Field Experience Specification

Course Title: Applied **training -1**	
Course Code: **BAM 1904**	
Program: **Human Resources Management**	
Department: **Human Resources Management**	
College: **Applied College In Alarda**	
Institution: **JAZAN UNIVERSITY**	
Field Experience Version Number: **TP 155**	
Last Revision Date: *Pick Revision Date.*	

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A. Field Experience Details:

1. Credit hours: (4 Hours).

2. Level/year at which Field Experience is offered: (2rd Level / 1st Year).

3. Time allocated for Field Experience activities

| (15) Weeks | (2) Days | (240) Hours |

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

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	Define a basic knowledge of the Management in the practical environment	K1	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report - Supervisors' evaluation	**Teaching Staff (50%) Field Supervisor (50%)**
1.2	apply practice acquired knowledge in previous classes.	K2	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report - Supervisors' evaluation	**Teaching Staff (50%) Field Supervisor (50%)**
1.3	Demonstrate practical abilities at the workplace like airports, airlines, travel agencies, hotels etc.	K3	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report - Supervisors' evaluation	**Teaching Staff (50%) Field Supervisor (50%)**
2.0	**Skills**				

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.1	demonstrate the practical skills of Management.	S1	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**
2.2	work on group-based tasks to express basic solutions.	S2	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**
2.3	comment on recommendations that are expected to turn into actionable insights with the supervisory team and colleagues at the workplace.	S3	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**
3.0	**Values, autonomy, and responsibility**				
3.1	maintain high workplace integrity and honesty.	**V1**	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**
3.2	Work with multi-disciplinary teams to communicate effectively both in written and oral forms.	**V2**	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**
3.3	Evaluate the use information related to the field.	**V3**	- Field training - Peer discussions - Presentations - Group-based tasks	- Final presentation - Final Report -Supervisors' evaluation	**Teaching Staff (50%)** **Field Supervisor (50%)**

*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.

- Faculty supervisor
- Program Coordinator
- Cooperative training unit

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. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Training Evaluation	1st -15th	25%
2.	Follow up report	14th	15%

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
3.	Attendance	1th -15th	10%
4.	Final project report	15th	25%
5.	Oral presentation	16th	25%
6.	**Total**		100%
7.			

4. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Equipment	Computer and practical applications.	AMADEUS, SABRE, OPERA, GALILEO
Criteria of the training institution	Offices, collaborative environment.	Field experience has to be in line with student's major.

*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.

5. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience

- The student must bring a preliminary approval from the training organization.
- The Training Supervisor and the Academic Affairs Deanship shall examine the training organization and ensure its compliance with the training requirements.
- After approval, a letter is issued by the dean to the training authority.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	- Teaching Staff - Cooperative training unit Program Leaders	Training - Project report- Oral Presentation Questionnaire. Surveys with Peer Reviewer
Extent of achievement of course learning outcomes	- Teaching Staff Program Leaders	

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	COUNCIL MEETING
Reference No.	
Date	3\06\2024