



College of
Engineering and Architecture

Department of
Architecture

Cooperative Training

Course Specification (Plan 47)



Cooperative Training

Course Specification

Bachelor of Architecture and Planning Program

General Architecture

1	Architectural Formation Principles Studio	Architectural Drawing	Design Process and Methods	Ancient Civilizations and Medieval Architecture	Digital Design Skills	English Language 1	The Holy Quran 1
2	Fundamental Design Principles Studio	Visual Studies	Vector-based Drawing	Architectural Models Studio	English Language 2	University Skills	The Holy Quran 2
3	Small Public Buildings Design Studio	Building Construction Studio 1	3D Modeling	Buildings Design Standards 1	Environmental Control Systems	Technology	The Holy Quran 3
4	Vernacular Architecture Design Studio	Building Construction Studio 2	Principles of Urban Design	Architecture of Islamic Civilization	Principles of Landscape Architecture	Islamic Culture 1	The Holy Quran 4
5	Sustainable Design Studio	Building Construction Studio 3	Introduction to Urban Design Studio	Renaissance and Pre-modern Architecture	Principles of Urban Planning	Housing	Elective 1 (General Course)
6	Long-Span Buildings Design Studio	Building Construction Studio 4	Architectural Research Methods	20th Century and Contemporary Architecture	Introduction to Urban Planning Studio	Advanced Technologies in Building Construction	Mathematics for Architects

Architecture Track

7	Heritage Buildings Conservation Studio	Execution Design Studio 1	Creative Generative-Design	Buildings Design Standards 2	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Professional Practice Studio	Execution Design Studio 2	Integrated Architectural Design Studio 1	Architectural Project Management 1	Elective Course 2	Applications of Building Code in Architecture	Professional Skills
9	Cooperative Training						
10	Integrated Architectural Design Studio 2	Economics of Architectural Projects	Professional Practice for Architects	Architectural Project Management 2	Elective Course 3	Universal Design Code	Graduation Project

Urban Design Track

7	New Areas Urban Design Studio	Landscape Design Studio 1	Urban Information Systems	Urban design methodologies and techniques	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing Areas Urban Design Studio	Landscape Design Studio 2	Integrated Urban Design Studio 1	Urban Environmental Control	Elective Course 2	Sustainable Urban Design	Professional Skills
9	Cooperative Training						
10	Integrated Urban Design Studio 2	Conservation of Heritage Sites	Professional Practice of Urban Design	Urban Mobility	Elective Course 3	Streetscape	Graduation Project

Urban Planning Track

7	New City Urban Planning Studio	Housing Planning Studio 1	Urban Planning Information Systems	Urban Planning Theories	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing City Development Studio	Housing Planning Studio 2	Integrated Urban Planning Studio 1	Advanced Urban Information Systems	Elective Course 2	Sustainable Cities	Professional Skills
9	Cooperative Training						
10	Integrated Urban Planning Studio 2	Urban Sociology and Population	Professional Practice of Urban Planning	Planning of Urban Mobility	Elective Course 3	Regional Planning	Graduation Project

Elective Courses: Architecture

Elective Courses: Urban Design

Elective Courses: Urban Planning

7	Islamic Values in Architecture	Temporary Urbanism	Cities and Climate Change
	Saudi Regional Architectural Identity	Humanizing the Cities	Urban Conservation and Renewal
	Architecture of the Two Holy Mosques	Floating Cities	Urban Development in Saudi Arabia
	Islamic Identity in Contemporary Architecture	City Branding	Sustainable Urban Tourism
8	Photorealistic Rendering Techniques	Advanced studies in Landscape Architecture	Smart Cities
	Computer Modeling in Building Construction	Cities Centers	Technology and Urban Change
	AI Applications in Architecture	Terminals Planning and Design	Future Urbanism
	Environmental Simulation	Selected Topics in Urban Design	Selected Topics in Urban and Regional Planning
10	Resilient Urban Design	Fundamentals of Real Estate Development	Urban Risk Management
	Sustainable Landscape Architecture	Urban Project Management	Urban Governance
	Human and Urban Environment	Crowd Management	Urban Economies
	Urban Wayfinding	Multicriteria Assessment of Urban Development Projects	Urban Indicators



