



Field Experience Specification

Course Title: *Training*

Course Code: *BIO1495*

Program: *Bachelor of Science in Biology*

Department: *Department of Biology*

College: *Faculty of Science*

Institution: *University of Tabuk*

Field Experience Version Number: *Course Specification Version Number*

Last Revision Date: *November 2023*

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A. Field Experience Details:

1. Credit hours:

3 credited hours

2. Level/year at which Field Experience is offered: (8th level / 4th year).

3. Time allocated for Field Experience activities

15 Weeks

5 Days

12 Hours

4. Corequisite (or prerequisites if any) to join Field Experience

Bioinformatics (BIOC1403)

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	A deep understanding of the science that students received in their majors.	K1	-Co-operative learning. - Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
1.2	Recognize work systems and work environment before graduation	K2	-Co-operative learning. - Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
2.0	Skills				
2.1	Apply their major concepts and skills to solve	S1	-Co-operative learning. -Independent learning	-Evaluation of field training reports.	-Field supervisor and Academic supervisor



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	related problems.			-Oral examination	
2.2	Effectively analyze the ideas and work results.	S5	-Co-operative learning. -Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
2.3	Prepare the filed reports professionally	S3	-Co-operative learning. -Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
2.4	Explain the report details demonstrating the professional development	S6	-Co-operative learning. -Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
2.5	Use software and statistical methods for preparing reports and presentations	S4	-Co-operative learning. -Independent learning	-Evaluation of field training reports. -Oral examination	-Field supervisor and Academic supervisor
3.0	Values, autonomy, and responsibility				
3.1	Follow safety regulations, ethical and professional responsibility in the fieldwork and office work to make proper judgements.	V2	-Co-operative learning. -Independent learning	-Oral examination	Academic supervisor
3.2	Express the personal skills	V1	-Co-operative learning.	-Oral examination	Academic supervisor



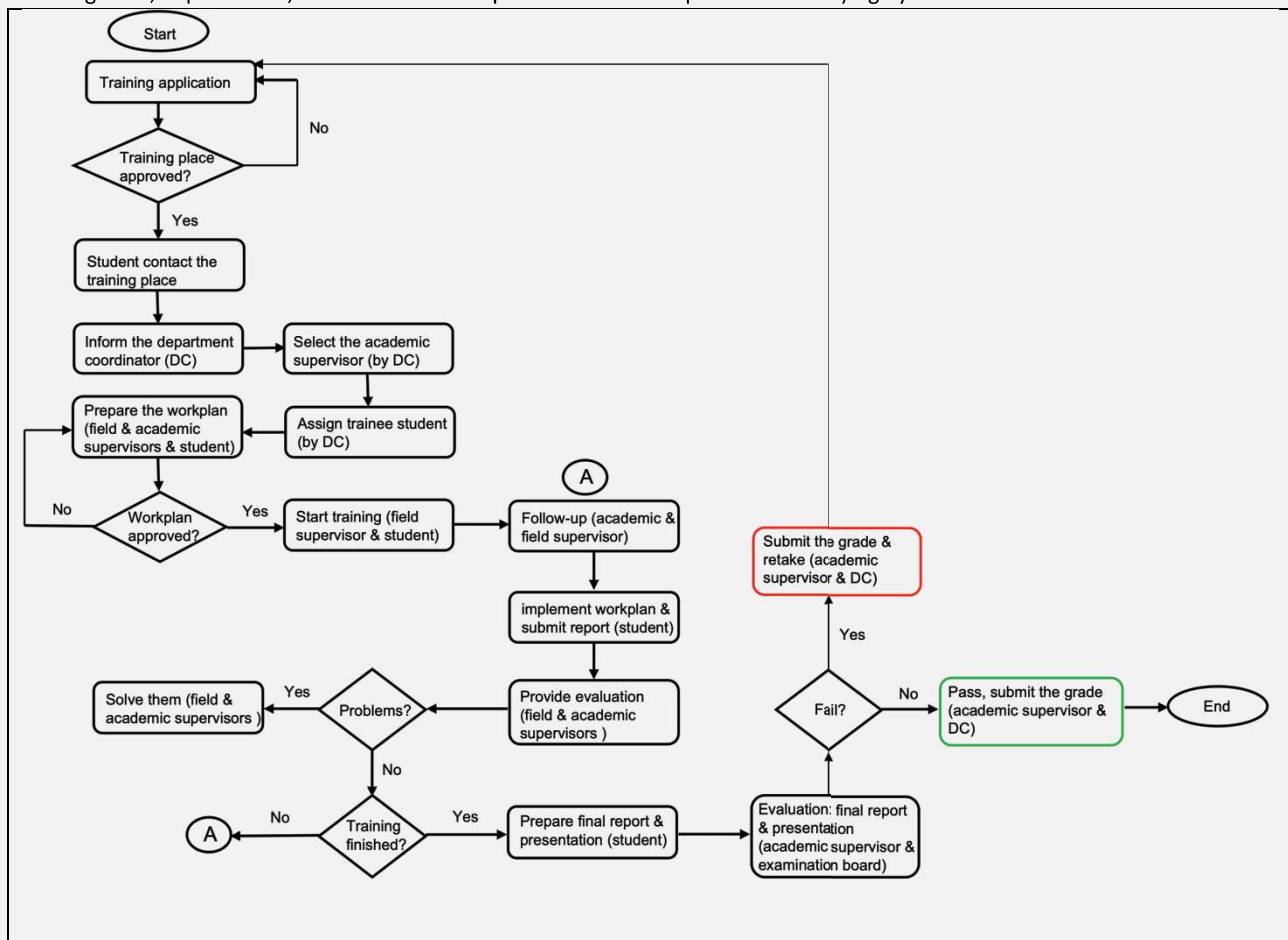
Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	to gain practical experience from co-workers		-Independent learning		
3.3	Display a willing to work independently.	V1	-Co-operative learning. -Independent learning	-Oral examination	Academic supervisor

