2023
TP-155

Field Experience Specification

Course Title:	**Training**
Course Code:	**CEN 1495**
Program:	**Bachelor in Computer engineering**
Department:	**Computer Engineering**
College:	**Faculty of Computers and Information Technology**
Institution:	**University of Tabuk**
Field Experience Version Number:	**1.0**
Last Revision Date:	**27 July 2022**

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A. Field Experience Details:

1. Credit hours:		
3 CHs		
2. Level/year at which Field Experience is offered: (Level: 10/Year: 5)		
3. Time allocated for Field Experience activities		
(8) Weeks	(5) Days/week	(6-8)Hours/day
4. Corequisite (or prerequisites if any) to join Field Experience		
150 Credit Hours		
5. Mode of delivery		
☒ In-person/onsite	☐ hybrid (onsite/online)	☐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	Identify, formulate, and solve engineering problems	K_1	Discussions Meetings Presentations Case studies Brainstorming	Individual demonstration	• Training supervisor
1.2	Recognize the essentials to design a system, component, or process to meet desired needs within realistic	K_2, K_3			
2.0	**Skills**				
2.1	Analyze the ability to collect the requirements for a specific problem	S1, S2	Discussions Meetings Presentations Case studies Brainstorming	Individual demonstration	• Training supervisor

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.2	Design and create models for a specific computer based problem	S3			
2.3	Evaluate the ability to Implement and to Test small solution for a specific computer based problem	S4			
2.4	Evaluate the ability to debug and finalize the implemented solution of a specific computer based problem	S4			
2.5	Analyze the ability to correct and fix system errors in specific computer based problem	S2			
2.6					
3.0	**Values, autonomy, and responsibility**				
3.1	Illustrate presentation on complex computer based problem implementation with the computer based community	V2	Small group work, Research activities, Case studies	• Exams • Analytical reports • Individual and group presentations • Group reports • Demonstrations	Training supervisor Academic supervisor
3.2	Show the ethical principles and commit to professional ethics, responsibilities and norms of computer engineering practice	V1			
3.3	Illustrate effectively as an individual, and as a member or leader in diverse teams	V2			

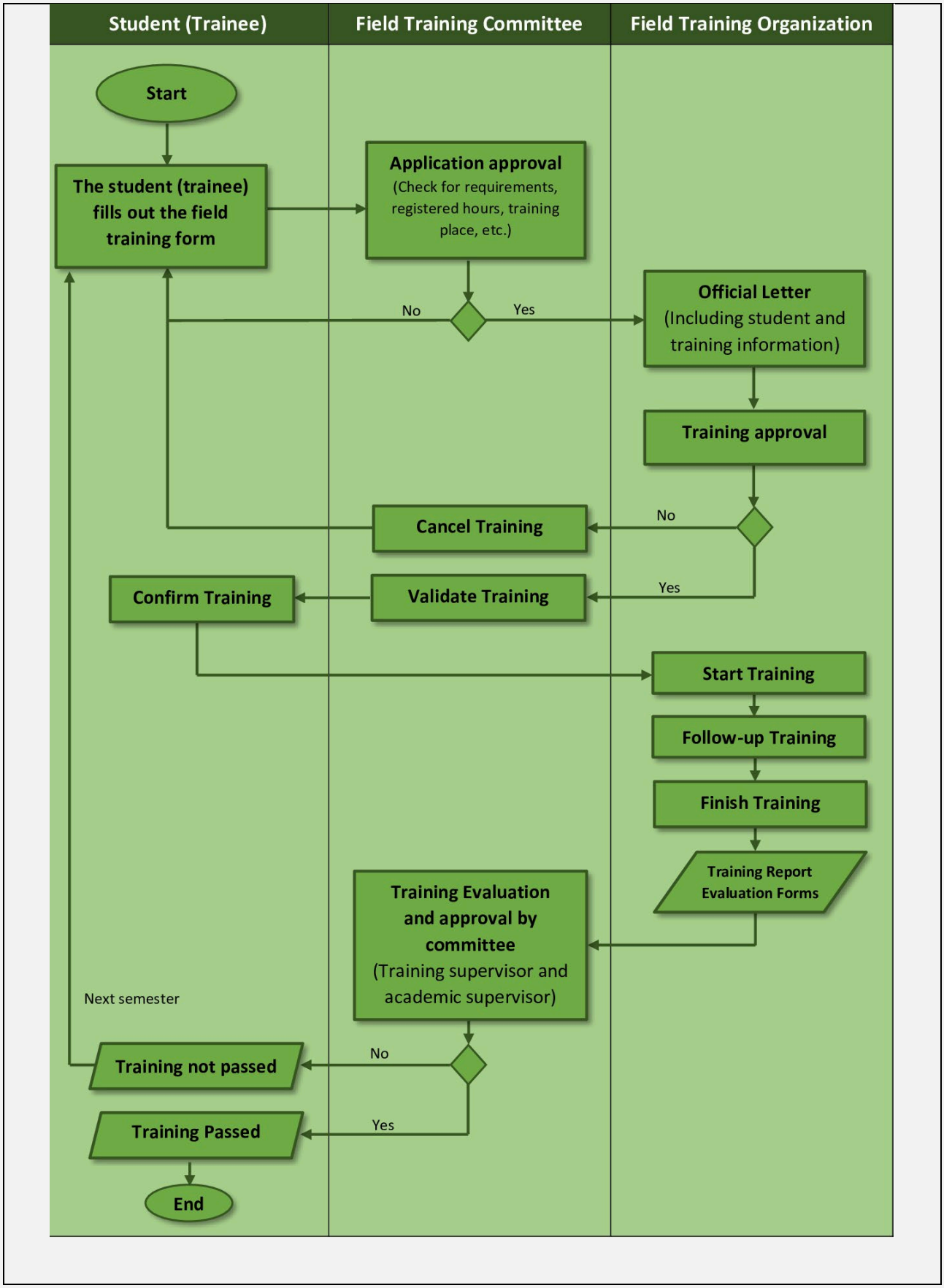
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility

*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.


Student (Trainee)
Field Training Committee
Field Training Organization
Start
The student (trainee) fills out the field training form
Application approval
(Check for requirements, registered hours, training place, etc.)
No
Yes
Official Letter
(Including student and training information)
Training approval
No
Cancel Training
Yes
Validate Training
Confirm Training
Start Training
Follow-up Training
Finish Training
Training Report Evaluation Forms
Training Evaluation and approval by committee
(Training supervisor and academic supervisor)
Next semester
No
Training not passed
Yes
Training Passed
End

2. Distribution of Responsibilities for Field Experience Activities

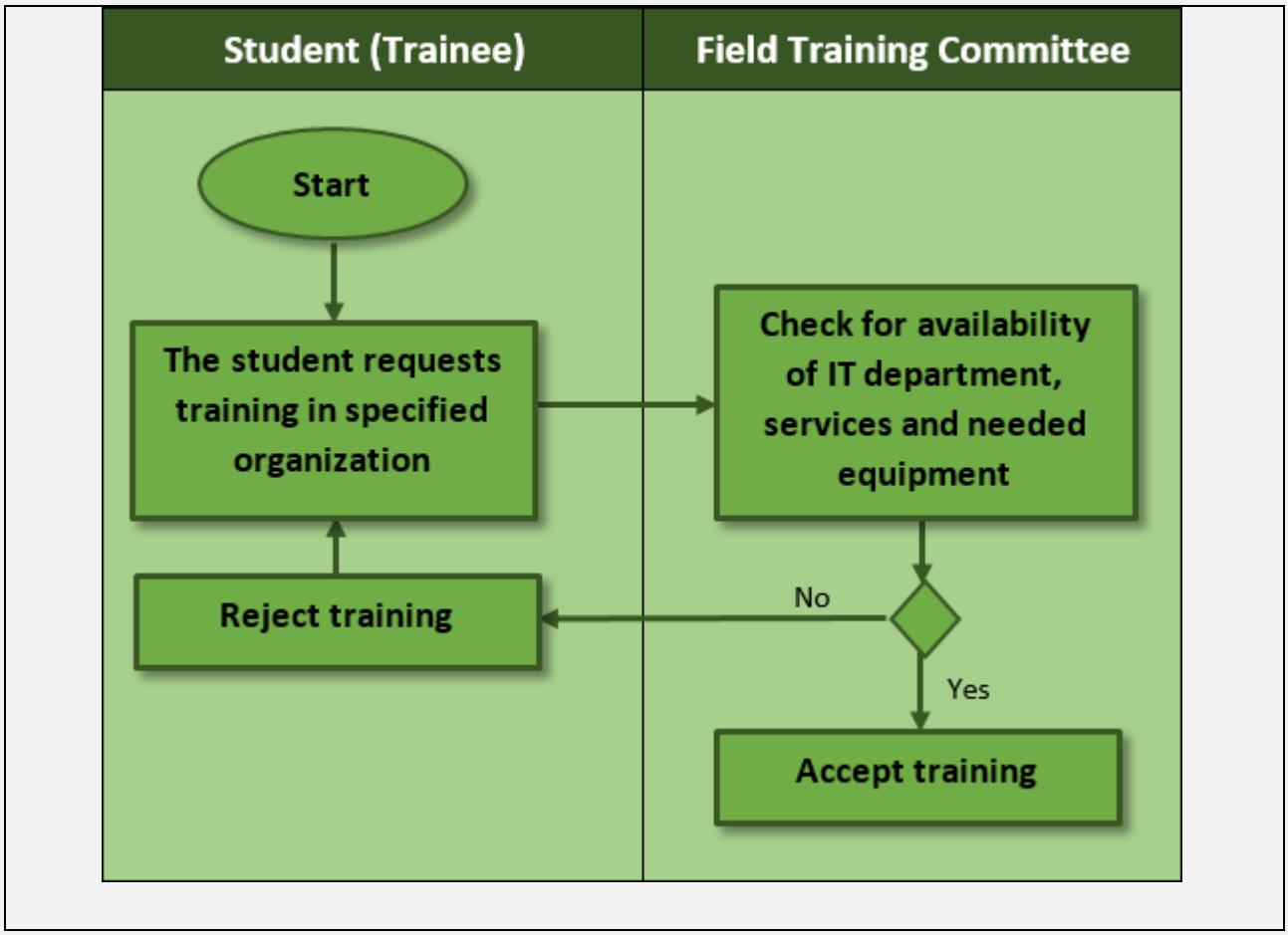
Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	☑	☑	☑		
Selection of supervisory staff	☑			☑	
Provision of the required equipment				☑	☑
Provision of learning resources	☑	☑		☑	☑
Ensuring the safety of the site				☑	☑
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	☑	☑		☑	☑
Monitoring attendance and leave				☑	☑
Assessment of learning outcomes	☑	☑		☑	☑
Evaluating the quality of field experience	☑	☑		☑	☑
Others (specify)					

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
• Government facilities • Companies	• The organization must has an IT department • Availability of equipment such as : software, hardware, PC, printer, Internet connection, office Desk, email account or any other relevant office equipment, access to learning resources, approval of emergency leaves, etc.	• Must cover the basic disciplines of Computer • Safe environment for female training students. • Awareness of Ethical Code of Conduct by the company

*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



5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Training place did not assign suitable field of study related tasks	Suitable selection should be done before the Training starts	The head of field training committee will contact the training supervisor and request to change the assigned tasks to IT related tasks. If no response, then the head of field training committee will try to transfer the student to another training place.
The expulsion of training without compelling reasons	Contract an agreement with the company.	The head of field training committee will contact the training supervisor and try to solve the problem. If no response, then the head of field training committee will try to transfer the student to another training place.
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.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Faculty, Program Leaders, and Advisory Board	Both Direct and Indirect
	Students	Indirect
Effectiveness of Students Assessment	Faculty, Program Leaders, Advisory Board, and Independent Opinion	Both Direct and Indirect
Quality of Learning Resources	Faculty, Students, and Advisory Board	Indirect
The Extent to which CLOs have been Achieved	Faculty, Program Leaders, Advisory Board, and Independent Opinion	Direct (as in section B) and Indirect/Surveys
	Students	Indirect

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	
Reference No.	
Date	