Field Experience Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **ARC 4500**

Program: **Architecture and Planning**

Department: **Architecture**

College: **College of Engineering and Architecture**

Institution: **Umm Al-Qura University**

Field Experience Version Number: **1**

Last Revision Date: **15 Dec. 2024**



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	5
D. Training Quality Evaluation	7
E. Specification Approval Data	7



A. Field Experience Details:

1. Credit hours:		
6 Cr.		
2. Level/year at which Field Experience is offered:		
Summer of the fourth year and level 9 of the fifth year		
3. Time allocated for Field Experience activities		
(20) Weeks	(100) Days	(800) Hours
4. Corequisite (or prerequisites if any) to join Field Experience		
ARC 4007 Professional Practice Studio		
5. Mode of delivery		
<input checked="" type="checkbox"/> In-person/onsite	<input type="checkbox"/> hybrid (onsite/online)	<input type="checkbox"/> 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	Demonstrate an understanding of wide range of advanced knowledge related to the built environment. (K1-k)	K1	Experiential L. (Practical training)	Eval. of Report	Supervisor
1.2	Demonstrate an understanding of professional ethics and responsibilities. (K3-a)	K3	Experiential L. (Practical training)	Eval. of Report	Supervisor
2.0	Skills				
2.1	Apply professional and regulatory standards. (S1-g)	S1	Experiential L. (Practical training)	Eval. of Report	Supervisor
2.2	Carry out complex practical tasks and procedures related to	S8	Experiential L. (Practical training)	Any evidence that demonstrate	Supervisor



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	professional practice. (S8-a)			s progress in this objective.	
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate self-discipline and punctuality. (V1-a)	V1	Experiential L. (Practical training)	Evaluation of Attendance Reports	Supervisor
3.2	Demonstrate responsibility for self-learning and ongoing development. (V2-b)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.3	Collaborate effectively and lead diverse teams to complete tasks responsibly and constructively. (V2-c)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.4	Mange and complete tasks efficiently under pressure and within deadlines. (V3-a)	V3	Experiential L. (Practical training)	Eval. of Report	Supervisor

*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.

Step 1: Evidence: Documentation of experience by the trainee.

Step 2: Reflection: commentary of the trainee on experiences and learning that has resulted and how the objectives were fulfilled.

Step 3: Evaluation: studying the evidence by the examiners.

Step 4: Defending the evidence: a dialog between the trainee and the examiners.

Step 5: Decision.

2. Distribution of Responsibilities for Field Experience Activities

Activity	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			●		
Provision of support and guidance	●	●			●
Implementation of training activities (duties, reports, projects,	●	●			
Follow up on student training activities	●	●			●



Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Adjusting attendance and leave					●
Assessment of learning outcomes	●	●		●	●
Evaluating the quality of field experience	●		●		●
Others (specify)	None	None	None	None	None

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Architectural consultant firms	<ul style="list-style-type: none"> Should pass the prerequisite courses. Should be pre-approved by the coordinator 	<ul style="list-style-type: none"> Reputable firms Following safety standards
Architectural construction sites		

*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

This training provides students with an opportunity to enrich their university experience by linking academic studies to actual practical situations. Students will also have the opportunity to assess their professional interests in their respective fields. The trainee student is subject to all the organizational rules and vacations system in the firm in which he trains. Training opportunities with architectural firms are selected by the department; however, student can select an opportunity to train after department approval.

Criteria to evaluate potential firms:

- Relevance: The firm must align with architecture topics.
- Accessibility: Ensure the location is physically accessible for students.
- Educational Value: The firm should offer real-world examples of architectural issues, and innovations.
- Safety: Prioritize sites (if applicable) that meet safety standards for student trainees.
- Collaboration Potential: Prefer locations where partnerships with firms, municipalities, or developers are possible.



