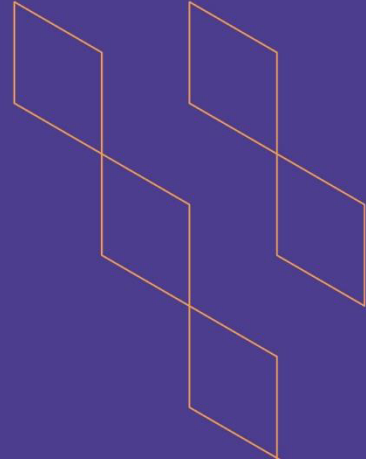T-104
2022

Course Specification

Course Title: Field Training

Course Code: IT10903

Program: Information Technology

Department: Information Technology

College: Computer science and Information Technology

Institution: AL-Baha University

Version: **2022**

Last Revision Date: 29/3/2023

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	3

2. Course type

a.	University ☐	College ☐	Department☐	Track☐	Others☐
b.	Required ☐	Elective ☒			

3. Level/year at which this course is offered: 9th /3rd Year

4. Course general Description

.
- Number of weeks: (8) weeks
- Number of days: (40) days
- Number of hours: (320) hours

5. Pre-requirements for this course (if any):

6. Co- requirements for this course (if any):

7. Course Main Objective(s)

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By conducting the field training, students should be able to:
Define terminologies that are used in IT work environments

Describe the organizational structure of an institution the activities done in a real work environment

Identify the roles and responsibilities of IT workers, such as IT engineers, programmers, and technicians

Analyze the IT requirements of an institution, or a certain sector within an institution, and the existing solutions and tools

Apply technology-based solutions to solve real-life problems

Communicate IT problems, ideas, and findings with IT professionals

Work effectively in a team with taking responsibilities

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid • Traditional classroom		

No	Mode of Instruction	Contact Hours	Percentage
	• E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (training 8 week , 40 days, 320 H)	320
	Total	33

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	**Define** terminologies that are used in IT work environments	K1	• Active participation in workplace activities Active communication with co-workers	• Academic supervisor assessment • Training supervisor assessment Training Report
1.2	**Describe** the organizational structure of an institution and the activities done in a real work environment	K2	• Active participation in workplace activities Active communication with co-workers	• Academic supervisor assessment • Training supervisor assessment Training Report
1.3	**Identify** the roles and responsibilities of IT workers, such as IT engineers, programmers, and technicians	K3	• Active participation in workplace activities • Active communication with co-workers	• Academic supervisor assessment • Training supervisor assessment • Training Report
…				
2.0	Skills			
2.1	**Analyze** the IT requirements of an institution, or a certain sector within an institution, and the existing solutions and tools	S1	• Active participation in workplace activities Active communication with co-workers, seniors, and administrative staff	• Academic supervisor assessment • Training supervisor assessment Training Report
2.2	**Analyze** the IT requirements of an institution, or a certain sector within	S2	• Active participation in workplace activities	• Academic supervisor assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	an institution, and the existing solutions and tools		Active communication with co-workers, seniors, and administrative staff	• Training supervisor assessment • Training Report Academic supervisor assessment • Training supervisor assessment Training Report
2.3	**Communicate** IT problems, ideas, and findings with IT professionals	S3	• Active communication with co-workers, seniors, and administrative staff Proposal writing, presenting, and discussion	• Academic supervisor assessment • Training supervisor assessment Training Report
3.0	Values, autonomy, and responsibility			
3.1	**Exercise** work ethics related to information technology field in workplace.	V1	• Workplace observation • Critical Thinking • Active communication with co-workers, seniors, and administrative staff	• Academic supervisor assessment • Training supervisor assessment Training Report
3.2	**Work** effectively in a team with taking responsibilities	V2	• Active participation in workplace activities	• Academic supervisor assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			• Active communication with co-workers Proposal presentation and discussion	• Training supervisor assessment Training Report
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Periodic reports / Weekly reports	
2.	Final evaluation (company)/ Evaluation of the training supervisor	
3	Final report	
4	Final presentation / Evaluation of the academic supervisor	
Total		

