Field Experience Specification

Course Title:	**Collaborative Training**
Course Code:	**ICHM396-2**
Program:	**Bachelor of Science in Industrial Chemistry**
Department:	**Physical Sciences**
College:	**College of Science**
Institution:	**Jazan University**
Field Experience Version Number:	**1**
Last Revision Date:	**1 March 2024**

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A. Field Experience Details:

1. Credit hours: (*2h*).		
2. Level/year at which Field Experience is offered: (level 6th Year 3).		
After completion of level 6 (Summer)		
3. Time allocated for Field Experience activities		
(15)Weeks *One semester*	(5)Days *Per week*	(6) Hours *Per day*
4. Corequisite (or prerequisites if any) to join Field Experience		
Prerequisites: Department Approval		
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 a comprehensive understanding and critical perspective on the key principles, concepts, and terminology of both theoretical and experimental/applied chemistry knowledge, as well as the safety guidelines for the tools and instruments they use for training. (P)***	***K1***	***Writing a technical report on two months of work completed in the industry.*** ***Presenting the field experience, data, and outcomes in a seminar for peer students and Department faculty members.***	***The coordinator and other faculty members reviewed the summer training written report.*** ***Assessing the verbal presentation by the coordinator and several faculty members.***	-Final Report / Presentations/ Monthly Reports/ Midway Reports Teaching Staff/COOP Advisor -Final Company Evaluation Field Supervisor -COOP Final Presentation & Final Report COOP Examiner
1.2	***Describe and explain the practical procedures, instruments, and techniques used during training (P)***	***K2***			
2.0	***Skills***				
2.1	***Identify and solve problems using appropriate principles, methodologies, tools, and modeling related to industrial chemistry (P)***	***S1***	***Assign students to create visual presentations of what they learned about the main tasks assigned to them.***	• ***Monthly/Midway student reports COOP*** • ***Final Presentations*** • ***COOP Final Report***	

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.2	*Carry out experiments in the Industrial chemistry field, record, analyze, interpret scientific data, and write reports. (P)*	*S2*	*Working on* • *Group projects* • *Group Meetings* • *Individual tasks* • *Official emails* *Meeting Discussions*	*Training organization evaluation on Communication skill*	
2.3	*Use a variety of instruments to efficiently analyze different materials (P)*	*S3*			
2.4	*Employ chemical safety skills in laboratory, industry, and other work environments. (P)*	*S4*			
2.5	*Communicate scientific information and research findings effectively in writing reports using clear and concise scientific language (P)*	*S5*			
3.0	***Values, autonomy, and responsibility***				
3.1	*Work in groups and teams collaboratively with others. (P)*	*V1*	*Assign students to create visual presentations of the outcomes of the primary tasks assigned to them.* *Working on* • *Group projects* • *Group Meetings* • *Individual tasks* • *Official emails* *Meeting Discussions*	• *Monthly/Midway student reports COOP* • *Final Presentations* • *COOP Final Report* *Training organization evaluation on Communication skill*	
3.2	*Recognize a chemist's ethical and scientific responsibilities. (P)*	*V2*			

