



Field Experience Specifications

Course Title:	Field Training
Course Code:	CYB0292
Program:	Computer Science (Cybersecurity)
Department:	Applied Sciences
College:	Applied College
Institution:	Imam Muhammad Bin Saud Islamic University

Table of Contents

- A. Field Experience Identification3**
- B. Learning Outcomes, and Training and Assessment Methods3**
 - 1. Field Experience Learning Outcomes..... 3
 - 2. Alignment of Learning Outcomes with Training and Assessment Methods/ Activities 4
 - 3. Field Experience Learning Outcomes Assessment 6
- C. Field Experience Administration7**
 - 1. Field Experience Locations 7
 - 2. Supervisory Staff 9
 - 3. Responsibilities..... 9
 - 4. Field Experience Implementation..... 10
 - 5. Safety and Risk Management..... 11
- G. Training Quality Evaluation11**
- E. Specification Approval Data.....12**

A. Field Experience Identification

1. Credit hours: 8 hours
2. Level/year at which this course is offered: 3 rd level/ 2 nd year
3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: (8.) week • Number of days: (5) day • Number of hours: Not less than (4) hour daily
4. Pre-requisites to join field experience (if any): Pass all previous levels in the program

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned-PLOs
1	Knowledge and Understanding	
1.1	Enhance the student's understanding of the theoretical sciences they have received in the field of cyber security and to practice them in an applied manner in a real environment.	5ع،4ع،3ع،2ع،1ع
1.2	Understand the role that should be played in the real environment within the work team.	5ع،4ع،3ع،2ع،1ع
1.3	To know the best career opportunities available in the field of information security and networking.	4ع
1.4	Recognize the reality of the labor market, work systems and environment in the field of cyber security and network security.	4ع
2	Skills:	
2.1	Apply the knowledge and skills in the real environment in the field of cyber security.	٤م،٣م،٢م،١م ٧م،٦م،٥م
2.2	Practice the uses of information and communication technology to communicate, exchange ideas, perform tasks, and solve problems.	٧م،٢م،١م
2.3	Examine critical thinking and solve problems facing the learner within the team to come up with creative solutions.	٧م،٢م،١م
2.4	Identify and analyze user needs and turn them into programmable requirements.	٣م
2.5	Practice effective communication in Arabic and English and share with superiors and peers in the training body.	٧م
2.6	Analyze the software work perfectly in the training body and show seriousness and commitment to the work regulations.	٦م،٥م،٤م،٣م،٢م
3	Values:	
3.1	Enhance the awareness of the ethics of the profession, coexistence with others, respecting their opinions, and representing citizenship and social responsibility.	١ق
3.2	Manage learning and work on his own, and take an initiative in developing performance independently under indirect supervision.	٢ق
3.3	Adapt to a variety of work teams, take responsibility for performing tasks, manage time, and work to effectively achieve team goals.	٣ق

2. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Enhance the student's understanding of the theoretical sciences they have received in the field of cyber security and to practice them in an applied manner in a real environment.	-Clear advising from supervisor from college and training authority and guidance the student clearly about work systems and procedures.	-Measures the knowledge acquired during training by the training authority, familiarity with the nature of the work assigned to it and its systems, continuous training, dealing with others and observing the rules of the training authority's instructions.
1.2	Understand the role that should be played in the real environment within the work team.	-Exercising the tasks assigned to the trainees by the supervisors at the training authority according to the department.	-Fill in the special form that is provided to the supervisors, in which the strengths and weaknesses of students are identified.
1.3	To know the best career opportunities available in the field of information security and networking.	-Write weekly reports showing the tasks accomplished during the week in the training body and send them to the academic supervisor.	-Submit weekly evaluation report, follow-up attendance form, field visits form, and final achievement file to the academic supervisor.
1.4	Recognize the reality of the labor market, work systems and environment in the field of cyber security and network security.	-The final achievement file, which includes a summary of their training experience, the experiences and information they obtained, the skills they acquired and the difficulties they faced during the training period.	
2.0	Skills		
2.1	Apply the knowledge and skills in the real environment in the field of cyber security.	Apply the knowledge and skills in the real environment in the field of cyber security.	Apply the knowledge and skills in the real environment in the field of cyber security.
2.2	-The training supervisors provide advice and guidance to the trainee about his role as a member or head of a team in discussing the team's tasks and submitting proposals for their implementation.	-The training supervisors provide advice and guidance to the trainee about his role as a member or	-The training supervisors provide advice and guidance

