



Field Experience Specifications

Course Title:	COOP-II Training
Course Code:	282MMET
Program:	Mechanical Maintenance Engineering Technology
Department:	Mechanical Engineering Technology
College:	College of Applied Industrial Technology (CAIT)
Institution:	Jazan University

Table of Contents

A. Field Experience Identification	3
B. Learning Outcomes, and Training and Assessment Methods	3
1. Field Experience Learning Outcomes	3
2. Alignment of Learning Outcomes with Training Activities and Assessment Methods	4
3. Field Experience Learning Outcomes Assessment	4
C. Field Experience Administration	5
1. Field Experience Locations	5
2. Supervisory Staff	6
3. Responsibilities	7
4. Field Experience Implementation	9
5. Safety and Risk Management	10
G. Training Quality Evaluation	10
E. Specification Approval Data	10

A. Field Experience Identification

1. Credit hours: 2 credit units
2. Level/year at which this course is offered: 7 th Level – Second Year (Last Level of Intermediate Diploma)
3. Dates and times allocation of field experience activities. • Number of weeks: (8) week • Number of days: (5) days/week • Number of hours: (4) hours/day
4. Pre-requisites to join field experience (if any): 40 credit units

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Relate the courses studied in the college to real world application	K1(2)
2	Skills:	
2.1	Interpret engineering processes and their performances	S1(1)
2.2	Write a report according to predetermined guidelines.	S2(2)
2.3	Perform an oral presentation to convey, in a limited time, the range of experiences obtained and the skills learned.	S3(1)
3	Values:	
3.1	Establish priorities with managing deadlines for self and others.	V1(3)
3.2	Capture essential information from multiple sources of information	V2(2)

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	Relate the courses studied in the college to real world application	Hands-on activities	Progressive Reports Comprehensive Report Presentation
2.0	Skills		
2.1	Interpret engineering processes and their performances	Hands-on activities	Progressive Reports Comprehensive Report Presentation
2.2	Write a report according to predetermined guidelines.	Hands-on activities	Comprehensive Report
2.3	Perform an oral presentation to convey, in a limited time, the range of experiences obtained and the skills learned.	Hands-on activities	Presentation
3.0	Values		
3.1	Establish priorities with managing deadlines for self and others.	Hands-on activities	Field Mentor Observation Progressive Reports
3.2	Capture essential information from multiple sources of information	Hands-on activities	

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Progressive Report 1	3 rd Week	15
2	Progressive Report 2	5 th Week	15
3	Progressive Report 3	7 th Week	15
4	Company Evaluation	8 th Week	15
5	Comprehensive Analytical Final Report	Next Semester 10 th Week	15
6	Presentation	Next Semester 10 th Week	25

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

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	Teaching Staff	COOP-II Coordinator Dr. Essam Shaban
2	Field Supervisor	Company Field Mentor
3	Others (specify) (Presentation)	Examination Committee

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

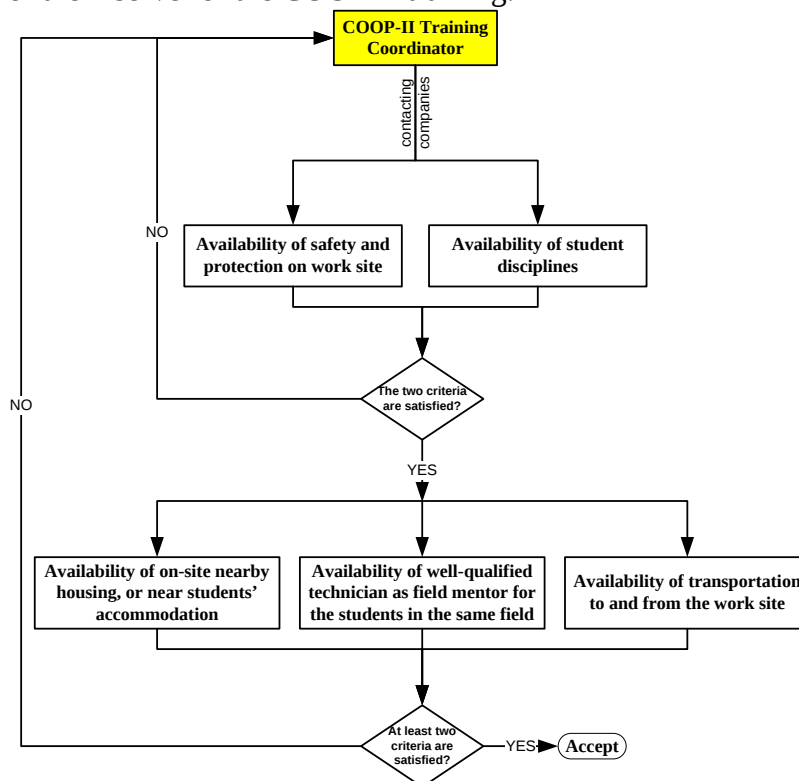
Suggested Field Experience Locations	General Requirements*	Special Requirements**
All companies available and cooperating with CAIT in terms of training during the previous academic year, and any new companies through agreements and memorandums of understanding	• Availability of safety and protection on work site • Availability of student disciplines • Availability of well-qualified technician as field mentor for the students in the same field • Availability of transportation to and from the work site • Cover the basic disciplines and instructions of the relevant topics of the specialization	• Adhere to occupational safety rules applied to the company • The company must have the basic technology for the students' disciplines • Safe roads and proper time for attendance and leaving • Must have the basic disciplines of the field of specialization • Must provide the latest techniques and specialized programs in the same field

