Field Experience Specification

Course Title: **Field Training**

Course Code: **ADMN 410**

Program: **Bachelor in Business Administration**

Department: **Business and Marketing**

College: **College of Business**

Institution: **Jazan University**

Field Experience Version Number: *Course Specification Version Number*

Last Revision Date: *Pick Revision Date.*

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A. Field Experience Details:

1. Credit hours: (3).

2. Level/year at which Field Experience is offered: (11th level/4th year).

3. Time allocated for Field Experience activities

| Weeks (9) | Days (3 day per week) | Hours (60) |

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

N/A

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	Recognize knowledge in various practical activities such as business case studies and based on those record skills gainful daily.	K1	Mastery of Skills Acquired	Send a weekly report to training Supervisor	Training Supervisor
1.2	Implement various methods & techniques based on practical case studies knowledge and is according to the list all gained skills	K2	Training on Summarizing Ideas	Display all the skills gained in final presentation	Training Supervisor Training Committee
...					
2.0	**Skills**				

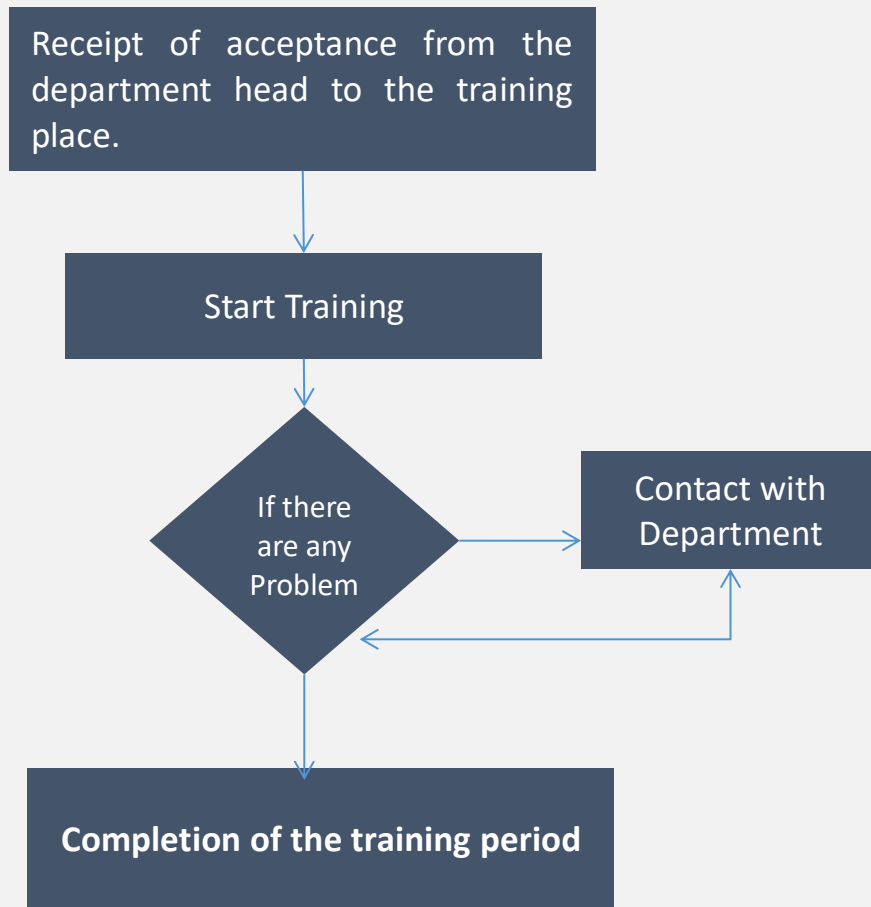| Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.1	Demonstrate various skills based on practicing the business case studies and helped to create a spirit of Innovation	S1	Enables to create new solution to the technical problems	Discuss the new solution gained in training programs	Training Supervisor Field Supervisor Training Committee
2.2	Developed technical skills by applying practical work on using various technological tools & techniques	S2	Enables to recognize basic technical skills	Display all the skills gained in final presentation.	Training Supervisor Field Supervisor Training Committee
2.3	Demonstrate thoughts and knowledge to a group of audience in industry	S4	Enables to recognize basic Communication skills	Display all the skills gained in final presentation.	Training Supervisor Field Supervisor Training Committee
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate the skills required in practical work environment and different values required in different work environment.	V1	Enables to know the required interpersonal skills in the work environment.	Discuss the benefit of using inter-personal skills in the work environment in final presentation.	Training Supervisor Field Supervisor Training Committee
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.

Receipt of acceptance from the department head to the training place.

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Start Training

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If there are any Problem → Contact with Department

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Completion of the training period

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	Work together to accomplish the task.	Training to students	Training	Training to students	Provide guidance to students
Selection of supervisory staff	Workshop, Project planning, presentations	Provide guidance on selection of supervisor	Training for students regarding internship and practical	Motivational speakers Training for interviews	Selection is done based on work Experience

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
			outside campus benefits		
Provision of the required equipment	Availability of Technical software & hardware for training	Guide students how to use equipment	Learn & practice using equipment	Provide advanced software & other tools to perform training	Monitor the availability of equipment
Provision of learning resources	Student meet the required learning material from faculties	to make effective course learning outcomes for students	Learning Resources available in Black Board online program	Make Students learn practically	upload learning resources online Black Board online program
Ensuring the safety of the site	Complete support from college and university		Students are trained under the complete supervision of training coordinator and as well the organization location where training	Safety is first most when it comes to outside campus training.	Safety requirements such as arrangement of proper transportation for students and faculties.

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
			takes place		
Commuting to and from the field experience site					Transport to and from site.
Provision of support and guidance	Questioning and brain storming in internship training	Project guidance		Help them to prepare studies solutions during internship	Motivate them to opt for subject topics and evaluate them
Implementation of training activities (duties, reports, projects …)	Will help students practice on report generation		Generate reports as per guidelines given by supervisors		
Follow up on student training activities	Receiving feedback of students through several channels: Via e-mail. Via mobile phone.	Via e-mail. Via mobile phone		Via e-mail. Via mobile phone	Via e-mail. Via mobile phone
Monitoring attendance and leave					
Assessment of learning outcomes					

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Evaluating the quality of field experience					
Others (specify)					

3. Field Experience Location 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.

*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.

4. 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.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
N/A		

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment,	Supervisor Staff	Direct
Extent of achievement of course learning outcomes	Students	Direct, Indirect
Quality of learning resources	Students	Direct, Indirect

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	SCIENTIFIC COMMITTEE OF THE DEPARTMENT OF MANAGEMENT AND MARKETING
Reference No.	2ND MEETING, ACADEMIC YEAR 2025, SUBJECT NO.3
Date	12-09-2024