



Field Experience Specifications

Course Title:	Field Training
Course Code:	480 FIBA
Program:	Bachelor in Finance and Banking
Department:	Finance and Banking
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 7, 1st semester 2021-2022.
3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • 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

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

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Discuss recent development and research methodology and methods of investigation for companies	K3
2	Skills:	
2.1	Implement current tools and techniques of banking and financial practices in diverse companies.	S2
2.2	Analyze work environment and conditions, and selecting appropriate skill sets acquired from the course.	S3
2.3	Demonstrate various skills based on practicing the business case studies and helped to create a spirit of Innovation.	S1
3	Values:	
3.1	Exhibit professional ethics by displaying positive disposition during internship.	V1
3.2	Share suggestions to initiate problems solving in the community being Ethical and participant.	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	Discuss recent development and research methodology and methods of Investigation for companies.	<ul style="list-style-type: none"> • Lectures • Case studies • Training • Brainstorming 	<ul style="list-style-type: none"> • Individual Presentation • Final Report • Report from field supervisor
2.0	Skills		
2.1	Implement current tools and techniques of banking and financial practices in diverse companies.	<ul style="list-style-type: none"> • Lectures • Case studies • Training • Brainstorming 	<ul style="list-style-type: none"> • Individual Presentation • Final Report • Report from field supervisor

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
2.2	Analyze work environment and conditions, and selecting appropriate skill sets acquired from the course.	<ul style="list-style-type: none"> Lectures Case studies Training Brainstorming 	<ul style="list-style-type: none"> Individual Presentation Final Report Report from field supervisor
2.3	Demonstrate various skills based on practicing the business case studies and helped to create a spirit of Innovation.	<ul style="list-style-type: none"> Lectures Case studies Training Brainstorming 	<ul style="list-style-type: none"> Individual Presentation Final Report Report from field supervisor
3.0	Values		
3.1	Exhibit professional ethics by displaying positive disposition during internship.	<ul style="list-style-type: none"> Group Discussion Case studies 	<ul style="list-style-type: none"> Individual Presentation Final Report Report from field supervisor
3.2	Share suggestions to initiate problems solving in the community being Ethical and participant.	<ul style="list-style-type: none"> Group Discussion Case studies 	<ul style="list-style-type: none"> Individual Presentation Final Report 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	15 %
2	Final evaluation (company)/ Evaluation of the training institution	7 th Week	15%
3	Oral Test on knowledge about the field project	8 th week.	20 %
4	Presentation	8 th week.	20 %
5	Final		30%
	Total		100%

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

b. Assessment Responsibilities

#	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, governmental entities and agencies, hospitals, Public & private business sector in Jazan, KSA.	Application Process Provides information technology †equipment laboratories †halls †housing †learning sources †clinics etc.	Students are required to secure an appropriate site and site supervisor for field experience Safety standards, dealing with patients in medical specialties, etc.

*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 list of 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