5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Exposure to hazards on construction sites (e.g., falling objects, unstable surfaces)	Provide Personal Protective Equipment (PPE): helmets, vests, boots, gloves, and safety goggles.	Conduct a site safety briefing before visits and ensure constant supervision.
Slips, trips, and falls during site visits or outdoor work	Identify and mark uneven or hazardous areas. Train students to navigate safely.	Perform a site risk assessment and implement hazard warnings/signage.
Heat stress or dehydration in outdoor projects	Ensure availability of water resources and schedule work during cooler hours.	Develop a heat management plan and monitor symptoms of heat stress.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Teaching staff, workload, training program effectiveness and appropriateness, and quality of learning resources employed.	Students	Indirect evaluation (Course Evaluation Survey)
Direct observation	Field Supervisor	Direct evaluation (Attendance forms and final Report)
student skills	Peer Reviewer	Direct evaluation (Final Report of the student)

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	Programs Preparation Committee (PPC) Curriculum and Study Plans Committee (C&SPC) Development and Quality Committee (D&QC) Department of Architecture Council
Reference No.	Department of Architecture Council, 12-1446
Date	April, 2025



Prepared by	Initial Review by	Course Coordinator	Head of Department
Mohamed Atef kamel	Mohamed Aljefri	Mohamed A. Almahdi	Oumr Adnan Osra



Bachelor of Architecture and Planning Program

General Architecture

1	Architectural Formation Principles Studio	Architectural Drawing	Design Process and Methods	Ancient Civilizations and Medieval Architecture	Digital Design Skills	English Language 1	The Holy Quran 1
2	Fundamental Design Principles Studio	Visual Studies	Vector-based Drawing	Architectural Models Studio	English Language 2	University Skills	The Holy Quran 2
3	Small Public Buildings Design Studio	Building Construction Studio 1	3D Modeling	Buildings Design Standards 1	Environmental Control Systems	Technology	The Holy Quran 3
4	Vernacular Architecture Design Studio	Building Construction Studio 2	Principles of Urban Design	Architecture of Islamic Civilization	Principles of Landscape Architecture	Islamic Culture 1	The Holy Quran 4
5	Sustainable Design Studio	Building Construction Studio 3	Introduction to Urban Design Studio	Renaissance and Pre-modern Architecture	Principles of Urban Planning	Housing	Elective 1 (General Course)
6	Long-Span Buildings Design Studio	Building Construction Studio 4	Architectural Research Methods	20th Century and Contemporary Architecture	Introduction to Urban Planning Studio	Advanced Technologies in Building Construction	Mathematics for Architects

Architecture Track

7	Heritage Buildings Conservation Studio	Execution Design Studio 1	Creative Generative-Design	Buildings Design Standards 2	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Professional Practice Studio	Execution Design Studio 2	Integrated Architectural Design Studio 1	Architectural Project Management 1	Elective Course 2	Applications of Building Code in Architecture	Professional Skills
9	Cooperative Training						
10	Integrated Architectural Design Studio 2	Economics of Architectural Projects	Professional Practice for Architects	Architectural Project Management 2	Elective Course 3	Universal Design Code	Graduation Project

Urban Design Track

7	New Areas Urban Design Studio	Landscape Design Studio 1	Urban Information Systems	Urban design methodologies and techniques	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing Areas Urban Design Studio	Landscape Design Studio 2	Integrated Urban Design Studio 1	Urban Environmental Control	Elective Course 2	Sustainable Urban Design	Professional Skills
9	Cooperative Training						
10	Integrated Urban Design Studio 2	Conservation of Heritage Sites	Professional Practice of Urban Design	Urban Mobility	Elective Course 3	Streetscape	Graduation Project

Urban Planning Track

7	New City Urban Planning Studio	Housing Planning Studio 1	Urban Planning Information Systems	Urban Planning Theories	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing City Development Studio	Housing Planning Studio 2	Integrated Urban Planning Studio 1	Advanced Urban Information Systems	Elective Course 2	Sustainable Cities	Professional Skills
9	Cooperative Training						
10	Integrated Urban Planning Studio 2	Urban Sociology and Population	Professional Practice of Urban Planning	Planning of Urban Mobility	Elective Course 3	Regional Planning	Graduation Project

