**December 2024**

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A. Field Experience Details:

1. Credit hours: (6 credits).		
2. Level/year at which Field Experience is offered:		
(8th level (second semester - end of 4th year with Summer)).		
3. Time allocated for Field Experience activities		
(23) Weeks	(114) Days	(7) Hours
4. Corequisite (or prerequisites, if any) to join Field Experience		
The completion of a minimum of 100 Credit Hours in the Bachelor Degree and department acceptancy.		
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	Ability to use the techniques, skills and modern engineering tools necessary for engineering practice	K3	Hands on practical experience integration with a company or institute working along with an engineer in the field of study.	Direct supervision from faculty members Technical report Institution evaluation	Teaching Staff+ Field Supervisor+ Others
2.0	**Skills**				
2.1	Able to use theoretical knowledge from courses to solve engineering problems and tasks around the institute.	S4	• Many engineering problems are faced by companies encouraging the trainees to get involved and seek a solution.	• Technical report and discussions with supervisors	Teaching Staff+ Field Supervisor+ Others

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
				Institution evaluation	
2.2	Depending on the institute, trainee can be given a task in hand to accomplish personally or through a team.	S5	Institutions must plan for the training and choose some tasks that can test the ability of trainee to handle and achieve.	Psychomotor skills are assessed through the outcome of each task which will be graded in the institutional evaluation.	Teaching Staff+ Field Supervisor+ Others
3.0	**Values, autonomy, and responsibility**				
3.1	Ability to establish successful relationships with team members, workers and engineers.	V1	Trainee gets involved with tasks to accomplish with team members (not all institutes).	Evaluation of submitted report and discussion. Institution evaluation with comments on the trainee's skills.	Teaching Staff+ Field Supervisor+ Others
3.2	Ability to engage in long-life learning	V2	Hands on practical experience integration with a company or institute working along with an engineer in the field of study.	Direct supervision from faculty members Technical report Institution evaluation	
3.3	Ability to understand professional and ethical responsibilities, function as an effective team member and communicate	V3			

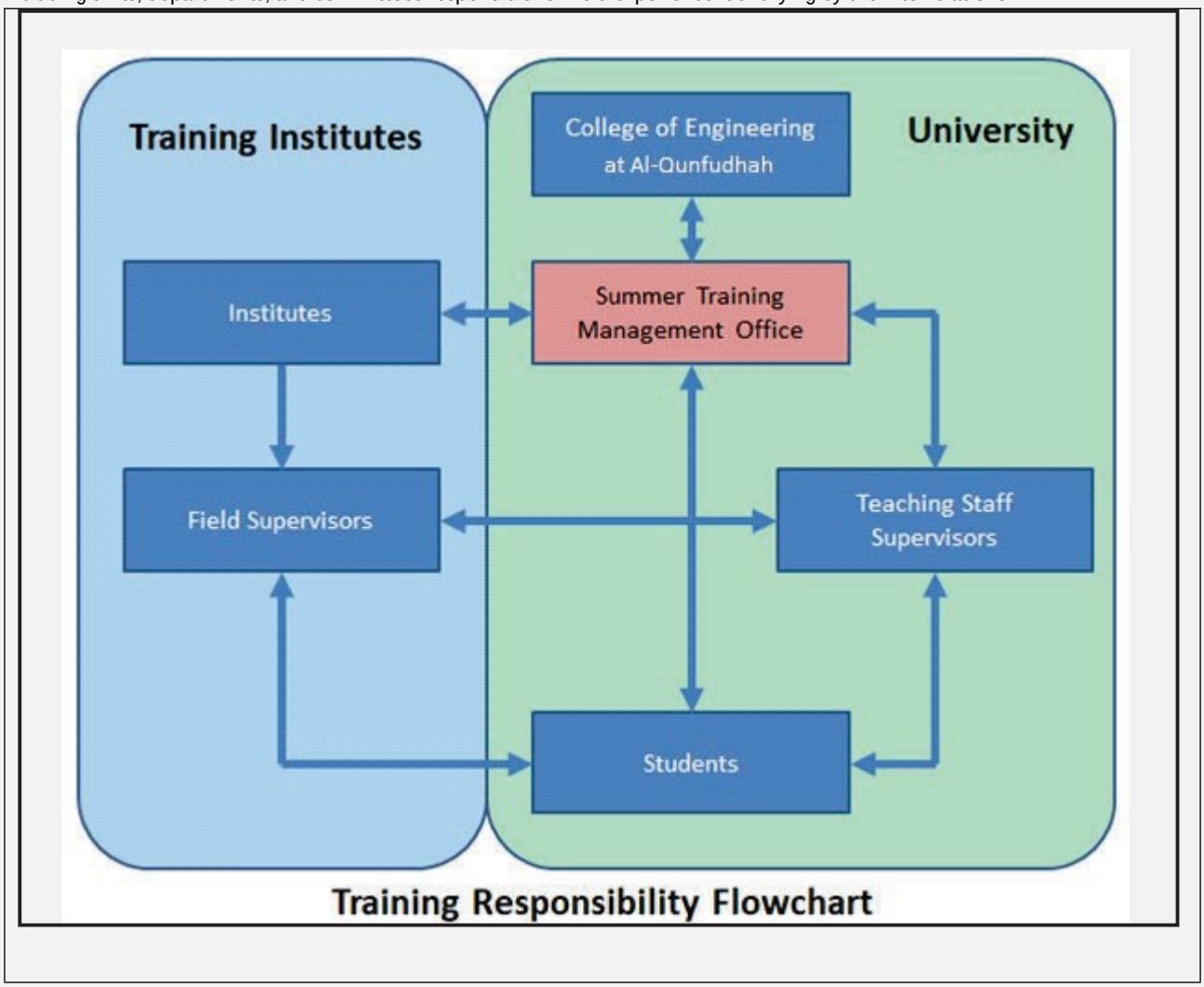
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	effectively				

