الدليل الإجرائي للتدريب الميداني

مرحلة البكالوريوس

جامعة تبوك
University of Tabuk

كلية الحاسبات وتقنية المعلومات

ABET

2020 - 2026

شروط وآليات مقرر التدريب الميداني

أولاً: شروط تسجيل مقرر التدريب الميداني العامة حسب قسم الطالب:

شروط التسجيل	القسم	رمز المقرر	اسم المقرر	م.
• اجتياز **90 ساعة** من الخطة. • اجتياز مقرر (**نظم قواعد البيانات CIS 340**) • اجتياز مقرر (**تقنية الانترنيت و الويب CIT 230**)	علوم الحاسب	CSC 390	تدريب ميداني	1
	تقنية المعلومات	CIT 390	تدريب ميداني	2
• اجتياز **120 ساعة** من الخطة.	هندسة الحاسب	CEN 499	تدريب ميداني	3

ثانياً: شروط تسجيل مقرر التدريب الميداني حسب حالة الطالب الأكاديمية:

التسجيل	حالة الطالب
يسمح بتسجيل التدريب الميداني مع **مقرر واحد** فقط.	طالب غير خريج
يسمح بتسجيل مقرر التدريب الميداني مع **مقررين فقط أو ثلاث مقررات متضمنة مشروع تخرج (2)**.	طالب خريج

ثالثاً: تحديد جهة التدريب الميداني:

- **تتيح الكلية** للطالب إمكانية تحديد جهة التدريب الميداني في المؤسسات الحكومية و الخاصة مع اشتراط موافقة الكلية على جهة التدريب.

- في حالة **عدم تمكن الطالب** من توفير جهة للتدريب، تتولى الكلية بتحديد الجهة المناسبة للطالب من خلال التواصل مع الجهات المعتمدة لدى الكلية.

رابعاً: في حالة موافقة الكلية على جهة التدريب:

تخاطب الكلية جهة التدريب للحصول على الموافقة النهائية و بيانات المشرف على التدريب بالجهة المعنية.

خامساً:   فترة التدريب الميداني:

لا تقل فترة التدريب الميداني عن 8 أسابيع بمعدل 5 ساعات يومياً.

فريق اعداد الدليل

د. أنس بشناق | Dr.Anas Bushnag

ايميل: abushnag@ut.edu.sa

د. وسيم المسعودي | Dr.Wassim Messoudi

ايميل: w.messoudi@ut.edu.sa

د. محمد حجي | Dr.Mohammad Hijji

ايميل: m.hijji@ut.edu.sa

المرفقات

1.   **نماذج التدريب الميداني**

Form 1

Field Training Plan

Note: ***Students may choose one or more task from weeks (4, 5, 6, 7, 8 and 9)***

Week 1:

   Task 1.   *Recognize the organization workflow, and tools used in the organization field*

Week 2:

   Task 2.   *Practise on models, tools and hardware*
   Task 3.   *Learn practical management process for real computer based systems*

Week 3:

   Task 4.   ***Create, analyze, and design model for a specific computer based problem***

Week 4:

   Task 5.   ***Implement and test a small application***
   Task 6.   ***Study and analyze the structure of the developed system in the organization field***

Week 5:

   Task 7.   ***Debug and finalize the implemented solution of a specific computer based problem***
   Task 8.   ***Study the Database structure***
   Task 9.   ***Study and analyze the structure of the computer networks deployed in the organization field***

Week 6:

   Task 10.   *Test the overall system, and correct and fix system errors in specific computer based problem*
   Task 11.   *Conduct Computer maintenance*
   Task 12.   *Conduct Network maintenance*

Week 7:

   Task 13.   *Write technical reports*
   Task 14.   *Conduct presentation on computer based problem*

Week 8:

   Task 15.   *Faculty Assessment*

Form 2

Practical Training

DECLARATION OF TRAINING COMMENCEMENT

I, the undersigned, hereby declare that the trainee: _____

(Academic Number:_____) has started the work in our institution.