Elective Courses: Architecture

7 Islamic Values in Architecture
Saudi Regional Architectural Identity
Architecture of the Two Holy Mosques
Islamic Identity in Contemporary Architecture

8 Photorealistic Rendering Techniques
Computer Modeling in Building Construction
AI Applications in Architecture
Environmental Simulation

10 Resilient Urban Design
Sustainable Landscape Architecture
Human and Urban Environment
Urban Wayfinding

Elective Courses: Urban Design

Temporary Urbanism
Humanizing the Cities
Floating Cities
City Branding

Advanced studies in Landscape Architecture
Cities Centers
Terminals Planning and Design
Selected Topics in Urban Design

Fundamentals of Real Estate Development
Urban Project Management
Crowd Management
Multicriteria Assessment of Urban Development Projects

Elective Courses: Urban Planning

Cities and Climate Change
Urban Conservation and Renewal
Urban Development in Saudi Arabia
Sustainable Urban Tourism

Smart Cities
Technology and Urban Change
Future Urbanism
Selected Topics in Urban and Regional Planning

Urban Risk Management
Urban Governance
Urban Economies
Urban Indicators



Field Experience Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **ARC 4613**

Program: **Architecture and Planning**

Department: **Architecture**

College: **College of Engineering and Architecture**

Institution: **Umm Al-Qura University**

Field Experience Version Number: **1**

Last Revision Date: **15 Dec. 2024**



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	5
D. Training Quality Evaluation	7
E. Specification Approval Data	7



A. Field Experience Details:

1. Credit hours:		
6 Cr.		
2. Level/year at which Field Experience is offered:		
Summer of the fourth year and level 9 of the fifth year		
3. Time allocated for Field Experience activities		
(20) Weeks	(100) Days	(800) Hours
4. Corequisite (or prerequisites if any) to join Field Experience		
ARC 4607 Existing Areas Urban Design Studio		
5. Mode of delivery		
<input checked="" type="checkbox"/> In-person/onsite	<input type="checkbox"/> hybrid (onsite/online)	<input type="checkbox"/> 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	Demonstrate an understanding of wide range of advanced knowledge related to the built environment. (K1-k)	K1	Experiential L. (Practical training)	Eval. of Report	Supervisor
1.2	Demonstrate an understanding of professional ethics and responsibilities. (K3-a)	K3	Experiential L. (Practical training)	Eval. of Report	Supervisor
2.0	Skills				
2.1	Apply professional and regulatory standards. (S1-g)	S1	Experiential L. (Practical training)	Eval. of Report	Supervisor



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.2	Carry out complex practical tasks and procedures related to professional practice. (S8-a)	S8	Experiential L. (Practical training)	Any evidence that demonstrates progress in this objective.	Supervisor
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate self-discipline and punctuality. (V1-a)	V1	Experiential L. (Practical training)	Evaluation of Attendance Reports	Supervisor
3.2	Demonstrate responsibility for self-learning and ongoing development. (V2-b)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.3	Collaborate effectively and lead diverse teams to complete tasks responsibly and constructively. (V2-c)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.4	Manage and complete tasks efficiently under pressure and within deadlines. (V3-a)	V3	Experiential L. (Practical training)	Eval. of Report	Supervisor

*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.

Step 1: Evidence: Documentation of experience by the trainee.

Step 2: Reflection: commentary of the trainee on experiences and learning that has resulted and how the objectives were fulfilled.

Step 3: Evaluation: studying the evidence by the examiners.

Step 4: Defending the evidence: a dialog between the trainee and the examiners.

Step 5: Decision.