*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.



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**
Ministry of Environment, Water and Agriculture	- Office equipment (PC, printer, Internet connection, Office Desk, E-mail account) - Laboratory training and all relevant equipment, if applicable. - Access to learning resources, approval of emergency leaves.	- Safe environment for trainee students. - Awareness of Ethical Code of Conduct by the Company.
Ministry of Health		
Ministry of education		
Ministry of Municipal and Rural Affairs		
ASTRA		
Tabuk Agriculture Development Company (TADCO)		





Suggested Field Experience Locations	General Requirements*	Special Requirements**
	- At least 2 appointments with the field supervisor	

*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

- The Field experience workplace should be approved by the training unit in the faculty of science considering the suggestions from the Department Council Committee.
- The Field experience workplace must be relevant to the student area of study - It should not be office desk job-.
- The work plan should be aligned with the student timetable during semester.
- The Field experience workplace should be following the governmental rules and regulation for employees.
- The training place should have standard working hours, especially for the female trainee students.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Training location does not propose to students suitable tasks for their major.	Suitable selection should be done before the training starts	The academic supervisor or advisor should contact the workplace supervisor and request to change the assigned tasks to specialization related tasks. If no response, then the department coordinator/supervisor should try to resolve the issue with the workplace director. If this did not work, then the department is responsible for moving the student to another training place.
The expulsion of training without compelling reasons	An agreement with the training place should be made in advance.	The department is responsible for moving the student to another training place.
Injury that the trainees may face during training.	An agreement with the training place should be made in advance to offer a safe place for training.	The department or a presentative of the department should make an agreement with the training place in





advance to offer a safe place for training.

D. Training Quality Evaluation

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of Training and assessment and Quality of learning resources	-Supervisors in the field sites. -Academic Supervisors. -Students.	Indirect & direct: - Evaluation forms. - Questionnaires. - Accepting guidance and consultation.
Extent of achievement of course learning outcomes	-Supervisors in the field sites -Academic Supervisors and	Direct method through: - Periodic reports evaluation. - Evaluation of the final report. - Evaluation of the final presentation - Observations by field visits.

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 AND STUDY PLANS COMMITTEE AND BIOLOGY DEPARTMENT	
	التوقيع	الاسم
		د. دخنه بنت سعيد الشهري
		د. عائشة بنت عيد البلوي
		د. عبير بنت موسى الخيري
		د. هناء بنت عتيق غبان
		د. ضحاء بنت عبدالله البلوي
		د. بدور بنت فالح البلوي
		د. أسماء بنت مسعد العنزي
Reference No.		د. امينه بنت سعود العتيبي
		د. حنان بنت عيد العطوي
Date	COUNCIL NO. (12) – SUBJECT NO. (5)	
	25 / 07 / 1445 H.	

Head of The Biology Department

Dr. Faud Alatawi

