



# Course Specification

— (Bachelor)

**Course Title:** Cooperative Training

**Course Code:** ENG 3501

**Program:** BA in English Language/ English Language and Literature Track

**Department:** Department of English

**College:** College of Social Sciences

**Institution:** Umm Al-Qura University

**Version:** 2

**Last Revision Date:** *Pick Revision Date.*



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## A. General information about the course:

### 1. Field Experience Identification

<b>1. Credit hours: 9</b>					
<b>2. Course type</b>					
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input type="checkbox"/> Department	<input type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input type="checkbox"/> Required		<input type="checkbox"/> Elective		
<b>3. Level/year at which this course is offered: Third Year, First Semester</b>					
<b>4. Course general Description:</b>					
<b>5. Pre-requirements for this course (if any):</b>					
Complete 130 hours					
<b>6. Co-requirements for this course (if any):</b>					
None					
<b>7. Course Main Objective(s):</b>					

### 2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	-
2.	Laboratory/Studio	
3.	Field	90%
4.	Tutorial	
5.	Others: Exams	10%
<b>Total</b>		<b>100%</b>

## B. Learning Outcomes, and Training and Assessment Methods:

### 1. Field Experience Learning Outcomes

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and understanding</b>			
1.1	Demonstrate a comprehensive understanding of the English language and how it can be utilized in the workplace.	K1	Online discussion Orientation Meeting with supervisor	Evaluation by the supervisors from both the organization and the department.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.2	Demonstrate an integrated knowledge of how the skills associated with literary history, theory, and the practice of critical analysis can be utilized in the workplace.	K2	Online discussion Orientation Meeting with supervisor	Evaluation by the supervisors from both the organization and the department.
1.3	Demonstrate a comprehensive knowledge of how an understanding of the interrelationships between literature and different forms of visual culture such as film, theater and cinema can be utilized in a variety of contexts, including creative content creation.	K3	Online discussion Orientation Meeting with supervisor	Evaluation by the supervisors from both the organization and the department.
1.4	Identify the basic principles, theories and practices governing the field of translation and linguistics and how they can be utilized in the workplace.	K4	Online discussion Orientation Meeting with supervisor	Evaluation by the supervisors from both the organization and the department.
<b>2.0</b>	<b>Skills</b>			
2.1	Effectively use the English language in a variety of contexts.	S1	Training at the organization Performing a variety of tasks specified by the organization and the departmental supervisor.	Evaluation by the supervisors from both the organization and the department.
2.2	Analyze various forms of literary texts and visual culture such as film, theater, and cinema.	S2	Training at the organization Performing a variety of tasks specified by the organization and the departmental supervisor.	Evaluation by the supervisors from both the organization and the department.



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.3	Build creative responses that could aid the workplace in a variety of ways.	S3	Training at the organization Performing a variety of tasks specified by the organization and the departmental supervisor.	Evaluation by the supervisors from both the organization and the department.
2.4	Apply the basic theories and principles of translation and linguistics to a variety of texts and contexts.	S4	Training at the organization Performing a variety of tasks specified by the organization and the departmental supervisor.	Evaluation by the supervisors from both the organization and the department.
2.5	Utilize research, fact-checking, problem solving and critical thinking skills in the workplace.	S5	Training at the organization Performing a variety of tasks specified by the organization and the departmental supervisor.	Evaluation by the supervisors from both the organization and the department.
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	Commit to standards of integrity, solidarity and ethical behavior in various academic, professional and research fields.	V1	Orientation Discussion with supervisors	Evaluation by the supervisors from both the organization and the department.
3.2	Generate the spirit of cooperation and tolerance by reinforcing empathy, open-mindedness and acceptance of other cultures and beliefs.	V2	Orientation Discussion with supervisors	Evaluation by the supervisors from both the organization and the department.