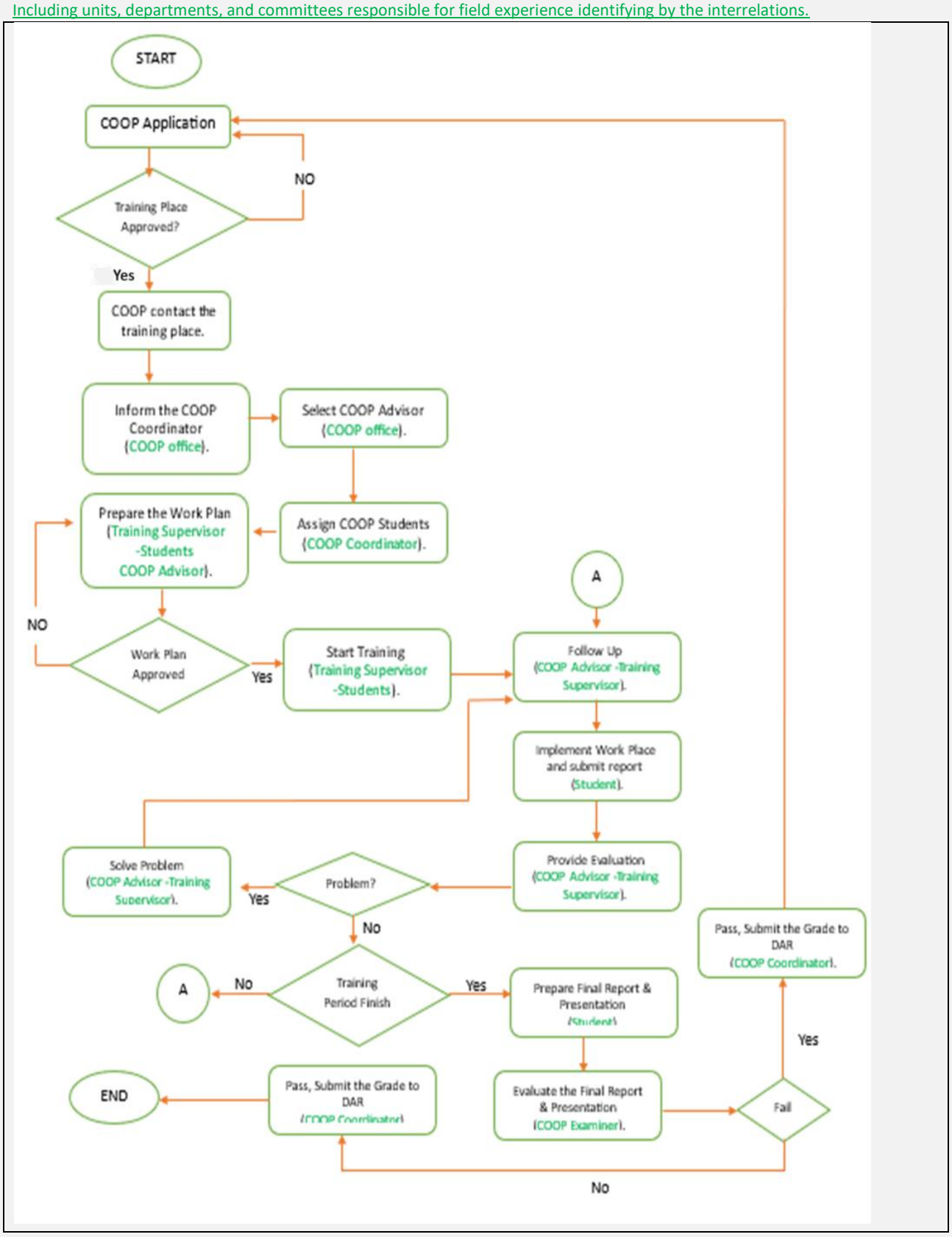
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).

COOP (cooperative program)

C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.



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. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any Company related to the Industrial chemistry field within the Jazan area	*PC, printer, Internet connection, office Desk, email account or any other relevant office equipment, access to learning resources, approval of emergency leaves, at least 2 appointments with the field supervisor*	*1. Safe environment for female students.* *2. Awareness of Ethical Code of Conduct by the company*
Any related to the Industrial chemistry field outside the region or Kingdom	*PC, printer, Internet connection, office Desk, email account or any other relevant office equipment, access to learning resources, approval of emergency leaves, at least 2 virtual meetings with the field supervisor*	*1. Safe environment for female students.* *2. Awareness of Ethical Code of Conduct by the company*

*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

The COOP office should approve the Field Experience workspace based on proposals from the COOP Coordinators.
The field experience workplace must be related to the student's area of study.
The work plan should be consistent with the student's area of study. It shouldn't be an office desk job.
The field experience workplace should obey government standards, rules, and regulations for employees.
The training facility should have standard working hours, particularly for female COOP students.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
The workplace did not assign suitable field-of-study-related tasks	*Suitable selection should be done before the COOP starts*	*COOP academic advisor will contact the workplace supervisor and request to change the assigned tasks to IT-related tasks.* *If no response, then the COOP coordinator will try to resolve the issue with the workplace admin.* *If this does not work, then the COOP office will be requested to transfer the student to another workplace.*
Students are not accepted for COOP training	*The Department, College, or the COOP office should help the students in selecting training organizations*	*Find COOP opportunities at Jazan University*

COOP Cooperative Program

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Students' Academic and Professional Characteristics	*Training Supervisor*	*Direct Method: Monthly and Final Evaluation using pre-defined Rubrics*
Quality of COOP activities and reports	*COOP Advisor*	*Direct Method: Mid-way and COOP Reports*
Quality of the work, oral and written Communication Skills	*COOP Examiner*	*Direct Method: Presentation of COOP Final Report*
Quality of the COOP Program	*Training Supervisor*	*Indirect Method: COOP Employer Satisfaction Survey*
COOP Program Learning Experience	*Student*	*Indirect Method: COOP Student Satisfaction Survey*
CLO Assessment	*COOP Coordinator*	*Direct Method: Rubric* *Indirect Method: Course Exit 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	Physical Sciences Department Council
Reference No.	Meeting (3)
Date	12/03/2024 -02/09/1445