



T-104  
2022

# Course Specification



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## Course Specification



Course Title: <b>Practical Training</b>
Course Code: <b>AVM 0290</b>
Program: <b>Aviation Management</b>
Department: <b>Aviation Management</b>
College: <b>Applied College</b>
Institution: <b>Imam Muhammad Bin Saud Islamic University</b>
Version: <i>1st version</i>
Last Revision Date: <b>27 July 2023</b>



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## A. General information about the course:

Course Identification	
1. Credit hours:	4
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Track <input type="checkbox"/> Others <input checked="" type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Second year
4. Course general Description	
<p>After completion of all courses in the complete program, a period of on-the-job training is spent within an airport operations environment. This internship offered after study of a variety of airport operations which provide a knowledge base for a fruitful and practical, on-the- job experience giving students the opportunity to integrate theory with the "real world". This course involves observation and limited participation in typical tasks under strict supervision and critical observation. The student is required to keep a log of all work carried out such work being certified by host organization supervisors and assessed by IMSIU Assessors. Success in this course means being able to demonstrate technical understanding, an ability to communicate with others, contribution to team efforts, retrieval and use of data and, in general, performance as an individual in a manner which receives respect of colleagues and supervisors. The level of performance expected is commensurate with the knowledge base acquired at this point in the program.</p>	
5. Pre-requirements for this course (if any):	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s)	
<p>All students are required to complete an internship to qualify for graduation. The internship provides students with practical, on-the-job experience which allows them to integrate theory with "real world" situations. The internship is academically supervised by a faculty member and professionally supervised by the company's internship supervisor who provides feedback to the University about the student's progress. This experiential learning helps students move from being students to being new professionals in the field.</p>	
<p>*Goals of the Internship Program</p> <p>A. For the student</p> <ul style="list-style-type: none"> <li>To provide the student with opportunities for practical experiences in aviation with professional supervision and guidance</li> </ul>	

B. For the University

- To improve the educational process and enlarge the scope of the curriculum
- To foster close working and learning relationships with practitioners

C. For the internship company:

- To provide the company the opportunity to assist in the preparation of future professionals
- To provide the opportunity to recruit trained professionals and to evaluate prospective staff candidates for later employment
- To provide the opportunity for exchange of ideas between professionals and students
- To foster close working relationships with the University

**1. Teaching mode (mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>		
4.	Distance learning		

**2. Contact Hours (based on the academic semester)**

No	Activity	Contact Hours
1.	Lectures	
2.	Laboratory/Studio	
3.	Field	60
4.	Tutorial	
5.	Others (specify)	
	Total	60

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Achieve integration between theory and practice	K1	Professional training in the field	Journal, Assessors grading and Reports.
1.2	Develop an awareness of industry and the business and gain a better understanding of the day-to-day operations of the specific company	K3	Professional training in the field	Journal, Assessors grading and Reports.
2.0	Skills			
2.1	Acquire skills and competencies needed for professional practice	K5	Professional training in the field	Journal, Assessors grading and Reports.
2.2	Discover one's strengths and limitations within the field of aviation	K7	Professional training in the field	Journal, Assessors grading and Reports.
3.0	Values, autonomy, and responsibility			
3.1	Develop the student's personal work ethic	S1	A combination of classroom learning with work experience	Reports on the work experience
3.2	Provide a means of assessing and monitoring the relevance of the academic program at the University in terms of community needs	S7	A combination of classroom learning with work experience	Reports on the work experience



## C. Course Content

No	List of Topics	Contact Hours
1.	Assist with the loading and off-loading of passenger luggage	2
2.	Observe service of potable water systems and lavatories	2
3.	Observe marshaling of aircraft during arrival and departure	2
4.	Assist with the delivery of passenger bags to the claim area	2
5.	Assist with loading passenger bags into containers/carts	2
6.	Assist with wheelchair bound passengers and baby strollers along jetways	2
7.	Observe cargo and mail loading and off-loading	2
8.	Observe the pick-up and delivery of customer air cargo	2
9.	Observe the loading and off-loading of live animals	2
10.	Observe passenger processing at entrance gate or station when boarding	2
11.	Monitor announcement of flight information using public-address system	2
12.	Monitor the posting of flight information on flight board	2
13.	Help with assistance for elderly, disabled and/or young passengers when boarding or disembarking	2
14.	Observe passenger assistance regarding directions to air-terminal facilities and exits	2
15.	Observe the handling of passenger complains	2
16.	Observe the handling of disruptive passengers	2
17.	Observe the loading, unloading, securing, or staging of aircraft cargo or baggage	2
18.	Observe the distribution of cargo and/or baggage in such a manner that space use is maximized	2
19.	Monitor the calculate of load weights for different aircraft compartments using charts and computers	2
20.	Observe the preparation of cargo documentation	2





21.	Observe the determination of the quantity and orientation of cargo and computation of an aircraft's center of gravity	2
22.	Observe the acceptance, storage, handling and loading of dangerous goods	2
23.	Monitor the checking and retention of dangerous goods documentation	2
24.	Observe the greeting of passengers and the checking of tickets and passports	2
25.	Observe the processing of luggage	2
26.	Monitor security questioning and questions relating to the carriage of sharp or dangerous objects	2
27.	Monitor the allocation of seats to passengers, the issue of boarding cards and the directing of passengers to the boarding gate	2
28.	Observe the handling of passenger enquiries, such as queries on departure times, changes to flights and transfer arrangements	2
29.	Observe the preparation of any necessary customs paperwork	2
30.	Observe how late passengers are dealt with	2
Total		60

## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Attendance	All weeks	10%
2.	Journal	Upon completion of OJT	25%
3.	Assessors grading		25%
4.	Airport Internship Report		40%

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)



## E. Learning Resources and Facilities

### 1. References and Learning Resources

Essential References	IMSIU Student Handbook
Supportive References	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

### 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	None

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	IMSIU Appointed Assessor & The company's Internship Supervisor	Direct Method Assessment KPI indicator
Effectiveness of student's assessment	Students	Indirect Method Survey
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

**Assessor** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)



## G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