### a. Students Assessment Timetable

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	<b>Writing Labs</b>	Every week starting with week 4	30%
2.	<b>Analytical essay:</b> Topics, guidelines and deadlines should be specified at the beginning of the course. Essays should be marked for structure, punctuation, content and proper citation of sources. A clear rubric should be followed throughout the marking process.	9	30%
3.	<b>Participation</b>	1-12	10%
4.	<b>Final Essay:</b> Topics, guidelines and deadlines should be specified at the beginning of the course. Essays should be marked for structure, punctuation, content and proper citation of sources. A clear rubric should be followed throughout the marking process.	13	30%

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

### b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	Teaching Staff	Students are evaluated at the end of the training period.
2	Organization Supervisor	Students are evaluated 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**
Ministry of Education:	-Dealing with students/ staff	-Demonstrate an ability to



<ul style="list-style-type: none"> <li>a- Teaching the English language in public and private schools.</li> <li>b- Center of Intellectual Awareness.</li> <li>c- Center of Curriculum Development.</li> <li>d- National Center for Professional and Educational Development.</li> <li>e- Ministry Agency for Scholarship.</li> <li>f- Ministry Agency for Human Resources.</li> <li>g- Ministry Agency for Educational Programs.</li> <li>h- Ministry Agency for International Cooperation.</li> <li>i- Ministry Agency for Research and Innovation.</li> <li>j- General Department of Scholarship Affairs.</li> <li>k- General Department of Relations.</li> <li>l- The General Secretariat of Cultural Attaches.</li> </ul>	<ul style="list-style-type: none"> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Producing creative content.</li> <li>Translating required information.</li> </ul>	<p>communicate ideas easily to others.</p> <ul style="list-style-type: none"> <li>- Develop an ability to carry research for needed information.</li> </ul>
<p>Ministry of Culture:</p> <ul style="list-style-type: none"> <li>a- Literature, Publishing and Translation Commission.</li> <li>b- Theater and Performing Arts Commission.</li> <li>c- Film Commission.</li> <li>d- Libraries Commission.</li> <li>e- Visual Arts Commission.</li> </ul>	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>Translating creative content</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical analysis.</li> <li>-Practice creative content evaluation and production.</li> </ul>
<p>Ministry of Health:</p> <ul style="list-style-type: none"> <li>a- Vision Realization Office.</li> <li>b- Assistant Agency for international cooperation.</li> <li>c- General Directorate of Health Affairs/ Department of Academic Affairs and Training.</li> <li>d- E-Health and Digital Transformation Agency.</li> </ul>	<ul style="list-style-type: none"> <li>-Dealing with staff and coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-critical and analytical thinking</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> </ul>





<p>e- Global Center for Mass Gathering Medicine. f- General Administration for Communication, Relations and Awareness. g- Assistant Agency for Primary Health Care.</p>	<p>-problem solving -Producing creative content. Translating required information.</p>	<p>-Practice language skills. -Practice critical thinking and problem solving. -Practice creative content production.</p>
<p>Ministry of Communication and Information Technology</p>	<p>-Dealing with coworkers -Administration work in reality -Learning sources in locations -Information technology -Evaluating creative content Translating required resources -Producing creative content</p>	<p>-Demonstrate an ability to communicate ideas easily to others. - Develop an ability to carry research for needed information. -Practice translation skills. -Practice language skills. -Practice critical analysis. -Practice creative content evaluation and production.</p>
<p>Ministry of Hajj and Umrah</p>	<p>-Dealing with coworkers and pilgrims with different nationalities and cultures -Administration work in reality -Learning sources in locations -Information technology -Evaluating creative content -Translating required resources -Producing creative content</p>	<p>-Demonstrate an ability to communicate ideas easily to others. - Develop an ability to carry research for needed information. -Practice translation skills. -Practice language skills. -Practice critical thinking and problem solving. -Practice creative content evaluation and production.</p>
<p>Ministry of Tourism</p>	<p>-Dealing with coworkers and tourists with different nationalities and cultures</p>	<p>-Demonstrate an ability to communicate ideas easily to others.</p>





