|  |  |
| --- | --- |
| **Course Title:** |  |
| **Course Code:** |  |
| **Program:** |  |
| **Department:** |  |
| **College:** |  |
| **Institution:** |  |

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# A. Field Experience Identification

|  |
| --- |
| **1. Credit hours:** |
| **2. Level/year at which this course is offered:** |
| **3. Dates and times allocation of field experience activities.**   * Number of weeks: (….) week * Number of days: (….) day * Number of hours: (….) hour |
| **4. Pre-requisites to join field experience** (if any)**:** |

# B. Learning Outcomes, and Training and Assessment Methods

## 1. Field Experience Learning Outcomes

| **CLOs** | | **Aligned****PLOs** |
| --- | --- | --- |
| 1 | **Knowledge** |  |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| 1... |  |  |
| **2** | **Skills:** |  |
| 2.1 |  |  |
| 2.2 |  |  |
| 2.3 |  |  |
| 2... |  |  |
| **3** | **Competence:** |  |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |
| 3... |  |  |

## 2.Alignment of Learning Outcomes with Training Activities and Assessment Methods

| **Code** | **Learning Outcomes** | **Training Methods/Activities** | **Assessment Methods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge** | | |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| … |  |  |  |
| **2.0** | **Skills** | | |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| … |  |  |  |
| **3.0** | **Competence** | | |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| … |  |  |  |

## 3. Field Experience Learning Outcomes Assessment

**a. Students Assessment Timetable**

| **#** | **Assessment task\*** | **Assessment timing**  (Week) | **Percentage**  of Total Assessment Score |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

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

**b. Assessment Responsibilities**

|  |  |  |
| --- | --- | --- |
| **م** | **Category** | **Assessment Responsibility** |
| **1** | **Teaching Staff** |  |
| **2** | **Field Supervisor** |  |
| **3** | **Others** (specify) |  |

# C. Field Experience Administration

## 1. Field Experience Locations

**a. Field Experience Locations Requirements**

|  |  |  |
| --- | --- | --- |
| **Suggested Field Experience Locations** | **General Requirements\*** | **Special Requirements\*\*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*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**

|  |
| --- |
|  |

## 2. Supervisory Staff

**a. Selection of Supervisory Staff**

|  |  |  |
| --- | --- | --- |
| **Selection Items** | **Field**  **Supervisor** | **Teaching Staff** |
| **Qualifications** |  |  |
| **Selection Criteria** |  |  |

**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.)

## 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**

|  |
| --- |
|  |

**b. Student Support and Guidance Activities**

|  |
| --- |
|  |

## 5. Safety and Risk Management

|  |  |  |
| --- | --- | --- |
| **Potential Risks** | **Safety Actions** | **Risk Management Procedures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# G. Training Quality Evaluation

| **Evaluation**  **Areas/Issues** | **Evaluators** | **Evaluation Methods** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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** |  |
| **Reference No.** |  |
| **Date** |  |