



Field Experience Specification

Course Title: Applied Training 2
Course Code: 2904BAM
Program: Human Resources Management
Department: Human Resources Management
College: Applied Collage In Alarda
Institution: Jazan University
Field Experience Version Number: 2022
Last Revision Date: 23/01/2024



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A. Field Experience Details:

1. Credit hours: (4).

2. Level/year at which Field Experience is offered: (level 4).

3. Time allocated for Field Experience activities

(15) Weeks

(3)Days

(180) Hours

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

190BAM Applied Training 1

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	Demonstrate practical application of theoretical knowledge in a real word setting	K3	Engaging in hands-on projects or assignments related to the field. Observing and assisting professionals in the field.	field reports Supervisor evaluations and feedback.	Field Supervisors/Mentors
1.2	Applying theoretical knowledge to real-world scenarios encountered during the field experience.	K1	Participate in supervised fieldwork or internships.	Follow up reports	Field Supervisors
...					
2.0	Skills				
2.1	Develop		Engaging in role	Skills	Field





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	professional skills and competence relevant to the field.	S1 S5	plays, simulations, or mock scenarios - Attending workshops - working closely with professionals to observe and learn from their expertise.	presentations Supervisor evaluations peer evaluations.	Supervisors/Mentors
2.2	Develop critical thinking and problem-solving skills in real-world contexts.	S3	Participating in group discussions or brainstorming sessions to address field-specific challenges.	Supervisor or mentor evaluations	Field\Academic supervisors
...					
3.0	Values, autonomy, and responsibility				
3.1	Apply ethical principles and demonstrate professionalism in the field.	V1	Participating in discussions or case studies on ethical dilemmas in the field. Attending workshops or seminars on professional ethics and conduct.	Review of professional behavior and adherence to codes of conduct by supervisors.	Field Supervisors/Mentors
3.2					
...					

*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.

1. Field Experience Program Coordinator:

- Responsible for overall coordination and management of the field experience program.
- Liaises with various units, departments, and committees to ensure smooth implementation.
- Provides guidance and support to students, faculty, and staff involved in field experiences.

2. Academic Departments:

- Offer field experience courses and integrate them into the curriculum.
- Assign faculty advisors to students participating in field experiences.
- Determine the learning objectives and requirements for field experience courses.

3. Field Experience Committee:

- Comprises representatives from different academic departments involved in field experiences.
- Develops policies, guidelines, and criteria for field experience placements and evaluation.
- Reviews and approves field experience proposals and placements.

4. Placement Coordinator:

- Works closely with the Field Experience Program Coordinator.
- Identifies and establishes relationships with potential field experience placement sites.
- Assists students in finding suitable placements based on their interests and learning objectives.

5. Field Supervisors/Mentors:

- Professionals at the field experience placement sites who provide guidance and supervision to students.
- Monitor students' progress, provide feedback, and evaluate their performance.
- Collaborate with faculty advisors to ensure alignment between academic objectives and field experience activities.

6. Student:

- Actively participates in the field experience program.
- Engages in the application process, including submitting required documents and meeting eligibility criteria.
- Adheres to program guidelines, completes assignments, and meets learning objectives.

7. Academic Support Services:

- Provides resources and support to students before, during, and after field experiences.
- Offers workshops, training sessions, or seminars related to field experience preparation and reflection.
- Assists students in integrating field experience outcomes into their academic coursework.

8. Assessment and Evaluation Unit:

- Develops assessment tools and methods to evaluate students' performance during field experiences.
- Collects and analyzes data on the effectiveness of the field experience program.
- Collaborates with faculty and departments to ensure continuous improvement of the program.





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	1 st -15 th	25%
2.	Follow up report	All the semester	15%
3.	Attendance	All the semester	10%
4.	Final project report	14 th -15 th	25%
5.	Oral presentation	16 th	25%
6.	Total		100%





No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score

4. Field Experience Location Requirements .

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Ministry of Human Resources and Social Development in Jazan	<p>a. Availability of modern human resource management departments.</p> <p>b. Availability of modern IT systems.</p> <p>c. Availability of specialized human resource management industry .</p>	<p>It must provide a better and latest programs in the field.</p>
Administration of Human Resources Management in Jazan		
Municipality of Alardah		
Educational Supervision Office in Alardah		
Administrative Tower in Jazan		
Educational women Supervision Office in Alardah		
Charity Association Office in Alardah		
Municipality of Abu Aresh		
Education office in Alardah		
Jazan Port		
Administration of Mosques ,Guidance, and Counseling .		
Abu Aresh Secondary school		
Municipality of Samta		
Salim Babgi Company in Abu Aresh		
Saudi Airlines office in Jazan		
General Administration of Education in Jazan		

*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

1. Needs Assessment: Institutions assess the specific needs and learning objectives of the field experience program. This includes considering the desired skills, competencies, and experiences that students should gain from the field experience.





2. Establishing Criteria: Institutions define criteria and guidelines for selecting field experience locations. These criteria may include relevance to the field, safety and security, availability of professional supervision, legal and ethical compliance, diversity and inclusion, accessibility, and other requirements specific to the program.

3. Research and Exploration: Institutions conduct research to identify potential field experience locations that meet the established criteria. This may involve exploring partnerships with organizations, institutions, or agencies in the field, researching industry trends, and considering feedback from previous field experience participants.

4. Site Visits and Assessments: Institutions may conduct site visits to potential field experience locations to assess their suitability. This may involve evaluating the facilities, resources, and safety measures in place, as well as meeting with potential supervisors or mentors to discuss the field experience program and expectations.

5. Stakeholder Engagement: Institutions involve various stakeholders in the decision-making process. This includes engaging faculty members, program coordinators, field experience coordinators, and relevant department representatives to gather their input and perspectives on potential field experience locations.

6. Evaluation and Selection: Institutions evaluate and compare the different field experience locations based on the established criteria. This may involve ranking or scoring the locations and considering factors such as alignment with program objectives, availability of resources, potential learning opportunities, and logistical considerations.

7. Approval Process: Institutions may have an approval process in place to finalize the selection of field experience locations. This may involve submitting proposals or documentation for review by relevant committees, such as field experience committees or academic departments.

8. Ongoing Monitoring and Assessment: Once field experience locations are selected, institutions continue to monitor and assess the suitability of these locations. This includes gathering feedback from students, supervisors, and other stakeholders to identify areas for improvement and ensure that the chosen locations continue to meet program requirements.

6. 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 the training		
Claim the college with the financial		





receivables

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of training and assessment	Teaching staff Cooperative training unit Program leaders	Training – project report . Oral presentation. Survey with peer reviewer.
Extend 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