2. Distribution of Responsibilities for Field Experience Activities

Activity	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			●		
Provision of support and guidance	●	●			●
Implementation of training activities (duties, reports, projects,	●	●			
Follow up on student training activities	●	●			●



Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Adjusting attendance and leave					●
Assessment of learning outcomes	●	●		●	●
Evaluating the quality of field experience	●		●		●
Others (specify)	None	None	None	None	None

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Urban design consultant firms	Should pass the prerequisite courses.	Reputable offices
Landscape consultant firms	Should be pre-approved by the coordinator	Following safety standards

*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

This training provides students with an opportunity to enrich their experience by linking academic studies to actual practical situations. Students will also have the opportunity to assess their professional interests in their respective fields. The trainee student is subject to all the organizational rules and vacations system in the firm in which he trains. Training opportunities with urban design or landscape firms are selected by the department; however, students can select an opportunity to train after department approval.

Criteria to evaluate potential firms:

- **Relevance:** The firm must align with urban design / landscape topics.
- **Accessibility:** Ensure the location is physically accessible for students.
- **Educational Value:** The firm should offer real-world examples of urban issues, innovations, or strategies.
- **Safety:** Prioritize sites (if applicable) that meet safety standards for student trainees.
- **Collaboration Potential:** Prefer locations where partnerships with firms, municipalities, or developers are possible.



5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Exposure to hazards on construction sites (e.g., falling objects, unstable surfaces)	Provide Personal Protective Equipment (PPE): helmets, vests, boots, gloves, and safety goggles.	Conduct a site safety briefing before visits and ensure constant supervision.
Slips, trips, and falls during site visits or outdoor work	Identify and mark uneven or hazardous areas. Train students to navigate safely.	Perform a site risk assessment and implement hazard warnings/signage.
Heat stress or dehydration in outdoor projects	Ensure availability of water resources and schedule work during cooler hours.	Develop a heat management plan and monitor symptoms of heat stress.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Teaching staff, workload, training program effectiveness and appropriateness, and quality of learning resources employed.	Students	Indirect evaluation (Course Evaluation Survey)
Direct observation	Field Supervisor	Direct evaluation (Attendance forms and final Report)
Student skills	Peer Reviewer	Direct evaluation (Final Report of the student)

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	Programs Preparation Committee (Ppc) Curriculum and Study Plans Committee (C&SpC) Development and Quality Committee (D&Qc) Department of Architecture Council
Reference No.	Department of Architecture Council, 12-1446
Date	April, 2025



Prepared by	Initial Review by	Course Coordinator	Head of Department
Mohamed Atef kamel	Mohamed Aljefri	Mohamed A. Almahdi	Oumr Adnan Osra



Bachelor of Architecture and Planning Program

General Architecture

1	Architectural Formation Principles Studio	Architectural Drawing	Design Process and Methods	Ancient Civilizations and Medieval Architecture	Digital Design Skills	English Language 1	The Holy Quran 1
2	Fundamental Design Principles Studio	Visual Studies	Vector-based Drawing	Architectural Models Studio	English Language 2	University Skills	The Holy Quran 2
3	Small Public Buildings Design Studio	Building Construction Studio 1	3D Modeling	Buildings Design Standards 1	Environmental Control Systems	Technology	The Holy Quran 3
4	Vernacular Architecture Design Studio	Building Construction Studio 2	Principles of Urban Design	Architecture of Islamic Civilization	Principles of Landscape Architecture	Islamic Culture 1	The Holy Quran 4
5	Sustainable Design Studio	Building Construction Studio 3	Introduction to Urban Design Studio	Renaissance and Pre-modern Architecture	Principles of Urban Planning	Housing	Elective 1 (General Course)
6	Long-Span Buildings Design Studio	Building Construction Studio 4	Architectural Research Methods	20th Century and Contemporary Architecture	Introduction to Urban Planning Studio	Advanced Technologies in Building Construction	Mathematics for Architects

