اعتماد
NCAAA

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2019

Field Experience Specifications

Course Title:	**Internship Training**
Course Code:	**410 ADMN**
Program:	**Bachelor in Business Administration**
Department:	**Business Administration**
College:	**College of Business Administration**
Institution:	**Jazan University**

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A. Field Experience Identification

1. Credit hours: 3 Credit hours
2. Level/year at which this course is offered: Level 10, 1st semester 2022-2023.

3. Dates and times allocation of field experience activities.
    ● Number of weeks: Minimum (6) weeks
    ● Number of days: (Monday & Wednesday, Sunday & Tuesday….)
    ● Number of hours: Minimum (10 hours/ per week)

4. Pre-requisites to join field experience(if any)**:** NA

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

By the end of this course, students will be able to:

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Recognize knowledge in various practical activities such as business case studies and based on those record skills gainful daily.	K3
1.2	Describe various methods & techniques based on practical case studies knowledge and is according to the list all gained skills	K4
2	**Skills:**	
2.1	Demonstrate various skills based on interaction with supervisors, employees and helped to create a spirit of Innovation	S1
2.2	Developed technical skills by applying practical work on using various technological tools & techniques	S1
3	**Values:**	
3.1	Demonstrate the leadership skills required in practical work environment and different values required in different work environment.	V2

2.Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Recognize knowledge in various practical activities such as business case studies and based on those record skills gainful daily.	Mastery of Skills Acquired	Send a weekly report to training Supervisor
1.2	Implement various methods & techniques based on practical case studies knowledge and is according to the list all gained skills	Training on Summarizing Ideas	Display all the skills gained in final presentation
2.0	**Skills**		
2.1	Demonstrate various skills based on practicing the business case studies and helped to create a spirit of Innovation	Enables to create new solution to the technical problems	Discuss the new solution gained in training programs
2.2	Developed technical skills by	Enables to recognize	Display all the skills

		applying practical work on using various technological tools & techniques	basic technical skills	gained in final presentation.
3.0	Values			
	3.1	Demonstrate the skills required in practical work environment and different values required in different work environment.	Enables to know the required interpersonal skills in the work environment.	Discuss the benefit of using inter-personal skills in the work environment in final presentation.
	…			

3. Field Experience Learning Outcomes Assessment
a. Students Assessment Timetable

#	Assessment task*	Assessmenttiming (Week)	Percentage of Total Assessment Score
1	Quarterly reports from students	4^{rth} week, 7th week	10%
2	Trainer's report on student	10th week	30%
4	Academic Supervisor's visit	During semester	20 %
5	Presentation and Final Report	10th week	40%
	Total		100%

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff**	Teaching Staff (Program faculty) is responsible for giving training to students
2	**Field Supervisor**	Field teaching staff support and guide students positively
3	**Others** (specify)	

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

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Field related Businesses (Companies, private business sector in Jazan, KSA.	Application Process Provides information technology, equipment.	Students are required to secure an appropriate site and site supervisor for field experience

*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

Trainees will select the business locations in which they want to train from the listof available training sites.

HOD will issue a letter to request accepting the student. Once a student is accepted for training, the department will approve the training request and students begin their training.

