

Attachment 2 (i)
Field Experience Specifications

Kingdom of Saudi Arabia
The National Commission for Academic Accreditation & Assessment

T8. Field Experience Specifications

Practical Field Training
4014953-4

Field Experience Specifications

Institution: Unm Al-Qura University	Date of Report: Revised September 2017
College: Faculty of Applied Science	Department: Department of Biology
Program: BSc Microbiology (40101)	Track: N/A

A. Field Experience Course Identification and General Information

1. Field experience course title and code: Practical Field Training (4014953-4)		
2. Credit hours (if any): 4 C. H.		
3. Name and title of faculty or teaching staff member responsible for the field experience: BSc Microbiology program		
4. Dates and times field experience activities:		
a. Dates: Summer semester (June – September)		
b. Times: Full time placement for three months (08.00 – 1600 hr) five days a week		
5. Level or year of the field experience: Final year after successful completion of all courses		
6. List names, addresses, and contact information for all field experience locations: The choice of place of field experience location is based on students' interests. There are three major options to chose from;		
(1)- Clinical laboratories training		
(2)- Public health / environmental health laboratories		
(3)- Food, dairy, water factories and pharmaceutical factories (quality control laboratories)		
The locations listed below are just an example		
Name and Address of the Organization	Name of Contact Person	Contact Information (email address or mobile)
(A)- National Water Company		
(B)- Environmental Health Administration (Makkah City Mancipality)		
(C)- Clinical laboratories under Ministry of Health management		
(D)- Saudi water Company		
(E)- Food Industry Companies		
(F)- Bottled Water Companies		

(G)- Saudi Food and Drug Authority		
(H)- Pharmaceutical companies		

B. Objectives and Learning Outcomes

(1)- Objectives of Field Experience: The objective of this compulsory course is to provide extensive field training to the students to in their area of interest to develop practical training, skill development and to expose them in the field of work.

(2)- Learning outcomes of Field Experience: It is expected that at the end of the training completion, students will:

- Develop practical knowledge and skill in his chosen area.
- Become familiar with various method used in industry, and will know the role of microbiologist.
- Get familiar with practical problems during field condition and to overcome it.
- Able to decide their job prospects in various practical domains where microbiologist can contribute.
- Be able to develop research problem for higher studies.
- Developed skill to coordinate team work and to report individually.

(3)- Development of learning outcomes: The Course is indented increase the practical knowledge to the students and to increase their job prospects in industry and other domain where microbiologist can contribute significantly.

Strategies include training of students in good job oriented organization and or \research laboratory in collaboration with in university or outside for enhancing practical training. Field work report/Training report submitted by student in standard format will be evaluated.

C. Description of Field Experience Activity

1. Describe the major student activities taking place during the field experience.

(A)- For clinical field training option:

- (1)- Work on how to analyze clinical specimens microbiologically
- (2)- Work on how to analyze clinical samples (biochemistry, blood analysis, serologically)
- (3)- Applying Quality assurance issues at clinical laboratories
- (4)- Practicing infection control issues

(B)- For public health / environmental health field training option:

- (1)- Work on analyzing food and water samples collected from food outlets microbiologically
- (2)- practice hygiene inspection methods at food outlets
- (3)- Practice hygiene inspection methods at hair saloons
- (4)- Practice sample collection from food outlets and water supplies for microbiological evaluation

(C)- For food / dairy / bottled water / pharmaceutical factories option:

- (1)- Practice microbiological quality control issues for raw material used in production
- (2)- Practice microbiological quality control issues for production lines
- (3)- Practice microbiological quality control issues post production prior to market distribution

2. List required assignments, projects, and reports: After the completion of training:

(A)- Written report (15 %)

(B)- Seminar (Departmental) (20 %)

(C)- Written quiz (20 %)

(D)- Oral discussion (20 %)

3. Follow up with students: (What arrangements are made to collect student feedback?)

An academic staff member will visit the students at their training locations twice a month (total 6 visits) to meet them and listen to their feedback, and evaluate their experience. In the same visit the staff member will meet the person in charge of their training and discuss with them all issues related to the students (attitude, learning progress, commitment, etc). These follow ups are part of the overall assessment of the course.