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Periodic reports / Weekly reports	Weekly	10%
2.	Final evaluation (company)/ Evaluation of the training supervisor	Week 9	40%
3.	Final report	Week 10	20%
4.	Final presentation / Evaluation of the academic supervisor	Week 10	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff (Academic supervisor)**	i. Periodic reports / Weekly reports ii. Final report iii. Final presentation / Evaluation by the academic supervisor/committee
2	**Field Supervisor**	Final evaluation (company)/ Evaluation of the training supervisor
3	**Others** (specify)	

E. Field Experience Administration
1. Field Experience Locations
a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Al-Baha University (Al-Aqiq)	TBD	TBD
Al-Baha University (Shahba)	TBD	TBD
Emarah Al-Baha	TBD	TBD
Al-Bahah Munipality	TBD	TBD
King Fahad Hospital	TBD	TBD
Ministry of Interior	TBD	TBD
Ministry of Education	TBD	TBD
Ministry of Health	TBD	TBD
Saudi Telecommunication Company	TBD	TBD
Saudi Arabian Airlines Office	TBD	TBD
Saudi Electricity Company	TBD	TBD
Al-Gunaim group	TBD	TBD

*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.

1. The department council delegates Training Unit, at the college level, to communicate with training providers in the field and update the list of training locations, based on the availability of IT centers and professionals at the institution.
2. Well-designed virtual work environments and online training programs can be added based on the recommendations of the Training Unit and the approvals of the department council.
3. Training providers are evaluated by academic training supervisors, and the list is updated based on their evaluation and recommendations.

2. Supervisory Staff
a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Bachelor's degree and above/ Professional Degree in the field	Masters/ Ph.D.
Selection Criteria	Institution nomination	Department council recommendations based on specialization, degree, availability, and circulation

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.)
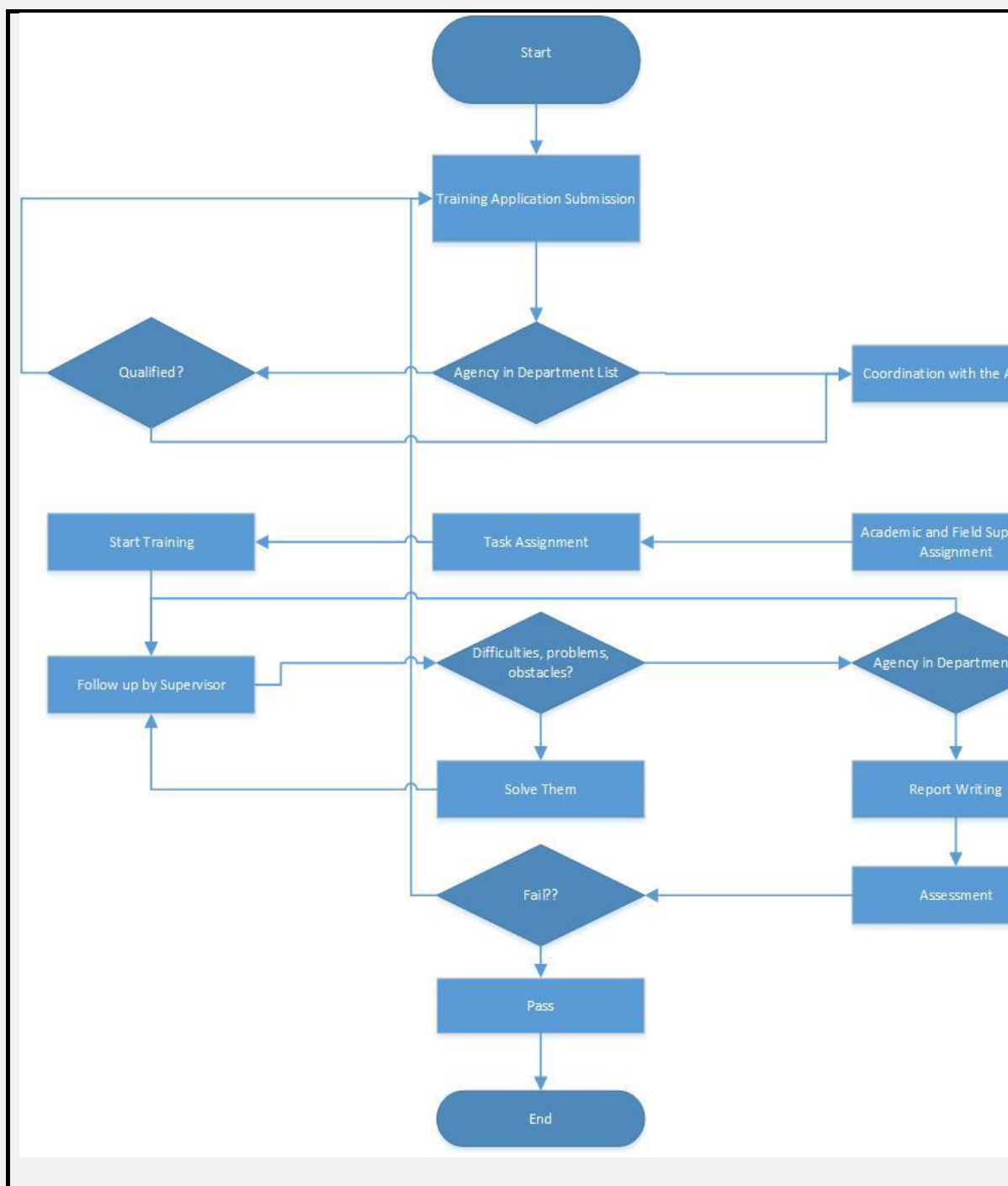
Attending workshops by the Training Unit explaining roles and responsibilities as well as the different evaluation metrics and forms

