اعتماد
NCAAA

T5
2019

Field Experience Specifications

Course Title:	Summer Training
Course Code:	390 CNET-3
Program:	Bachelor in Computer & Network Engineering
Department:	Computer and Network Engineering
College:	College of Computer Science and Information Technology
Institution:	Jazan University

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A. Field Experience Identification

1. Credit hours: 3 Credits
2. Level/year at which this course is offered: Level-12/Year 4
3. Dates and times allocation of field experience activities. • Number of weeks: (8) weeks • Number of days: (40) days • Number of hours: (320) hours
4. Pre-requisites to join field experience (if any)**:** The student must complete a minimum of 90 credit hours.

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	**Discuss** recent development and research methodology and methods of investigation for industry	K3
2	**Skills:**	
2.1	**Implement** current tools and techniques of computer and network engineering practices in industry.	S2
2.2	**Analyze** network engineering and data processing tools for solving problems in industry	S5
2.3	**Acquire and Apply** new knowledge during field experience	S3
2.4	**Demonstrate** thoughts and knowledge to a group of audience in industry.	S4
3	**Values:**	
3.1	**Pursue** as a team member or a leader effectively to implement concepts of computer and network engineering in industry.	V1
3.2	**Assess** own learning and performance autonomously using appropriate leaning strategies.	V2
3.3	**Recognize** ethical and professional responsibilities in engineering situations and make informed judgments	V3

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	**Discuss** recent development and research methodology and methods of investigation for industry.	• Presentations and Demonstrations • Case studies • Training	• Individual Presentation • Final Report
2.0	**Skills**		
2.1	**Implement** current tools and techniques of computer and network engineering practices in industry.	• Lectures • Case studies • Training	• Individual Presentation • Final Report

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
		• Brainstorming	• Report from field supervisor
2.2	**Analyze** network engineering and data processing tools for solving problems in industry	• Lectures • Case studies • Training • Brainstorming	• Individual Presentation • Final Report • Report from field supervisor
2.3	**Acquire and Apply** new knowledge during field experience	• Lectures • Case studies • Training • Brainstorming	• Individual Presentation • Final Report • Report from field supervisor
2.4	**Demonstrate** thoughts and knowledge to a group of audience in industry.	• Brainstorming • Group Discussion • Case studies	• Individual Presentation • Final Report
3.0	**Values**		
3.1	**Pursue** as a team member or a leader effectively to implement concepts of computer and network engineering in industry	• Group Discussion • Case studies	• Report from field supervisor
3.2	**Assess** own learning and performance autonomously using appropriate leaning strategies	• Group Discussion • Case studies	• Report from field supervisor
3.3	**Recognize** ethical and professional responsibilities in engineering situations and make informed judgments.	• Group Discussion • Case studies	• Report from field supervisor

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

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Periodic reports / Weekly reports	Bi-Weekly	10 %
2	Final evaluation (company)/ Evaluation of the training institution	7th Week	40%
3	Final report	8th Week	20%
4	Final presentation / Evaluation of the committee	8th Week	30%
	Total Marks		100%

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

b. Assessment Responsibilities

S. No	Category	Assessment Responsibility
1	**Teaching Staff**	Periodic reports / Weekly reports Final report Final presentation / Evaluation of the committee
2	**Field Supervisor**	Final evaluation (company)/ Evaluation of the training institution
3	**Others** (specify)	--

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Ministry of Environment Water & Agriculture (Jazan)	In general training institution need approval letter from college.	--
Municipality (Jazan)	--	--
Municipality (Abu Araish)	--	--
Ministry of Education (Jazan)	--	--
Municipality (Damad)	--	--
Saudi Post (Jazan)	--	--
Solb Steel	--	--
Deanship of Elearning and Distance Education	--	--
SEC (Jazan)	--	--
Ministry of Education (Sabya)	--	--
Municipality (Samtah)	--	--
Ministry of Environment Water & Agriculture (Jazan)	--	--
Municipality (Jazan)	--	--
Municipality (Abu Araish)	--	--

*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

- Sites are selected by the college vice dean responsible for the trainings.
- Students obtain department approvals for Summer Training from vice dean for trainings
- The candidate field organization is studied to find activities adequate for the department.
- Arrangements between the college and the field training organization are initiated by the vice dean for trainings
- Students can also choose among different sites available for trainings

