



Course Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **IS1494**

Program: **Bachelor in Information Systems**

Department: **Information systems**

College: **College of Computer and Information Sciences**

Institution: **Imam Mohammad Ibn Saud Islamic University**

Version: **2**

Last Revision Date: **21st July 2025**

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A. Field Experience Details:

1. Credit hours: (4).

2. Level/year at which Field Experience is offered: (8th).

3. Time allocated for Field Experience activities

1 Semester

(0) Days

(0) Hours

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

Based on Clause 3 of Article 7 of the Executive Regulations for Cooperative Training: students must pass all courses before registering for the cooperative training course. The College Council may make an exception to this, provided that the maximum number of courses does not exceed two.

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	Code of CLOs aligned with PLOs (Performance Level)	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Recognize the impact of Information Systems on organizations, and the society in the context of field experience environment	K3(M)	Self-reading materials Participate in practical tasks related to the field of computer and information sciences	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor
1.2	Comprehend professional, ethical, legal, security and social issues in IS practice	K2(P)	Participate in workplace ethics training and orientation Study and analyze organizational	Ethics case study analysis and reports Professional conduct evaluation by supervisor	Supervisor at the workplace Course Instructor





Code	Learning Outcomes	Code of CLOs aligned with PLOs (Performance Level)	Training Activities	Assessment Methods	Assessment Responsibility
			policies and procedures Observe professional conduct standards in practice Analyze real-world ethical dilemmas in IS context Review legal and regulatory compliance requirements	Compliance assessment tests Ethical decision-making scenarios	
2.0	Skills				
2.1	Develop efficient IS solutions using innovative methods and advanced skills	S2(M), S4(M)	Participate in practical tasks related to the field of computer and information sciences Developing computing solutions/projects	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor
2.2	Interpret problem requirements using logical thinking techniques and identify efficient solutions in the work environment	S1(P)	Participate in practical tasks related to the field of computer and information sciences Analyze problems and identify computing solutions for real-world challenges at the workplace	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor
2.3	Implement IS models or components in an effective	S2(M)	Conduct presentation in respect to the tasks achieved/ work	Presentation Instructor and Supervisor	Supervisor at the workplace





Code	Learning Outcomes	Code of CLOs aligned with PLOs (Performance Level)	Training Activities	Assessment Methods	Assessment Responsibility
	way to meet desired needs		progress to stakeholders at the work place	evaluation reports	Course Instructor
2.4	Analyze the local and global impact of computing on individuals, organizations and society	S3(P)	Research global computing trends and their impacts Analyze organizational digital transformation cases Study societal implications of technology adoption Prepare impact assessment reports Compare local vs. global technology effects	Global impact analysis reports Technology assessment presentations Comparative studies of computing effects Research documentation and citation	Supervisor at the workplace Course Instructor
3.0	Values, autonomy, and responsibility				
3.1	Work effectively on teams or lead teams to accomplish a common goal	V1(M)	Collaborate within teams to accomplish tasks in computer and information sciences	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor
3.2	Recognize the importance of continuous professional development	V2(M)	Conduct research, Analyze challenges, and Identify computing solutions	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor
3.3	Demonstrate the ability to act ethically and responsibly in	V2(M)	Prepare reports and research studies while adhering to ethical and professional	Instructor and Supervisor evaluation reports	Supervisor at the workplace Course Instructor





Code	Learning Outcomes	Code of CLOs aligned with PLOs (Performance Level)	Training Activities	Assessment Methods	Assessment Responsibility
	the work environment		practices in the work environment.		
3.4	Show professional behavior during the internship	V3(M)	Maintain professional appearance and demeanor Adhere to workplace policies and procedures Demonstrate punctuality and reliability Show respect for colleagues and clients Practice professional communication etiquette	Professional behavior evaluation by supervisor Attendance and punctuality records Workplace conduct assessment 360-degree feedback from colleagues	Supervisor at the workplace Course Instructor