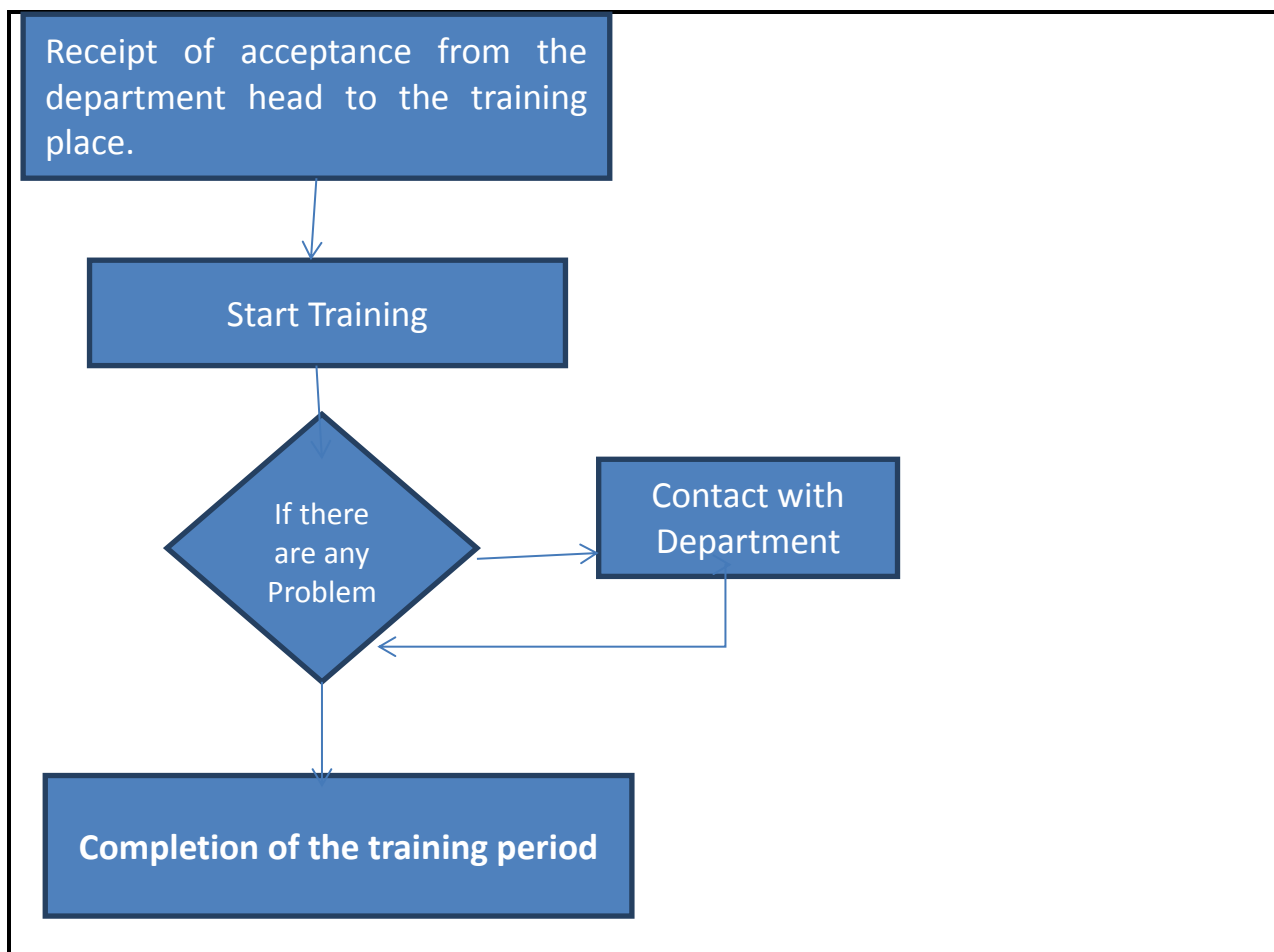
b. Qualification and Training of Supervisory Staff

(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.

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 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	<ul style="list-style-type: none"> Field visits A periodic report.
Effectiveness of teaching / learning process	Students	<ul style="list-style-type: none"> Course evaluation survey form

Effectiveness of teaching / learning process	CRC / QAU / HOD/Supervisor	<ul style="list-style-type: none"> • Course reports / result analysis • Periodic reports evaluation. • Evaluation the final report • Evaluation of the final presentation • Follow through fieldvisits
Quality of learning Resources	Track leaders / CRC	<ul style="list-style-type: none"> • Review meetings and star rating with suggestions for further modification and improvements
Verifying standards of student achievement / evaluation	HOD / committee nominated by HOD	<ul style="list-style-type: none"> • Random re-checking of evaluated presentation and weekly reports
Achievement of course learning outcomes	Course Teachers / QAU	<ul style="list-style-type: none"> • 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.	CS-FIBA480-20212
Date	11/01/202