	<ul style="list-style-type: none"> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Ministry of Human Resources and Social Development	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Ministry of Media	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>Translating creative content</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical analysis.</li> </ul>



		-Practice creative content evaluation and production.
Ministry of Foreign Affairs	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Ministry of Municipal Rural Affairs and Housing: a- Scholarship and Training Department	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> </ul>
Ministry of Interior	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> </ul>





	-Translating required resources	-Practice language skills. -Practice critical thinking and problem solving.
Ministry of Transportation	-Dealing with coworkers -Administration work in reality -Learning sources in locations -Information technology -Evaluating creative content -Translating required resources -Producing creative content	-Demonstrate an ability to communicate ideas easily to others. - Develop an ability to carry research for needed information. -Practice translation skills. -Practice language skills. -Practice critical thinking and problem solving. -Practice creative content evaluation and production.
Ministry of Commerce	-Dealing with coworkers -Administration work in reality -Learning sources in locations -Information technology -Evaluating creative content -Translating required resources -Producing creative content	-Demonstrate an ability to communicate ideas easily to others. - Develop an ability to carry research for needed information. -Practice translation skills. -Practice language skills. -Practice critical thinking and problem solving. -Practice creative content evaluation and production.
Ministry of Economy and Planning	-Dealing with coworkers -Administration work in reality	-Demonstrate an ability to communicate ideas easily to others.



	<ul style="list-style-type: none"> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Ministry of Environment, Water and Agriculture	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Ministry of Energy, Industry and Mineral Resources	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> </ul>



		-Practice creative content evaluation and production.
Translation Offices and Research Institutions	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>
Training centers, training institutions, scholarship offices and administrations	<ul style="list-style-type: none"> <li>-Dealing with coworkers</li> <li>-Administration work in reality</li> <li>-Learning sources in locations</li> <li>-Information technology</li> <li>-Evaluating creative content</li> <li>-Translating required resources</li> <li>-Producing creative content</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate an ability to communicate ideas easily to others.</li> <li>- Develop an ability to carry research for needed information.</li> <li>-Practice translation skills.</li> <li>-Practice language skills.</li> <li>-Practice critical thinking and problem solving.</li> <li>-Practice creative content evaluation and production.</li> </ul>

\*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 committee should be established to facilitate interactions between trainees and the organizations willing to offer training opportunities. This committee should be responsible for the following:

- 1- Assessing the quality of the training offered to trainees.
- 2- Assessing the suitability of offered training opportunities in relation to the trainees' field or major.
- 3- Ensure that the program's learning outcomes are reinforced or emphasized throughout the training period.
- 4- Visit training locations to make sure that all requirements are met.

## 2. Supervisory Staff

### a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Holds no less than an BA degree.	Holds a PhD degree in English.
Selection Criteria	Has to have sufficient experience (three years or more).	Has to have sufficient experience (three years or more).

### 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.

Application should be submitted by trainee => Application is examined by specialized committee => An Organization is assigned based on application => The organization is contacted => A departmental supervisor is assigned => A work supervisor is assigned => Duties and tasks are made clear during orientation => Trainee begins training => Trainee has to meet with academic supervisor regularly to discuss progress, problems and issues => A report is written by trainee and submitted to academic supervisor => The trainee is evaluated by both supervisors => A report is written by Academic supervisor.

### 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

Orientation.	To prepare students for their cooperative training.	
Developing clear evaluation forms.	To make it clear to both supervisors and students what criteria should be considered in the evaluation process.	
Meeting regularly with cooperating organizations.	To clarify the tasks and skills required and gained from training.	



## 5. Safety and Risk Management

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

### D. Training Quality Evaluation:

Assessment Areas/Issues	Assessor	Assessment Methods
Training Sites	The Department Teaching staff	Surveys
Training forms	Academic Supervisor The Department	Regular Revision Surveys
Training procedures	The Department Academic supervisor	Surveys
Other		

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

### E. Specification Approval

<b>COUNCIL /COMMITTEE</b>	
<b>REFERENCE NO.</b>	
<b>DATE</b>	