Architecture Track

7	Heritage Buildings Conservation Studio	Execution Design Studio 1	Creative Generative-Design	Buildings Design Standards 2	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Professional Practice Studio	Execution Design Studio 2	Integrated Architectural Design Studio 1	Architectural Project Management 1	Elective Course 2	Applications of Building Code in Architecture	Professional Skills
9	Cooperative Training						
10	Integrated Architectural Design Studio 2	Economics of Architectural Projects	Professional Practice for Architects	Architectural Project Management 2	Elective Course 3	Universal Design Code	Graduation Project

Urban Design Track

7	New Areas Urban Design Studio	Landscape Design Studio 1	Urban Information Systems	Urban design methodologies and techniques	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing Areas Urban Design Studio	Landscape Design Studio 2	Integrated Urban Design Studio 1	Urban Environmental Control	Elective Course 2	Sustainable Urban Design	Professional Skills
9	Cooperative Training						
10	Integrated Urban Design Studio 2	Conservation of Heritage Sites	Professional Practice of Urban Design	Urban Mobility	Elective Course 3	Streetscape	Graduation Project

Urban Planning Track

7	New City Urban Planning Studio	Housing Planning Studio 1	Urban Planning Information Systems	Urban Planning Theories	Elective Course 1	Islamic Culture 2	Principles of Statistics for Architects
8	Existing City Development Studio	Housing Planning Studio 2	Integrated Urban Planning Studio 1	Advanced Urban Information Systems	Elective Course 2	Sustainable Cities	Professional Skills
9	Cooperative Training						
10	Integrated Urban Planning Studio 2	Urban Sociology and Population	Professional Practice of Urban Planning	Planning of Urban Mobility	Elective Course 3	Regional Planning	Graduation Project

Elective Courses: Architecture

Elective Courses: Urban Design

Elective Courses: Urban Planning

7	Islamic Values in Architecture	Temporary Urbanism	Cities and Climate Change
	Saudi Regional Architectural Identity	Humanizing the Cities	Urban Conservation and Renewal
	Architecture of the Two Holy Mosques	Floating Cities	Urban Development in Saudi Arabia
	Islamic Identity in Contemporary Architecture	City Branding	Sustainable Urban Tourism
8	Photorealistic Rendering Techniques	Advanced studies in Landscape Architecture	Smart Cities
	Computer Modeling in Building Construction	Cities Centers	Technology and Urban Change
	AI Applications in Architecture	Terminals Planning and Design	Future Urbanism
	Environmental Simulation	Selected Topics in Urban Design	Selected Topics in Urban and Regional Planning
10	Resilient Urban Design	Fundamentals of Real Estate Development	Urban Risk Management
	Sustainable Landscape Architecture	Urban Project Management	Urban Governance
	Human and Urban Environment	Crowd Management	Urban Economies
	Urban Wayfinding	Multicriteria Assessment of Urban Development Projects	Urban Indicators



Field Experience Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **ARC 4713**

Program: **Architecture and Planning**

Department: **Architecture**

College: **College of Engineering and Architecture**

Institution: **Umm Al-Qura University**

Field Experience Version Number: **1**

Last Revision Date: **16 Dec. 2024**



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	5
D. Training Quality Evaluation	7
E. Specification Approval Data	7



A. Field Experience Details:

1. Credit hours:		
6 Cr.		
2. Level/year at which Field Experience is offered:		
Summer of the fourth year and level 9 of the fifth year		
3. Time allocated for Field Experience activities		
(20) Weeks	(100) Days	(800) Hours
4. Corequisite (or prerequisites if any) to join Field Experience		
ARC 4707 Existing City Development Studio		
5. Mode of delivery		
<input checked="" type="checkbox"/> In-person/onsite	<input type="checkbox"/> hybrid (onsite/online)	<input type="checkbox"/> 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	Demonstrate an understanding of wide range of advanced knowledge related to the built environment. (K1-k)	K1	Experiential L. (Practical training)	Eval. of Report	Supervisor
1.2	Demonstrate an understanding of professional ethics and responsibilities. (K3-a)	K3	Experiential L. (Practical training)	Eval. of Report	Supervisor
2.0	Skills				
2.1	Apply professional and regulatory standards. (S1-g)	S1	Experiential L. (Practical training)	Eval. of Report	Supervisor
2.2	Carry out complex practical tasks and procedures related to	S8	Experiential L. (Practical training)	Any evidence that demonstrate	Supervisor