Date: _____

Training Position: _____

Department Remarks (if any):

_____

___

Training Supervisor:_____

Academic Advisor Name:_____

Date: _____

Signature:_____

Institution or Department Seal:

Practical Training

DAILY ATTENDANCE RECORD

Trainee's name:_____   Academic
Number:_____

	Day	Date	Time and Signature				Lateness	Absence		Remarks
			Attending	Signature	Leaving	Signature		Excuse	No excuse	
Week (1)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (2)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (3)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (4)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (5)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (6)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									

General assessment of the student's punctuality of attendance:

O Poor   O Good   O Very good   O Excellent

	Day	Date	Time and Signature				Lateness	Absence		Remarks
			Attending	Signature	Leaving	Signature		Excuse	No excuse	
Week (7)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (8)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
Week (9)	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									

General remarks on the trainee's attendance/ absence:

_____
____

Training Supervisor:_____

Date: _____

Signature:_____

Institution or Department Seal:

Form 4

Weekly Assessments

Student Name		Training Field Supervisor	
Student #		Academic Supervisor	
Organization name		Semester / Year	

Weeks	Topics	Percentage of achievements	Comments (Field Supervisor)	Field Supervisor Signature
Week 1	*Recognize the organization workflow, and tools used in the organization field* التعرف على سير العمل والأدوات المستخدمة في المؤسسة			
Week 2	*Practise on models, tools and hardware* التدرب على الأدوات والأجهزة المستخدمة في المؤسسة			
	Learn practical management process for real computer based systems التعلم على ادارة العملية الخاصة بحل مشكلة أنظمة الحاسب			
Week 3	*Create, analyze, and design model for a specific computer based problem* انشاء وتصميم وتحليل نموذج لمشكلة نظم حاسوبية			
Week 4	*Implement and test a small application* بناء واختبار تطبيق صغير الحجم			
	Study and analyze the structure of the developed system in the organization field دراسة وتحليل بنية النظام المستخدم في المؤسسة			
Week 5	*Debug and finalize the implemented solution of a specific computer based problem* تصحيح ووضع اللمسات الأخيرة على التطبيق الذي تم انشاؤه			

	Study and analyze the structure of the computer networks deployed in the organization field دراسة وتحليل بنية شبكة الحاسب المستخدمة في المؤسسة			
	Study the Database structure دراسة بنية قاعدة البيانات			
Week 6	*Test the overall system, and correct and fix system errors in specific computer based problem* اختبار النظام بشكل كامل، وتصحيح الأخطاء ان وجدت			
	Conduct computer maintenance التدرب على صيانة الحاسب			
	Conduct Network maintenance التدرب على صيانة شبكة الحاسب			
Week 7	*Write technical reports* كتابة التقارير الفنية			
	Conduct presentation on computer based problem عمل عرض تقديمي لمشكلة نظم حاسوبية معينة			

Form 5

<p align="center">Weekly Visit (Academic Supervisor)</p>

Supervisor name		Time/Date	
Week #		Section	

No.	Student name	Student #	Organization name	Comments	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Form 6 **TRAINEE EVALUATION FORM**

(FIELD TRAINING SUPERVISOR)

Trainee's Name	
Academic Number	
Training Department	
Nature of Training	………………………………………………………………………….. Please name other tasks the trainee accomplished:………………………………….
Start of Training	
Date of Completion	
Supervisor's Name	
Position	
Name of the Institution	

Instructions:

1. This form is to be completed by the immediate supervisor/ trainer of the trainee.

2. This form is to be used for evaluating the performance of the trainee. Your feedback on his performance will help us objectively evaluate the overall skills of the trainee (student) and improve our academic plan.

3. Evaluation is made by using the rating scale below. The supervisor puts a chick mark (√) in front of the description which corresponds to the total evaluation mark.