2. Supervisory Staff
a. Selection of Supervisory Staff

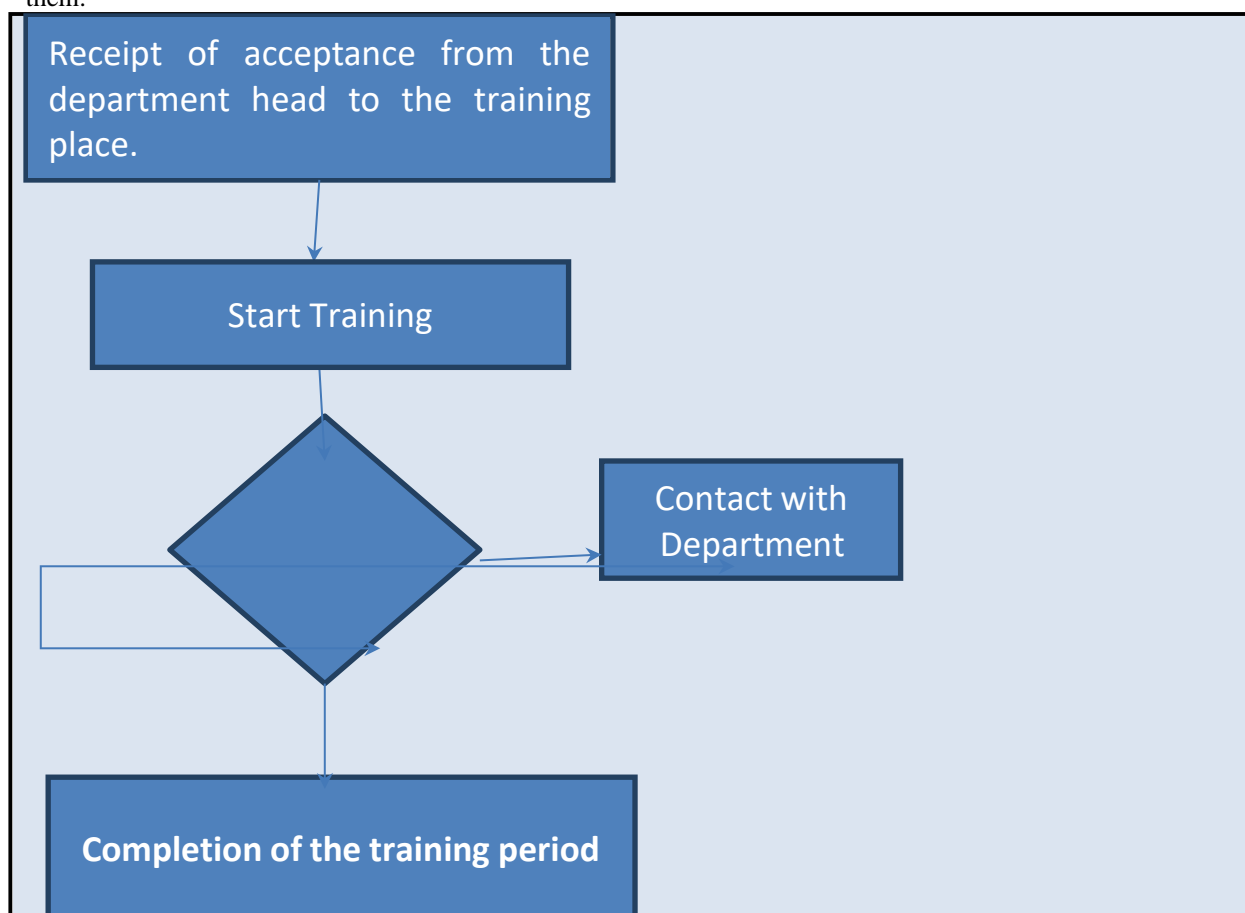| Selection Items	Field Supervisor	Teaching Staff
Qualifications	Above Bachelor's Degree or bachelor's degree required	Above Bachelor's Degree or Bachelor's degree required
Selection Criteria	Should have at least few years of work experience	Should have at least few years of work experience

b. Qualification and Training of Supervisory Staff
(Includingtheproceduresandactivitiesusedtoqualifyandtrainthesupervisorystaffonsupervising operations, implementing training activities, the follow- up and evaluation of students, etc.)

3. Responsibilities
a. Field Experience Flowchart for Responsibility
Including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

Receipt of acceptance from the department head to the training place.

Start Training

Contact with Department

Completion of the training period

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	Work together to accomplish the task.	Training to students	Training	Training to students	Provide guidance to students
Selection of supervisory staff	Workshop, Project planning, presentations	Provide guidance on selection of supervisor	Training for students regarding internship and practical outside campus benefits	Motivational speakers Training for interviews	Selection is done based on work Experience
Provision of the required equipment	Availability of Technical software &hardware for training	Guide students how to use equipment	Learn & practice using equipment	Provide advanced software & other tools to perform training	Monitor the availability of equipment
Provision of learning resources	Student meet the required learning material from faculties	to make effective course learning outcomes for students	Learning Resources available in Black Board online program	Make Students learn practically	upload learning resources online Black Board online program
Ensuring the safety of the site	Complete support from college and university		Students are trained under the complete supervision of training coordinator and as well the organization location where training	Safety is first most when it comes to outside campus training.	Safety requirements such as arrangement of proper transportation for students and faculties.

			takes place		
Commuting to and from the field experience site					Transport to and from site.
Provision of support and guidance	Questioning and brain storming in internship training	Project guidance		Help them to prepare studies solutions during internship	Motivate them to opt for subject topics and evaluate them
Implementation of training activities (duties, reports, projects, ...)	Will help students practice on report generation		Generate reports as per guidelines given by supervisors		
Follow up on student training activities	Receiving feedback of students through several channels: Via e-mail. Via mobile phone.	Via e-mail. Via mobile phone		Via e-mail. Via mobile phone	Via e-mail. Via mobile phone
Adjusting attendance and leave					
Assessment of learning outcomes					
Evaluating the quality of field experience					
Others (specify)					

4. Field Experience Implementation
a. Supervision and Follow-up Mechanism

a) Demonstrate learning outcome performance.
b) Questioning and brainstorm
c) Project guidance

b. Student Support and Guidance Activities

a) Help them to prepare studies
b) Motivate them to opt for various subjects' topics.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

Quality of Information Technology Center.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must cover the basic disciplines of Computer
The availability of specialized technical centers	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide the latest techniques and specialized programs in the same field

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment,	Supervisor Staff	Direct
Extent of achievement of course learning outcomes	Students	Direct, Indirect
Quality of learning resources	Students	Direct, 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	Department Council
Reference No.	2301-09-ADMN410
Date	13/10/2022