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	professional practice. (S8-a)			s progress in this objective.	
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate self-discipline and punctuality. (V1-a)	V1	Experiential L. (Practical training)	Evaluation of Attendance Reports	Supervisor
3.2	Demonstrate responsibility for self-learning and ongoing development. (V2-b)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.3	Collaborate effectively and lead diverse teams to complete tasks responsibly and constructively. (V2-c)	V2	Experiential L. (Practical training)	Eval. of Report	Supervisor
3.4	Mange and complete tasks efficiently under pressure and within deadlines. (V3-a)	V3	Experiential L. (Practical training)	Eval. of Report	Supervisor

*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.

Step 1: Evidence: Documentation of experience by the trainee.

Step 2: Reflection: commentary of the trainee on experiences and learning that has resulted and how the objectives were fulfilled.

Step 3: Evaluation: studying the evidence by the examiners.

Step 4: Defending the evidence: a dialog between the trainee and the examiners.

Step 5: Decision.

2. Distribution of Responsibilities for Field Experience Activities

Activity	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			●		
Provision of support and guidance	●	●			●
Implementation of training activities (duties, reports, projects,	●	●			
Follow up on student training activities	●	●			●



Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Adjusting attendance and leave					●
Assessment of learning outcomes	●	●		●	●
Evaluating the quality of field experience	●		●		●
Others (specify)	None	None	None	None	None

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Urban Planning Consultant Firms	<ul style="list-style-type: none"> Should pass the prerequisite courses. Should be pre-approved by the coordinator 	<ul style="list-style-type: none"> Reputable firms Following safety standards
Municipals and Local Government		
Real Estate Development Companies		

*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

This training provides students with an opportunity to enrich their experience by linking academic studies to actual practical situations. Students will also have the opportunity to assess their professional interests in their respective fields. The trainee student is subject to all the organizational rules and vacations system in the firm in which he trains. Training opportunities with urban planning firms are selected by the department; however, students can select an opportunity to train after department approval.

Criteria to evaluate potential firms:

- **Relevance:** The firm must align with urban planning topics.
- **Accessibility:** Ensure the location is physically accessible for students.
- **Educational Value:** The firm should offer real-world examples of urban issues, innovations, or strategies.
- **Safety:** Prioritize sites (if applicable) that meet safety standards for student trainees.
- **Collaboration Potential:** Prefer locations where partnerships with firms, municipalities, or developers are possible.



5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Exposure to hazards on construction sites (e.g., falling objects, unstable surfaces)	Provide Personal Protective Equipment (PPE): helmets, vests, boots, gloves, and safety goggles.	Conduct a site safety briefing before visits and ensure constant supervision.
Slips, trips, and falls during site visits (if applicable) or outdoor work	Identify and mark uneven or hazardous areas. Train students to navigate safely.	Perform a site risk assessment and implement hazard warnings/signage.
Heat stress or dehydration in outdoor projects (if applicable)	Ensure availability of water resources and schedule work during cooler hours.	Develop a heat management plan and monitor symptoms of heat stress.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Teaching staff, workload, training program effectiveness and appropriateness, and quality of learning resources employed.	Students	Indirect evaluation (Course Evaluation Survey)
Direct observation	Field Supervisor	Direct evaluation (Attendance forms and final Report)
Student skills	Peer Reviewer	Direct evaluation (Final Report of the student)

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	Programs Preparation Committee (PPC) Curriculum and Study Plans Committee (C&SPC) Development and Quality Committee (D&QC) Department of Architecture Council
Reference No.	Department of Architecture Council, 12-1446
Date	April, 2025



Prepared by	Initial Review by	Course Coordinator	Head of Department
Mohamed Atef kamel	Mohamed Aljefri	Mohamed A. Almahdi	Oumr Adnan Osra



© 2025

College of
Engineering and Architecture

Department of
Architecture