*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

College board and COOP-II coordinator are responsible to choose field experience locations, which will assist in meeting the intended LOs of both the course and consequently the program. The availability of a considerable number of companies in Jazan Industrial Sector in Jazan region, all of them serve for the COOP-II training.



2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Has at least Associate of Science	PhD holder
Selection Criteria	- Has two years of experience in the field of the discipline - Good experience in training sessions	- Has at least two years' experience in internship - Solid background about safety and risk management procedures


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graph TD
    A[Trainer Field Mentor] --> B[Has Associate of Science]
    A --> C[Two years experience]
    A --> D[Good experience in training]
    B --> E{The three criteria are met?}
    C --> E
    D --> E
    E -- NO --> F([Reject])
    E -- YES --> G([Accept])
  
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b. Qualification and Training of Supervisory Staff

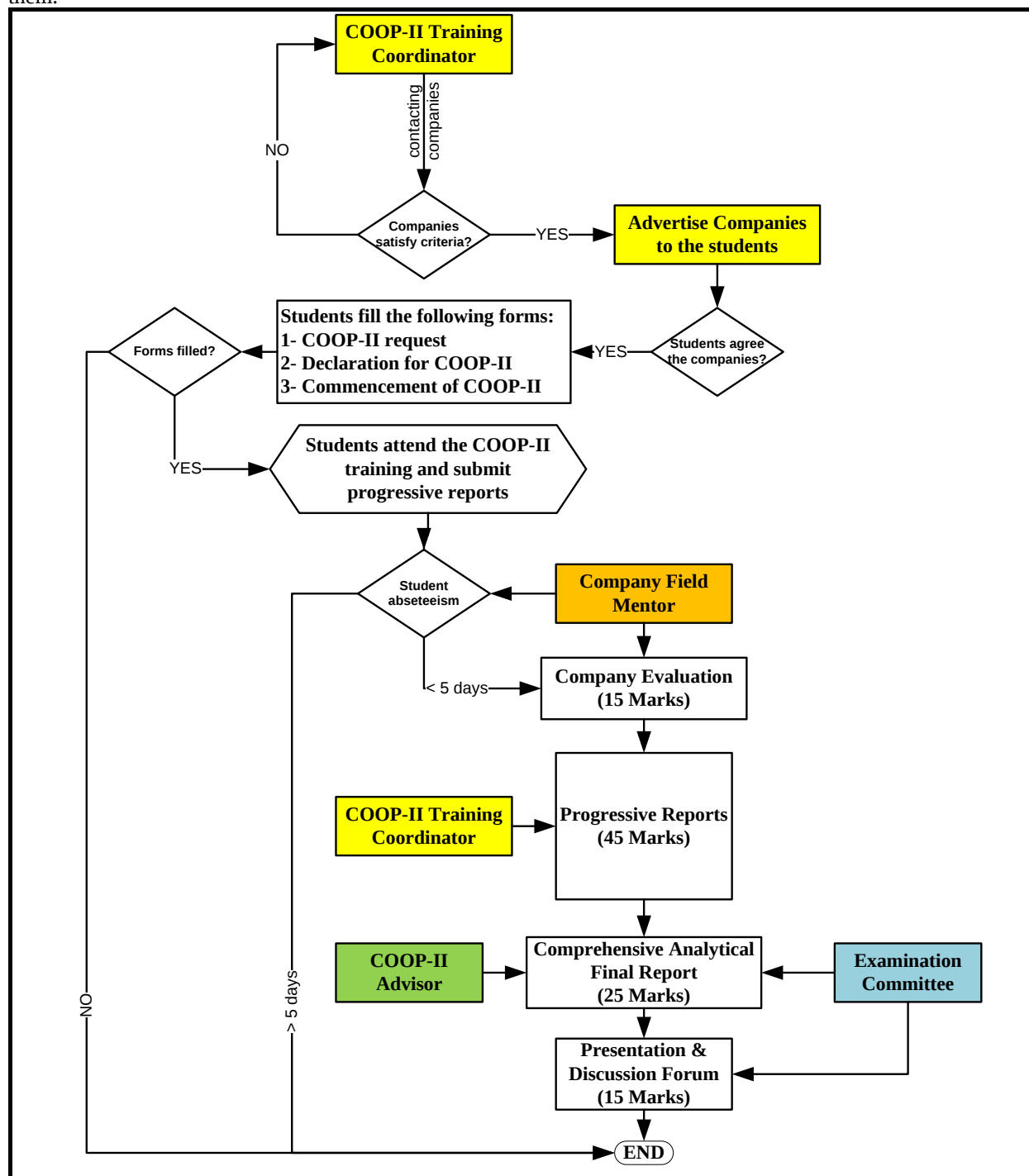
(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

