



هيئة تقويم التعليم  
Education Evaluation Commission  
المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

**ATTACHMENT 7.**

**T8. FIELD EXPERIENCE SPECIFICATION**

### Field Experience Specifications

Institution: Najran University	Date of Report: 01/09/1439
College: Engineering	Department: Electrical Engineering
Program: Electrical Engineering program	Track (if any):NA

#### A. Field Experience Course Identification and General Information

1. Field experience course title and code Field training (490EE-0)			
2. Credit hours (if any) 0			
3. Level or year of the field experience. Summer semester			
4. Dates and times allocation of field experience activities.			
a. Dates: 17/05/1439 - 06/07/1439 _____			
b. Times: __8AM-2 PM _____			
5. List names, addresses, and contact information for all field experience locations.			
	Name and Address of the Organization	Name of Contact Person	Contact Information (email address or mobile)
a.	Electrical Company - Najran		
b.	Saudi Telecommunication Company STC		
c.	Regionals and Municipalities. Telecommunication companies.		
d.	Contractor companies.		
e.	Engineering consulting companies.		

## B. Learning Outcomes

Learning Outcomes for Field Experience in Domains of Learning, Assessment Methods and Teaching Strategy

Program Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning and teaching.

The *National Qualification Framework* provides five learning domains. Learning outcomes are required in the first four domains and sometimes are also required in the Psychomotor Domain.

On the table below are the five NQF Learning Domains, numbered in the left column.

**First**, insert the suitable and measurable learning outcomes required in each of the learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each program learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process.

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1			
1.2			
<b>2.0</b>	<b>Cognitive Skills</b>		
2.1	Relate practical work to previous knowledge from basic sciences, engineering fundamentals, and discipline related courses.	Determined by field teaching staff	Form 4 & form 8
2.2	Apply the theoretical knowledge practically.	Determined by field teaching staff	Form 4 & form 8
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	Exhibit integrity, punctuality, and ethical behavior in engineering practice and relationships.	Determined by field teaching staff	Form 4 & form 8
3.2			
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
4.1	Communicate effectively within the working environment in a teamwork.	Determined by field teaching staff	Form 4 & form 8
4.2			
<b>5.0</b>	<b>Psychomotor</b>		
5.1	NA		
5.2			

### C. Description of Field Experience Activity

<p>1. Describe the major student activities taking place during the field experience. Eight weeks of training in industry under the supervision of a college member. Students have to submit a report about their achievements during training in addition to any other requirements assigned by the Department.</p>
<p>2. List required assignments, projects, and reports.</p>
<p>a. Every trainee student should obligate the university training regulations stated either here or at the college and university websites. Commitment of the enterprise should also be considered.</p>
<p>b. Field training registration should be processed according to the university registration rules.</p>
<p>c. The entire field training Forms should be precisely filled.</p>
<p>d. The trainee student should responsibly behave toward the custody of the university ethics and reputation.</p>
<p>e. The trainee student should spent full time for the field training responsibilities.</p>
<p>f. The Trainee student should keep secretes of the enterprise information.</p>
<p>g. A significant interest should be shown regarding all the trainee duties in every sector of the enterprise.</p>
<p>h. The weekly training Form “Form 3” should be filled in time.</p>
<p>i. Form 5 should be also filled at the end of his training period.</p>
<p>j. Particular interest should be done for the overall training process in a way that guarantees a full interest from the training program.</p>
<p>k. The department training supervisor should be informed about any problems that may hinder the achievement of a successful training.</p>
<p>l. A final report about the training should be prepared by every student and submitted in time to the department training committee.</p>
<p>m. Forms 4 and 5 should be filled from the enterprise and the student respectively and submitted in time to the department training supervisor.</p>
<p>n. A final report should be prepared by the student and submitted in time to the supervisor.</p>
<p>o. Every student should prepare a demonstration to be displayed during the training discussion.</p>

3. Follow up with students. What arrangements are made to collect student feedback?

- The weekly training Form “Form 3” should be submitted weekly on time.
- At least supervisor should visit the trainee in his field training enterprise two times per period of training.
- Supervisor provides guidance and advice for students during the training period through E-mail or meeting.

4. Insert a field experience flowchart for responsibility and decision-making (including a provision for conflict resolution).

NA

5. Responsibilities.

	Student	Field Teaching Staff	Program College and Teaching Staff	Department or College
<b>Planning Activities</b>				
a. Student activities.		√		
b. Learning experiences.		√	√	
c. Learning resources		√	√	
d. Field site preparations		√		
e. Student guidance and support		√	√	
<b>Supervision Activities</b>				
a. transport to and from site.	√			
b. Demonstrate learning outcome performance.	√			
c. Completion of required tasks, assignments, reports, and projects.	√			
d. Field site – safety.		√		
e. Student learning activities.		√	√	
b. Providing learning resources		√		
c. Administrative (attendance)		√		
<b>Assessment Activities</b>				
a. Student learning outcomes			Weekly report (from 3) Presentation Final report	
b. Field experience		Students activity and performance	Presentation Final report	
c. Field teaching staff		Attendance Students activity and performance Attitude		
d. Program faulty and teaching staff				Presentation Final report
e. Field site		Attendance Students activity and performance Attitude		
f. Learning resources				Presentation Final report

b. Explain the student assessment process.

c. Explain the resolution of differences process (If the field teaching staff and the program college and teaching staff share responsibility for student assessment, what process is followed for resolving differences between them?)



## D Planning and Preparation

### 1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical)	List Safety Standards	List Specialized Criteria
a. Power generation department	General information regarding electrical safety requirements can be found in detail in the attached file (Appendix A).	Refer to the attached file (Appendix A).
b. Planning department		
c. Control department		
d. Maintenance department		
e. Telecommunication department		
Explain the decision-making process used to determine appropriate field experience locations.		

### 2. Identification of Field Staff and Supervisors

List Qualifications	List Responsibilities	List Training Required
a. Program College and Teaching Staff : Staff with PhD holder.		
b. Field Teaching Staff : Determined by companies.		
Explain the decision-making process used to determine appropriate field staff and supervisors.		

### 3. Identification of Students

List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
Completed 90 credit hours.	Presentation Final report	Go all department in the company such as...
Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities.		
<ul style="list-style-type: none"> <li>The student should complete 90 credit hours in order to register the field training.</li> <li>Field training registration should be processed according to the university registration rules.</li> <li>The entire field training Forms should be precisely filled</li> <li>The final list of training students approved by the field training committee</li> </ul>		

### 4. Safety and Risk Management.

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
Attached in Appendix A	Attached in Appendix A	Attached in Appendix A	Attached in Appendix A
Explain the decision-making process used to protect and minimize safety risks.			



5. Resolution of Differences in Assessments. If supervising staff in the field location and college from the institution share responsibility for student assessment, what process is followed for resolving any differences between them?

NA

### E. Evaluation of the Field Experience

1. Describe the evaluation process and list recommendations for improvement of field experience activities by:

a. Students

Describe evaluation process

**Presentation and report**

b. Supervising staff in the field setting

Describe evaluation process

**Students activity and performance**

c. Supervising faculty from the institution

Describe evaluation process

**Form 7**

e. Others—(e.g. graduates, independent evaluator, etc.)

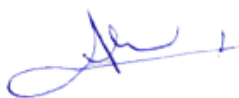
Describe evaluation process

NA

Name of Field Experience Coordinator:

**Dr. Abdullah Saeed Alwadie, Dr. Adam Reda Hasan Alhawari, Dr. Salim Nasar Mursal**

Signature:



Date Specification Completed: 01/09/1439

Program Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_