Guidelines for Field Specification

Undergraduate and Graduate Programs

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PRINCE SULTAN UNIVERSITY

Introduction

In many professional programs a field experience activity (which may be called a practicum, a cooperative program, an internship or another title) is one of the most valuable components of a program. Although normally offered off campus in an industry or professional setting and supervised at least in part by persons outside the institution, it should be considered as the equivalent of a course and planned and evaluated with considerable care.

A separate field experience specification (Template T5) should be provided to indicate as clearly as possible what is intended for students to learn and what should be done to ensure that learning takes place. This involves careful preparation of the students and planning in cooperation with the agencies/training organizations where the field experience will occur. It must also involve some follow up activities with students to consolidate what has been learned and generalize that to other situations they are likely to face in the future.

Term used in the Field Experience Specification

Field Experience: A set of applied operations practiced by the student in the job market fields; based on the knowledge, skills and values gained during the academic study.

Cooperative Education/Field Experience Course:
The COOP program is considered one of the core requirements for the university undergraduate programs which is of 10 credit hours. It requires the graduating students to apply the skills by working in a company related to their field of study.

Teaching Staff: This is the COOP advisor, who is a full-time faculty member. A COOP advisor is assigned the task of following up the COOP student and participating in his/her evaluation while implementing field experience activities in the job market fields.
Field Supervisor: An official responsible for the student in the training organization.

Importance of Field Experience

- Creates opportunities for COOP students to translate theoretical knowledge, principles, and ideas into actual applications.
- Provides an opportunity for a COOP student to get acquainted with his/her personal capabilities and specialized competencies.
- Helps the COOP student to choose an appropriate job during the COOP program, which will be helpful to him/her in the future professional career.
- Helps the COOP student to obtain a permanent job based on his/her performance.

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Cover Page

Write the following on the cover page:

Course Title, Course Code, Name of the Program, Department, College, and the Institution.

Course Title:	Cooperative Education for Computer Science
Course Code:	CS492
Program:	Bachelor of Science in Computer Sciences
Department:	Department of Computer Science
College:	College of Computer & Information Sciences
Institution:	Prince Sultan University

Section A

Field Experience Identification

1. **Credit hours:**

   Write the Credit Hours in terms of (L, T, P) as mentioned in the University Bulletin and/or website.

   Example: 10 hours

2. **Level/year at which this course is offered:**

   Mention in which academic Level/year the course is offered.

   Example:

   Senior (8th)/Fourth Year.

3. Dates and times allocation of field experience activities.

The dates and time duration for field experience i.e., COOP program is mentioned in terms of Number of weeks: (….) in a COOP program, Number of days: (….) day per week, Number of hours: (….) hour per day.

Example:

- Number of weeks: (28) weeks
- Number of days: (5) day/week
- Number of hours: (8) hours/day

4. Pre-requisites to join field experience (if any):

Write the pre-requisites for this course as mentioned in the University Bulletin and/or website.

Example:

The student should have completed all courses before joining the COOP program. In case a student fails a course in a semester preceding the COOP program, he/she can get enrolled for this course during the COOP program.

Section B

Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

Course Learning outcomes are specific statements of what students will be able to do when they successfully complete a course. They are always written in a student-centered, measurable fashion that is concise, meaningful, and achievable.

List the Field Experience Learning Outcomes of the course (CLOs).

CLOs should be well aligned with the new NQF Learning Areas. They are:

- Knowledge & Understanding
- Skills (Cognitive, Communication, IT and Numerical Skills)
- Values (Autonomy, Ethics, Teamwork)

Also show the contribution of each CLO to a specific Program Learning Outcome (PLO). Note: Kindly ensure that a CLO is not mapped to more than one PLO or in some cases two PLO, otherwise it will be difficult to assess its achievement.

Example:

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	CLO 1 Statement	PLO A
1.2 ...	…	
2	**Skills :**	
2.1	CLO 3 Statement	PLO C
2.2…	**…**	
3	**Values:**	
3.1	CLO 5 Statement	PLO F
3.2…	…	

2. Alignment of Learning Outcomes with Training Activities and Assessment Methods
List the CLOs and write the appropriate training activities for achieving these skills among students as well as the assessment methods for measuring their achievement in every CLO.

The word "**appropriate**" means that the training activities mentioned with each CLO should be aligned with three domains of learning (Knowledge & Understanding, Skills, and Values) as well as the verb used for achieving and assessing the CLOs.

Example:

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
2.0	**Skills**		
2.1	Communicate effectively in oral and written form using information and **communication** technology whenever **required**	Assign students to provide visual presentations of the results of the main business 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 Final Training Organization's Evaluation on communication skills.