COOP-II training guide is provided together with all forms and procedures needed for COOP-II processing and students' evaluation. Moreover, several visits are performed during training period for instruction and advice.

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

Follow up the students:

- 1- The students fill in the form of the Field Experience Survey to find out the strength and weak points for evaluation.
- 2- The questionnaire results are evaluated for the Field Experience Report and the department is provided with the suggested modification.
- 3- Proper action based on the recommendations should be taken by the department to improve the performance and enhance the outcomes as well as reach students' satisfaction and overcome the challenges faces the field experience course practice.

COOP-II Coordinator

- 1- Hold a workshop to explain the COOP-II to the students and its goals.
- 2- Evaluating the three progressive reports.
- 3- Helping in the preparation of the final presentation
- 4- Develop the field experience report at the end of the. COOP-II.
- 5- Monitor students' behavior regarding safety and risk management.

Company Field Mentor

- 1- Monitor the students' performance during their stay in the field
- 2- Evaluate the student performance during the stay in the field
- 3- Explain the technical parts
- 4- Monitor students' behavior regarding safety and risk management.

Examination Committee

- 1- Evaluating the final comprehensive report
- 2- Evaluating the final presentation

b. Student Support and Guidance Activities

- 1- An induction session is provided, just before the commencement of COOP-II, to provide the students with the basic skills needed for the students to write the three progressive reports and the final comprehensive report.
- 2- The second session in COOP-II provides the students with the skills needed when attending labs and workshops. Students will pass all labs and workshops in the college.
- 3- The third session in COOP-II provides the students with the basic skills of safety and risk management. This includes running a real fire drill.
- 4- Every session in a real company will start with special safety guidance by the field mentor. An explanation of the production line and/or work procedures is provided also by the field mentor. Students are always accompanied with the COOP-II coordinator for further explanation and relating technical issues in the real world in the industry with the courses taught in the classrooms.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
The expulsion of trainees without compelling reasons	A letter of agreement to for carrying on the CO-OP training	Select the companies with a letter of agreement in advance
Injury of the students during the CO-OP training	An agreement with the company	
Asking to claim the financial expenses of the trainees		

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and Assessment	COOP-II Coordinator	- Three Progressive Reports - Final Comprehensive Report - Presentation
Extent of Achievement of CLOs	COOP-II Coordinator	- Directly by three Progressive Reports, Final Comprehensive Report, and Presentation - Indirectly by CLOs Survey
Quality of Learning Resources	Students	Field Experience Survey

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	MET Council
Reference No.	
Date	10 th of February 2023