2. Supervisory Staff
a. Selection of Supervisory Staff

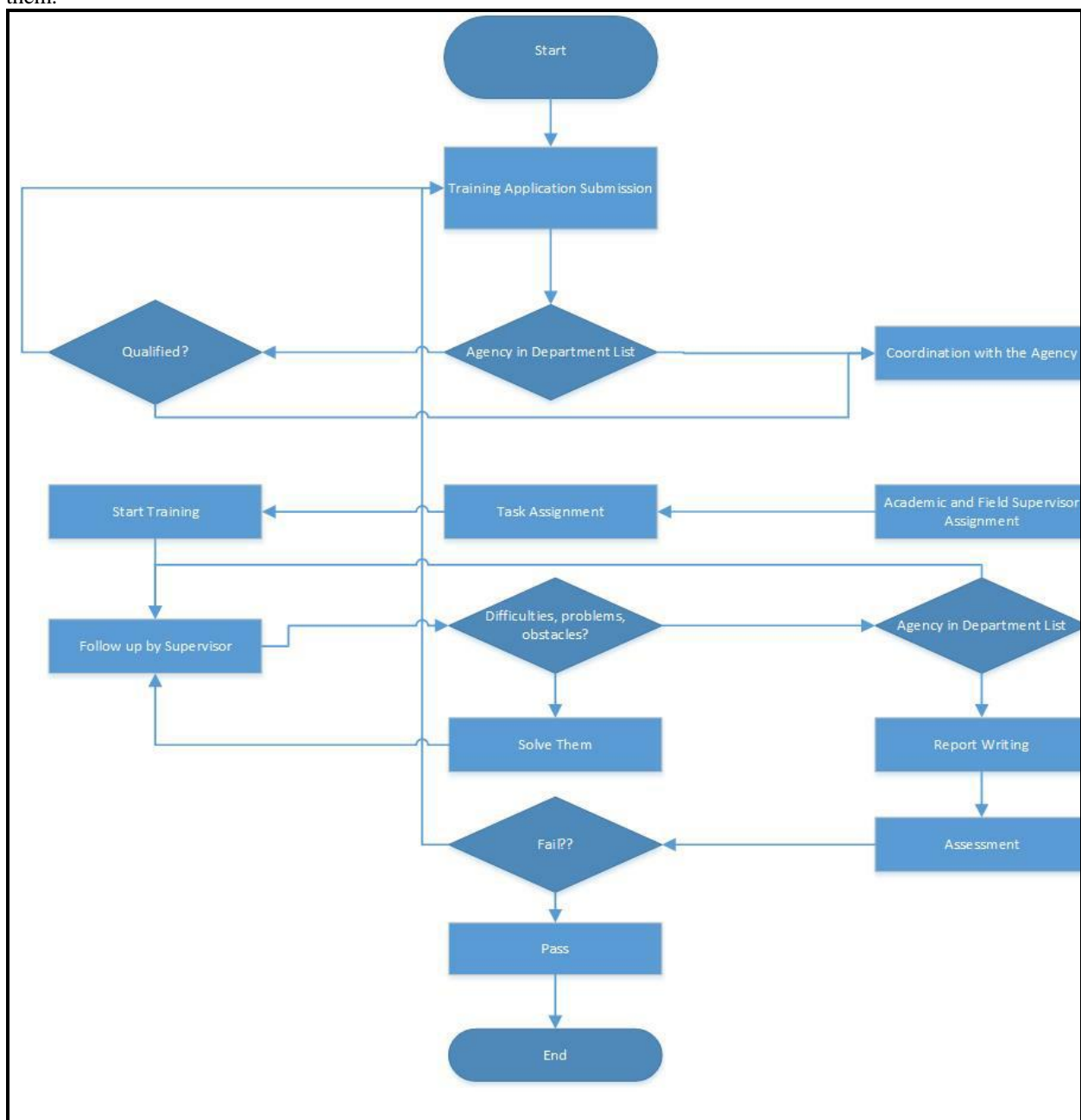| Selection Items	Field Supervisor	Teaching Staff
Qualifications	Bachelor /Master Engineering	PhD/Master
Selection Criteria	By the training institution.	Head of the Department assign course to the teaching staff based on his specialization

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.)

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	✓		✓		
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		✓			
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

Practical and academic supervisors' responsibilities
    A. **Practical Supervisor Training flowing-up of students:**

        1. Practical supervisor has to discuss with students *training learning outcomes* with correlation or integrated to *program leaning outcomes*.

2. Practical supervisor should inform the students with *mark distribution* and be honest in his assessment.
3. Every two weeks' practical supervisor has to send a report about students' progress and the plan for next two weeks to the academic supervisor.
4. Practical supervisor should provide academic supervisor with student attendance or appendance.
5. After completing the summer training practical supervisor must submit the result of final assessment. However, the questions have to be suitable to program goals or learning outcomes. The practical supervisor has 40 marks in his hand but it has to be no more than 20.

B. **Academic Supervisor Training flowing-up of students**

1. Academic supervisor has to review students' reports and make sure that their training is going smoothly and linked to program learning outcomes.
2. Also, academic supervisor should visit students at the place of training to encourage them and overcome students' problems and meet their needs.
3. **Academic supervisor should assess students' writing-up, as it shown in table 2, and conduct an oral exam or presentation other panel members for evaluation. However, the questions have to be suitable to the goals wanted to be achieved.**

b. Student Support and Guidance Activities

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:
Department have an arrangement for "Academic Counseling and Support" for each student by the department. The Department Coordinator nominates faculty members for "Student Academic Advisory Committee" every semester. These "Academic Advisors" are responsible for student counseling and advising to a group of fix number of students (around10-15 students) and maintaining students' files. At the beginning of semester and at time of course registration all students take counseling from Academic Advisor according to his previous grades and coverage of pre-requisite course and follow-up.

Also students with GPA below than 2.00 are remained under deep observation and continuous meetings with respective course teachers about their performance are arranged to help and support the students. The course teacher is to be associated with this course provide a proper guidance for students who are looking to focus on their future career based on their intellectual interests, identify better opportunities related to this course and connections in their academic fields.
The course teacher will commit to a minimum scheduled time for student consultation equivalent to *3 HOURS PER WEEK* and will have prescribed times set aside for individual appointments with students. The students will be informed at the commencement of every semester for teacher consultation hours for seeking advice and support.

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
Sufficiency of resources and facilities for students	Students	• Field visits • A periodic report.
Effectiveness of teaching / learning process	Students	• Course evaluation survey form
Effectiveness of teaching / learning process	CRC / QAU / HoD/Supervisor	• Course reports / result analysis • Periodic reports evaluation. • Evaluation the final report • Evaluation of the final presentation • Follow through field visits
Quality of learning Resources	Track leaders / CRC	• Review meetings and star rating with suggestions for further modification and improvements
Verifying standards of student achievement / evaluation	HoD / committee nominated by HoD	• Random re-checking of evaluated presentation and weekly reports
Achievement of course learning outcomes	Course Teachers / QAU	• CLO assessment template that is further verified at course coordinator and QAU level.

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.	
Date	