4. Insert a field experience flowchart for responsibility and decision-making (including a provision for conflict resolution).

5. Supervisory Responsibilities

	Student	Field Teaching Staff	Program Faculty and Teaching Staff
Student Activities			

a. Transport to and from site	✓		
b. Demonstrate learning Outcome performance	✓		
c. Completion of required tasks, assignments, reports, and projects	✓		
Supervision Activities			
a. Field site – safety		✓	
b. Student learning activities		✓	✓
c. Learning resources		✓	
d. Administrative issues (attendance)		✓	✓
Planning Activities			
a. Student activities		✓	✓
b. Learning experiences		✓	
c. Learning resources		✓	
d. Field site preparations		✓	✓
e. Student guidance and support		✓	✓
Assessment Activities			
a. Student learning outcomes		✓	✓
b. Field experience		✓	✓
c. Field teaching staff		✓	✓
d. Program faculty and teaching staff		✓	✓
e. Field site		✓	✓
f. Learning resources		✓	✓
<p>a. Explain the student assessment process: Assessment process: (1)- Field assessor evaluate students learning progress, attendance, attitude, overall ability to handle real-life work issues (2)- Academic teaching staff (during visits) evaluates students feedback and feedback from Field assessor. (3)- After completion of training faculty staff members will asses students by written reports, knowledge quizzes, seminar presentation skills, oral discussion.</p>			
<p>b. Explain the resolution of differences process (If the field teaching staff and the program faculty and teaching staff share responsibility for student assessment, what process is followed for resolving differences between them?)</p>			

D. Planning and Preparation

1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical, etc.)	List Safety Standards	List Specialized Criteria
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a.		
b.		
c.		
d.		
e.		

Explain the decision-making process used to determine appropriate field experience locations:
All field experience locations are well-known governmental or private hospital, institutions and establishments. Most of which are long-term partners given that the program has started since the 1980s and there are strong links between the program and these locations. Some of the program graduates are holding different positions at these locations.

2. Identification of Field Staff and Supervisors

List Qualifications	List Responsibilities	List Training Required
a.		
b.		
c.		
d.		

Explain the decision-making process used to determine appropriate field staff and supervisors.
Supervision of students are divided between field assessor (someone who work at the place of field experience) and academic teaching staff. We do not have the authorities to chose the field assessor since that is completely decided by the management of the institutions/establishment where students are having their training. The academic teaching staff who is supervising the students undertaking field training are all PhD holders.

3. Identification of Students

List Pre-requisite Requirements	List Testing Requirements	List Special Training Required
a.		
b.		
c.		
d.		

Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities:
All students undertaking field training must have successfully completed all their courses, however, there are pre-requisites for each training option:
(1)- Clinical training requires the completion of: Medical Microbiology, Immunology, Haematology, Parasitology and Biochemistry courses.
(2)- Public health / environmental health training option requires the completion of: Water and wastewater microbiology, Food Microbiology, Food quality control, Environmental Microbiology courses
(3)- Food, Dairy, bottled water factories training option requires the completion of: Water and wastewater microbiology, Food Microbiology, Food quality control, courses

4. Safety and Risk Management

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
a.			
b.			
c.			
d.			

Explain the decision-making process used to protect and minimize safety risks.

All students undertaking field training will be getting brief description of some of safety issues at their work place, and the field assessor will train them to adhere to the rules and regulations of safety issues at each location.

5. Resolution of Differences in Assessments. If supervising staff in the field location and the faculty from the institution share responsibility for student assessment, what is the process followed to resolve differences?

E. Evaluation of the Field Experience

1. Describe the evaluation process and list recommendations for improvement of field experience activities by:

a. Students

- Describe evaluation process
- List recommendations for improvement

b. Supervising staff in the field setting

- Describe evaluation process
- List recommendations for improvement

c. Supervising faculty from the institution

- Describe evaluation process
- List recommendations for improvement

d. Others (e.g. graduates, independent evaluator, etc.)

- Describe evaluation process
- List recommendations for improvement

2. Action Plan for Next Semester/Year

Actions Recommended for further improvement (list from E.1. above)	Intended Action Points (should be measurable)	Start Date	Completion Date	Person Responsible
a.				
b.				
c.				
d.				
e.				

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