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

In this section, mention the assessment tasks (e.g., mid-way report, final report, coop presentation, coop report etc.), the week number and the percentage of total assessment score.

Example:

	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Monthly Repot	Every 4th week	10%
2	Midway Report	Week 14	10%
3	Final Report / Presentations	Week 28	30%
4	Company Evaluation	Week 28	50%

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

b. Assessment Responsibilities

Mention the assessment responsibility of the teaching staff (coop- advisor), field/training supervisor or any other category such as coop examiner.

Example:

#	Category	Assessment Responsibility
1	**Teaching Staff/COOP Advisor**	Final Report / Presentations/ Monthly Reports/ Midway Reports
2	**Field Supervisor**	Final Company Evaluation
3	Others (**specify**) **COOP Examiner**	COOP Final Presentation & Final Report

Section C

Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Write the detailed information about the **general requirements** for the coop student during the coop program. Some examples are office desk, information technology (PCs, internet connection, email address), equipment, laboratories, housing, standard working hours, learning resources, emergency leaves etc.

List also some other **special requirements** related to the specialization, such as: safety standards for field work, health standards, dealing with patients in medical specialties, etc.

Example:

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any COOP place within Riyadh $	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 COOP students. 2. Awareness of Ethical Code of Conduct by the company

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Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any COOP place 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 COOP students. 3. Awareness of Ethical Code of Conduct by the company

*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.

\$ Suggested the list of Field Experience Locations in the region.

b. Decision-making procedures for identifying appropriate locations for field experience.

Describe the step-by-step process explaining how the training organizations are identified for the field experience/coop program by utilizing different options (students or the COOP Office/Coordinator identifying the training places).

Example:

Some important point to be mentioned in this section are:
The Field experience workplace should be approved by the COOP office considering the suggestions from the CCIS CO-OP Coordinators.
The Field experience workplace must be relevant to the student area of study.
The work plan should be aligned with the student area of study. It should not be office desk job.
The Field experience workplace should be following the governmental rules and regulation for employees.
The training place should have standard working hours, especially for the female COOP students.

2. Supervisory Staff

a. Selection of Supervisory Staff

Write the **qualification criteria** and **selection criteria** for selecting field supervisor and coop advisor.

Example:

Selection Items	Field Supervisor	Teaching Staff
Qualifications	At least bachelor's degree in the IT discipline	At least master's degree in the CS discipline
Selection Criteria	Organization Responsibility. However, should be an experienced professional	Department Chair based on teaching load

b. Qualification and Training of Supervisory Staff

Describe the procedures and activities (e.g., orientation workshops) used to train the supervisory staff (coop advisors and coordinators) on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.

Example:

- The COOP Coordinators select faculty members as the COOP advisor and assigns number of students based on the total strength.
- The COOP advisor should be a full-time faculty of the department.
- The COOP Coordinator organizes a meeting every academic semester for the COOP Advisors, explaining the purpose of the Cooperative Education Programs and the relevant rules and regulations to be adhered by the students, university, and the training organization.
- The field supervisor is selected by the training place and has no control over his/her selection.
- The COOP advisors meet field supervisors at least twice during the COOP training period and at its end to discuss any observations regarding the program to avoid them in the future.
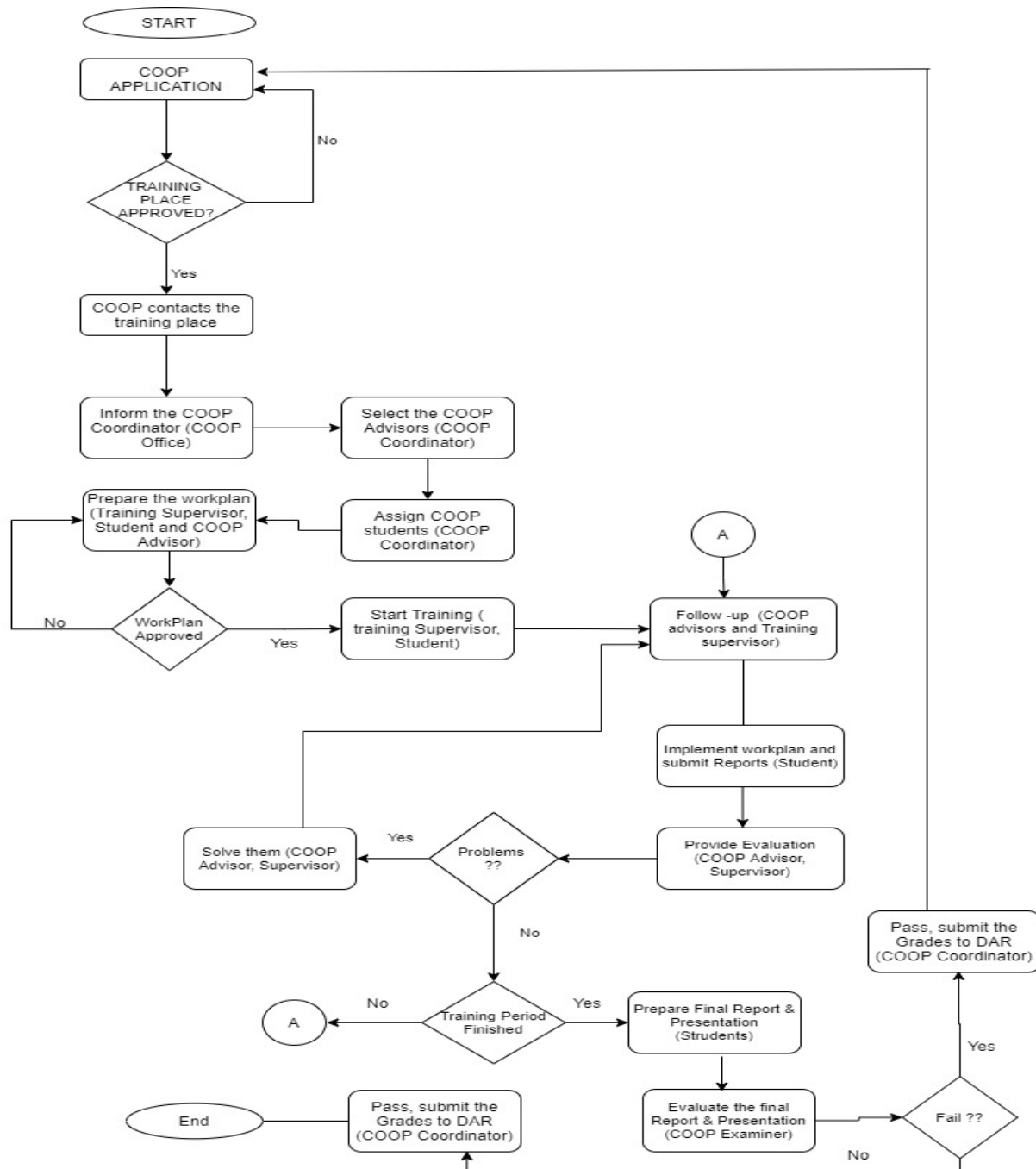
3. Responsibilities

3.a. Field Experience Flowchart for Responsibility

Illustrate a detailed flow-chart, showing the responsibility of all the stakeholders including COOP Office, departments (COOP coordinator, COOP advisor), students and the Training Organizations and committee, who are responsible for field experience arrangement.

Example:

3.b. Distribution of Responsibilities for Field Experience Activities

Show the mapping of the stated Field Experience Activities with the Department or College, Teaching Staff, Student, Training, Organization, Field Supervisor.

Example:

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	x	x	x		
Selection of supervisory staff	x				
Provision of the required equipment				x	x
Provision of learning resources	x			x	x
Ensuring the safety of the site				x	x

4. Field Experience Implementation

4.a. Supervision and Follow-up Mechanism

Describe the roles and responsibilities of the university, training organization and the students in terms of supervision and student report submissions, the evaluation.
Reference: COOP Handbook.

4.b. Student Support and Guidance Activities

Write the Student Support and Guidance activities during the COOP period.
Reference: COOP Handbook.

5. Safety and Risk Management

The risk management with respect to COOP program has been thoroughly done by identifying the risks, mitigation, or avoidance strategies.

Example: A few risks are mentioned below.

Potential Risks	Safety Actions	Risk Management Procedures
Workplace did not assign suitable field of study related tasks	Suitable selection should be done before the Co-Op starts	Co-Op academic advisor will contact the workplace supervisor and request to change the assigned tasks to IT related tasks. If no response, then the Co-Op coordinator will try to resolve the issue with the workplace admin. If this did not work, then the Co-Op 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 PSU

Section D

Training Quality Evaluation

This section describes the following information:
a. Various types of Evaluation areas (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.),
b. the name of the Evaluators (Students, Supervisory Staff, Program Leaders, Peer Reviewer etc. and
c. the evaluation methods (Direct, Indirect)

Example:

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 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

Section E

Specification Approval Data

The Field Experience Specification should be approved by the Curriculum Committee, Department Council. The reference number and the date of the meeting minutes should be mentioned in the following table.

Council / Committee	Curriculum Committee Meeting
Reference No.	CC/202/03
Date	24th May 2021

Appendix -A

Guidelines for National Qualification Framework (NQF)-KSA

Link