*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				√	√
Commuting to and from the field experience site			√	√	

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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**
Saudi Binladin Group Operation and Maintenance - Airport		
Saudi Arabian Airlines		
Security forces Hospital		
Fekeeh farms company for poultry		
National Petrochemical Industries Company		
Saline water desalination plants in Jeddah COOP training		
King Faisal Hospital in the Holy Capital		
Emirate of Makkah Region		
Smart Methods Trading Est		
General Presidency of the Grand Mosque and		
the Prophet's Mosque Affairs		
The Emirate of Makkah Al Mukarramah Region -		

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Jeddah Governorate		
Sherwin Williams Paints - Supply Chain		
Saudi Services Co. Ltd.		
Attia Steel Company Ltd		
Municipality of Beni Hassan Governorate		
Saudi Basic Industries Corporation (SABIC)		
bin Ladin Saudi group Operating and		
Maintenance		
Ibrahim Juffali and Brothers Company for Air		
Conditioning, Mechanics and Electricity (Jamed)		
Saqr Aljazeerah Factory		
Aamalukum Business for Business Services		
Corporation - Jubail Technical Institute		
Diligent Resolve Co., Ltd.		
The General Directorate of Civil Defense in the		
Holy Capital		
The Holy Capital Secretariat		
The Saline Water Conversion Corporation		
(Shuaibah Desalination Plant)		
The Municipality of Jumum Governorate		
Yanbu cement		
Saudi Cable Company		
TLD Arabia Equipment Services Company		

Suggested Field Experience Locations	General Requirements*	Special Requirements**
King Faisal Naval Base		
Maternity and Children Hospital in the Holy Capital		
Public Security Project Management and		
Maintenance in the Holy Capital		
Premium Paints Company - Sherwin Paints - Williams		
Saudi Electricity Company, Makkah Al-	High GPA	
Mukarramah		
Al Noor Specialized Hospital		
Saudi Arabian Plastic Products Factory - Manahil		
Al-Qura Co. Ltd.		
Precast Concrete Manufacturing Company		
Limited (Primco)		
Saudi Engineering Union Company - Khatib &		
Alami		
Umm Al-Qura University General Projects		
Administration		
Mitch Sweets Factory		
Blacksmithing Company Ltd.		
Makkah Region Development Authority		
Hira General Hospital		
Saudi Aerospace Engineering and Industry		
Bin Debes Trading and Contracting Company		

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Saudi Electricity Company in the Eastern Province	High GPA	
Quality complex specialized in dentistry		
International Marble and Granite Company Ltd.		
Saudi Packaging Company (SAPAPCO)		
Directorate of Health Affairs in Taif Governorate		
- Department of Training and Scholarships		
Makkah Chamber		
General Administration of Education in Makkah Al Mukarramah		
Yahya Omar Abdel Moati & Partner Co. Ltd.		
Mitch Water Bottling Factory		
Jeddah Islamic Port		
Riyadh Ministry of Transport		
Royal Commission Hospital in Jubail		
Al-Qassim Region Municipality		
Mohammed Omar Mohammed Bagbas		
Foundation		
Al Ghadeer International Marketing Company		

* 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

- Submissions for new institutes are sent to the concerned faculty for approval.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

Turning Machines	Supervision when working near machines Safety sessions before visits to the area	No loose clothing allowed Turning objects should be caged
Falling objects	Helmet required at working area	Using nets or covers between levels when working with loose items
Electrical hazards	Safety sessions in first weeks to realize hazardous situations	Applying standards for electrical wiring

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student's achievements, weaknesses, strengths, recommendations (Form)	Field supervisors	Indirect
Student's commitment to training, training quality (Form)	Teaching staff supervisors	Indirect
Training quality, training effectiveness	Students	Indirect
Overall learning, achievements, institute pros and cons. (Final report and oral interview)	Teaching staff supervisors	Direct
Student's achievements, weaknesses, strengths, recommendations (Form)	Field supervisors	Indirect

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	**Civil and Environmental Engineering Department Council in Al-Qunfudah**
REFERENCE NO.	**The fifteenth session of the academic year 1446**
DATE	**01/05/2025**