Total:

40	

Percentage	Description	√
69 - 70	Excellent	
60 – 65	Very Good	
55 – 59	Good	
50 – 54	Satisfactory	
45 – 49	Fair +	
40 - 44	Fair –	
39 and below	Poor	

PROFESSIONAL COMPETENCE EVALUATION

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Attendance and discipline	1	Punctual in coming to the training office	4		
	2	Presents during required times	4		
Responsibility	3	Self- reliant and performs tasks with minimum supervision	2		
	4	Patient and tolerant in handling any task	2		
	5	Shows interest in performing more advanced activities	2		
	6	Volunteer to do routinely work	1		
	7	Follows institutional regulations	1		
Achievements	8	Accomplishes work on time	2		
	9	A good user of the computer and Internet (this includes good typed works)	4		
	10	Creative at work	1		
	11	Manages time appropriately	2		
Neatness / orderliness	12	Good appearance	1		
	13	Keeps training place clean and in proper or order	1		
	14	Maintains public propriety	1		
Cooperation and responsiveness	15	Works with the group harmoniously	2		
	16	Extends help to co-trainees and regular employees	2		
	17	Responds positively to supervisor's feedback	2		
	18	Demonstrates a sense of imitativeness	2		
Skills		Takes effective action without being told	1		
		Demonstrates willingness to learn new skills	1		
		Adapted to new situations and changes in the environment	2		
		Total	40		

FORM 7

DISCUSSION COMMITTTEE MEMEBER EVALUATION

Trainee's Name	
Academic Number	

Opponent Name

Name	

No.	Assessment Item	Assessment Mark	Mark	Remarks
1	The training domian is relevant to student's specialization	6		
2	The student is to able to understand the workflow and software workflow in the organization	2		
3	The student is to able to recognize some and/or all of the weakness in used software/infrastruture	3		
4	The student has the ability to suggest soultions to identified weakness, even if conceptually.	3		
5	The student potential ability to learn, search, analyze and solve real problems	4		
6	Adequacy of acquired knowledge indomain – after training	4		
7	Ability to learn, search, analyze and solve real problems	3		
8	Initiativity in taking tasks and dependability	2		
9	Presentation: Quality of oral presentation and dependability	1		
10	Presentation: Informativity of oral presentation	2		
11	Presentation : discussion is conducted appropraitely	2		
12	Report: format	1		
13	Report: sequence of presented ideas	1.5		

14	Report: scientifc contents of the report	1.5	
15	Oevrall Rating for the student performance	4	
	Total	**40**	

Instructions:

1. This form is to be accomplished by each member of the evaluation committee.
2. The total mark is out of 40.
3. We would like to measure the followings from the presentation:

General Comments (if any):

Total:

10

Member (s) Name (s):_____

Signature (s):_____ **Date:**_____

FORM 8

<div align="center">

TRAINING EVALUATION FORM

(ACADEMIC SUPERVISOR'S FORM)

</div>

Trainee's Name	
Academic Number	

Instructions:

1. This form is to be accomplished by the academic supervisor.
2. The total mark is out of 20.

No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
1	Attendence during weekly visits	5		
2	Analazes problems and suggests effective solutions	4		
3	Accepts responsibilty for own actions and ensuring resluts	3		
4	Is receptive to new ideas	3		
5	Demonstartes creativity and contributes new ideas	5		
	Total	**20**		

General Comments (if any):

_____

_____

Total:

10

Member (s) Name (s):_____

Signature (s):_____ **Date:**_____

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2. نموذج تقرير التدريب الميداني

Department of Computer Science

Faculty of Computers & Information Technology

Tabuk University

Field Training Report

Student name:	
Student ID:	
Institution name:	
Field supervisor:	
Academic supervisor:	

Table of Contents

1. Introduction

Add a brief introduction about the training course in terms of its significant and benefits.

2. Essential Details of the Institution

Institution name:

Address:

Institution activity (briefly describe the main activities for the institution).

3. Training Plan

Trainee may explain the main stages of training period, the main tasks which were assigned to him/her, and the methods used to accomplish the assigned tasks.

Trainee may add snapshots for analysis, design, or implementation (if exist).

4. The Acquired Benefits of Training

Trainee may add the main benefits which have been gained through the training period.

Trainee may illustrate how he/she gained the following skills:

1. Cognitive skills
2. Personal skills
3. Communication skills

5. Difficulties of Field Training

Trainee may add any difficulties which faced him/her through the training period.

6. Samples of Completed Tasks

Trainee may add samples of the accomplished tasks.

7. Conclusion

Conclude the work presented in your report.