هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد
NCAAA

2023
TP-155

Field Experience Specification

Course Title: *Enter Course Title.*

Course Code: *Enter Course Code.*

Program: *Enter Program Name.*

Department: *Enter Department Name .*

College: *Enter College Name.*

Institution: *Enter Institution Name.*

Field Experience Version Number: *Course Specification Version Number*

Last Revision Date: *Pick Revision Date.*

Table of Contents

A. Field Experience Details:

1. Credit hours: (………………).

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

3. Time allocated for Field Experience activities

| (……)Weeks | (……)Days | (……)Hours |

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

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				
1.1					
1.2					
…					
2.0	Skills				
2.1					
2.2					
…					
3.0	Values, autonomy, and responsibility				
3.1					
3.2					
…					

*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					
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**

*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

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

D. 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	