2023
TP-155

Field Experience Specification

Course Title:	**Cooperative Training**
Course Code:	**GE 1599**
Program:	**Electrical Engineering**
Department:	**Electrical Engineering**
College:	**College of Engineering**
Institution:	**Imam Mohammad Ibn Saud Islamic University**
Field Experience Version Number:	V5
Last Revision Date:	**01-01-2025**

Table of Contents

A. Field Experience Details: 3
B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods 3
C. Field Experience Administration 5
D. Training Quality Evaluation 6
E. Specification Approval Data 7

A. Field Experience Details:

1. Credit hours: (4)		
2. Level/year at which Field Experience is offered: (The last level when the student succeeds in all courses).		
3. Time allocated for Field Experience activities		
(15) Weeks	Working days per week in the company	Working hours per day in the company
4. Corequisite (or prerequisites if any) to join Field Experience		
Completion of 151 Cr course work.		
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**				
K2	An ability to acquire and apply new knowledge as needed, using appropriate learning strategies	7	Use of software in the design and management of projects	Evaluation of the trainee's performance by the external training supervisor	Field Supervisor,
2.0	**Skills**				
S1	An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors	2	Training organizations providing services like design, consultancy and also materials factories	Evaluation of the trainee's performance by the external training supervisor (a confidential report is done by the field supervisor)	Faculty,

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
S2	An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	6	Training in a lab	Evaluation of the trainee's performance by the external training supervisor	Field Supervisor,
3.0	**Values, autonomy, and responsibility**				
V1	An ability to communicate effectively with a range of audiences	3	Project presentation and explanation in front of a jury	Jury (faculty members) evaluation	Bi-weekly report by trainee student
V2	An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	5	Training with an engineering team at project sites such as electricity projects	Evaluation of the trainee's performance by the external training supervisor (a confidential report is done by the field supervisor)	Faculty,
V3	An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	4	Training in government departments and agencies when programming and implementing large-impact projects such as the Riyadh Metro	Evaluation of the trainee's performance by the external training supervisor (a confidential report is done by the field supervisor)	Faculty, Field Supervisor, Bi-weekly report by trainee student

*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.

- **Student** → applies for field training → submits application to **Department Coordinator**.
- **Department Coordinator** → reviews and approves → assigns the **Faculty Advisor**.
- **Faculty Advisor** & **Field Supervisor** → oversee progress → regular feedback and final evaluation.
- **Student** → submits final report → **Field Experience Committee** reviews for graduation fulfilment.

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**
Companies and government agencies	Availability of rooms and office equipment	Availability of engineering staff and project management software
Engineering design and consultancy offices	Availability of rooms and office equipment	Design software available
Companies and project sites	Availability of field sites for the implementation of projects	Availability of safety equipment
Private factories such as ready-mix concrete factories	Presence of factories	Availability of safety equipment
Laboratories (testing materials, soil...)	Availability of specialized laboratories	Availability of safety equipment

*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 approval of the department on the training placement is required, so that small companies are excluded if they don't add any benefit to the trainee.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Risks present in the sites, companies and factories in which the student is trained	Preventive measures approved in the sites, companies and factories in which the student is trained under the responsibility of the field engineer	Procedures for dealing with risks approved in the sites, companies and factories in which the student is trained under the responsibility of the field engineer

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
The student benefits from the training	Students	A questionnaire to assess the company's seriousness in training and the tasks assigned to the trainee

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Training effectiveness	Internal Supervisors	A direct method during the field visit to follow up the trainee student
Achievement of learning outcomes	Faculty members	Assessment and discussion of the student's training reports
Effectiveness of student assessment methods	Training Committee	Indirect method through reports of internal supervisors, field engineers and faculty members

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	**DEPARTMENT COUNCIL**
Reference No.	
Date	