3. Responsibilities
a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

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	x		x		

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of supervisory staff	x				
Provision of the required equipment	x				
Provision of learning resources	x				
Ensuring the safety of the site				x	x
Commuting to and from the field experience site			x		
Provision of support and guidance		x			x
Implementation of training activities (duties, reports, projects, ...)			x		
Follow up on student training activities		x			x
Adjusting attendance and leave					x
Assessment of learning outcomes		x			
Evaluating the quality of field experience		x	x		
Others (specify)					

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

1. The academic supervisor should be reachable to the student during his/her training period.
2. The academic supervisor is recommended to visit the student once or twice during the training period.
3. The student should send "Weekly Progress Report" includes the work done during the week to the academic supervisor's official email.
4. The supervisor should follow-up by reading weekly reports and response and take action when needed.
5. The student and academic supervisor fill the form of the field training surveys to detect the strength and weak points during the training.
6. Training Unit analyses all questionnaires results and files a full detailed report and provide the department council with the suggested modification.
7. Proper actions based on the suggested modifications and recommendations will be taken by the department management and faculty deanship to improve the performance and overcome the challenges faces the field training course practice.

b. Student Support and Guidance Activities

Academic Supervisor
- Contacting the student, the first day of training to make sure he/she has started on time
- Being reachable (on-call) during the training period
- Supporting the student with academically and psychologically in his/her training experience
- Being resourceful and guiding the student to improve his/her technical skills for best outcomes.

Field Supervisor
- Meeting students daily, assigning him/her adequate tasks related to his/her training
- Answering student questions and guide him/her for more resources to explore
- Guide the student and adjust his/her work to improve their skills
- Maintain daily conversation about administrative, technical, and professional issues related to the institution

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
The expulsion of training without compelling reasons	Contract an agreement with the company.	Select companies with an agreement in advance.
Injury the trainee during training	Contract an agreement with the company.	Select companies with an agreement in advance.
Claim the college with the financial receivables	Contract an agreement with the company.	Select companies with an agreement in advance.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and Learning Resources	Student	Direct via weekly and final report and indirect via survey
Effectiveness of Training	Academic Supervisor	Direct via Training Evaluation Form
Effectiveness of Training and Assessment	Training Unit	Direct and Indirect by aggregating reports for same institutions
Evaluation of the Field Training Course	Program Quality Committee, Department Council	Direct based common course reports

F. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	