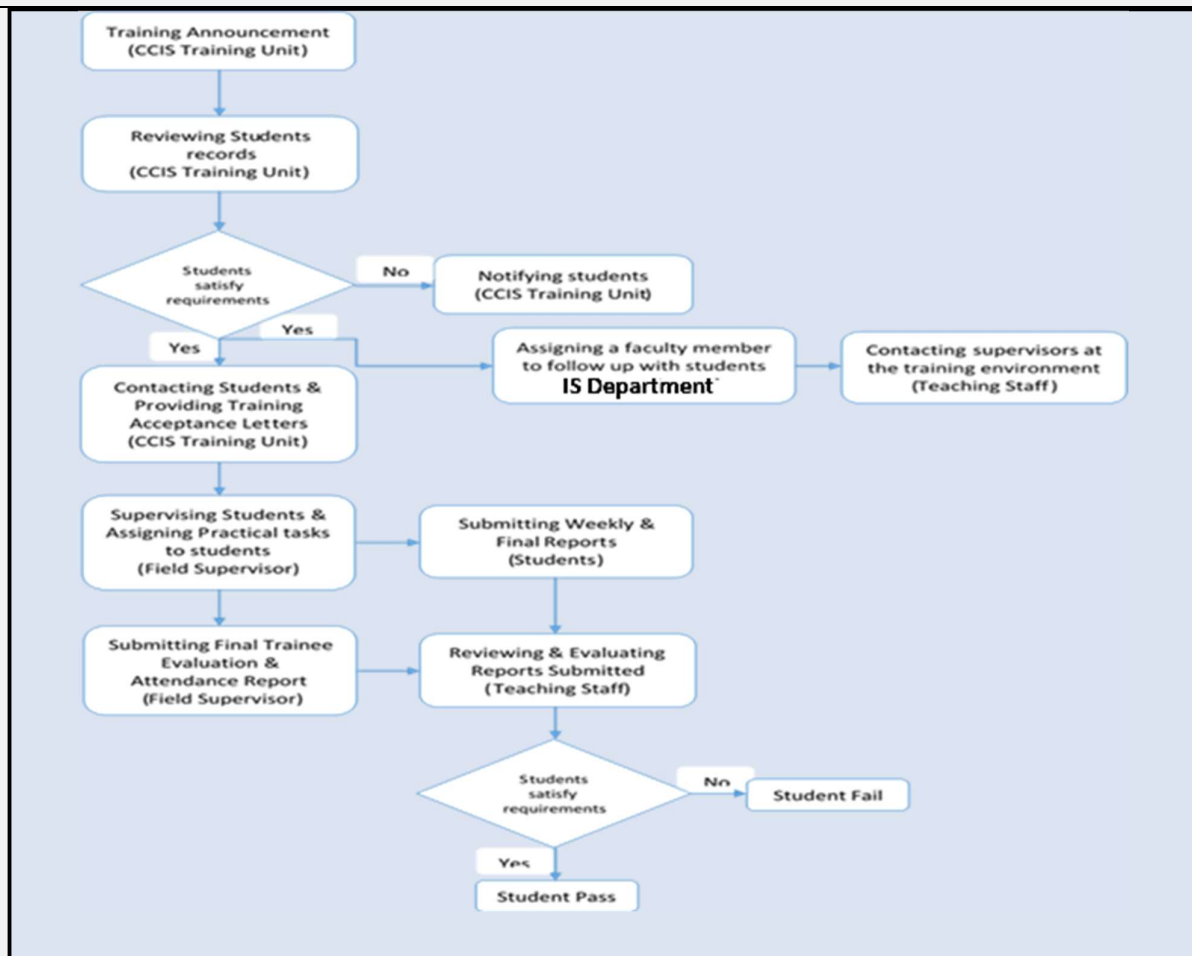
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).

C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

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





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	✓	✓			✓



Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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**
An organization/ company/centre/ or organizational unit specializing in Information systems, including Business Analysis, decision support systems, databases, project management, cyber security, Information Security, application development, business communications, e- business, enterprise architecture, IS strategy and policy, geographical information systems, human-computer interaction, user experience, database administration, data mining, data analysis and visualisation, business intelligence, ERP systems, business process management, secure electronic commerce, Computer Networks, Computer Networks, Databases, System Design and Programming, Information Security, and emerging technologies.	- Must have sufficient competence in the field of training and development. - Must achieve high evaluation ratings from students and supervisors. - Must provide the necessary infrastructure and training facilities, including: • Offices and meeting rooms equipped with tools and devices • PCs, laptops, routers, switches, cables, and other IT infrastructure. - Must be located within the geographical scope of the program to ensure accessibility. - Must have a clear and defined training plan that aligns with the program's objectives.	- The training organization must comply with all workplace safety standards relevant to the work environment. - Must facilitate access to transportation or accommodation for students. -Assign a supervisor responsible for overseeing training activities and maintaining regular communication with the academic supervisor. -All approvals must comply with the rules and regulations outlined by the program .





Suggested Field Experience Locations	General Requirements*	Special Requirements**

* 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

1. Evaluation of Host Organization Competence
 - Ensure the organization demonstrates a high level of expertise in the relevant field (e.g., IT, Computer Science).
 - Verify that the organization has previously received positive evaluations from students and supervisors.
2. Infrastructure Assessment
 - Confirm the availability of necessary resources, including classrooms, laboratories, tools, and devices.
 - Ensure access to IT infrastructure such as PCs, routers, and meeting rooms, as appropriate for the training field.
3. Geographical Accessibility
 - Select organizations within the geographical scope of the program to facilitate transportation or accommodation for students.
4. Safety Standards Compliance
 - Verify that the organization adheres to workplace safety standards, ensuring a safe and secure environment for trainees.
5. Alignment with Program Objectives
 - Ensure the organization provides a clear and structured training plan aligned with the program's learning outcomes and objectives.
6. Supervisor Assignment
 - Require the organization to assign a qualified supervisor who will oversee the trainee's progress and maintain communication with the academic supervisor.
7. Approval Process

The training location must undergo a formal approval process based on the criteria outlined in the program's regulations.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Data security breaches and confidentiality violations	Comprehensive data security orientation and training	N/A





Data security breaches and confidentiality violations	Comprehensive workplace safety orientation	N/A
Inappropriate use of company resources and technology	Technology use policies and acceptable use training	N/A

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and Assessment	Students, Academic Supervisors	Direct: Training evaluation forms, Supervisor visit reports Indirect: Student feedback surveys
Extent of Achievement of Course Learning Outcomes (CLOs)	Teaching Staff, Field Supervisors, Program Leaders	Direct: Final training reports, Performance evaluations Indirect: Student self-assessment surveys
Quality of Learning Resources	Students, Peer Reviewers, Teaching Staff	Direct: Resource availability audits, Supervisor feedback Indirect: Student and faculty surveys
Overall Training Experience and Satisfaction	Students, Training Organization, Academic Supervisors	Direct: Final presentation, Field supervisor evaluation Indirect: Alumni and employer feedback surveys

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	DQU
Reference No.	
Date	1-5-2025