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
2.3	-Discuss real issues in the training environment and how to solve them.	head of a team in discussing the team's tasks and submitting proposals for their implementation. -Discuss real issues in the training environment and how to solve them. -Helping the trainee to think logically to solve problems through specific and sequential steps. -Urging the trainee to ask questions and provide solutions to the administrative issues he faces in the training environment. -Assigning the trainee to an in-depth study of real-world issues directly related to his specialization, and providing him with advice.	to the trainee about his role as a member or head of a team in discussing the team's tasks and submitting proposals for their implementation. -Discuss real issues in the training environment and how to solve them. -Helping the trainee to think logically to solve problems through specific and sequential steps. -Urging the trainee to ask questions and provide solutions to the administrative issues he faces in the training environment. -Assigning the trainee to an in-depth study of real-world issues directly related to his specialization, and providing him with advice.
2.4	-Helping the trainee to think logically to solve problems through specific and sequential steps.		
2.5	-Urging the trainee to ask questions and provide solutions to the administrative issues he faces in the training environment.		
2.6	-Assigning the trainee to an in-depth study of real-world issues directly related to his specialization, and providing him with advice.		
3.0	Values		
3.1	Enhance the awareness of the ethics of the profession, coexistence with others, respecting their opinions, and representing citizenship and social responsibility.	-The training supervisors provide advice and guidance to the trainee about his role as a member or head of a team in discussing the team's tasks and submitting proposals for their implementation. -Modeling and role models. -Self-education. -Dialogue and discussion.	- Evaluation by the supervisor in the organization, which measures the skills acquired during training and has a special form that is provided to the supervisors, including skills (discipline and commitment, general appearance, teamwork and communication skills, adaptation and flexibility skills,
3.2	Manage learning and work on his own, and take an initiative in developing performance independently under indirect supervision.		
3.3	Adapt to a variety of work teams, take responsibility for performing tasks, manage time, and work to effectively achieve team goals.		

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
			<p>skills to deal with the boss and colleagues, creative skills)</p> <p>- Evaluation by the academic supervisor and includes evaluation (weekly reports, follow-up attendance, field visits, final achievement file)</p>

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Field Visits Degree (Academic Supervisor)	Continuous	2%
2	Attendance score (academic supervisor)	Continuous	10%
3	Reporting and Discussion Degree (Academic Supervisor)	Continuous	20%
4	Score of achievement file and final report (Academic Supervisor)	Week 9	18%
5	Commitment to attend at work hours and respect the regulations of the training authority (field supervisor)	Continuous	14%
6	Teamwork, Communication and Idea Presentation Skills (Field Supervisor)	Continuous	10%
7	Personal Appearance (Field Supervisor)	Continuous	2%
8	Adaptation and Flexibility Skills (Field Supervisor)	Continuous	5%
9	Mastering work, performing tasks and accepting orders from superiors (field supervisor)	Continuous	17%
10	Creative Skills in the Work Environment (Field Supervisor)	Continuous	2%

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	<ol style="list-style-type: none"> 1. Evaluation of the field supervisor from the reality of the field visits. 2. Evaluation of the trainee student through the attendance record approved by the training authority, weekly reports and the final achievement file. 3. Communicate with the field supervisor and follow up on the evaluation of the trainee student at the training authority.

		4. The final evaluation of the student from the trainee is out of 100 marks.
2	Field Supervisor	<p>1. Enabling the trainee to practice a job suitable for his specialization in the field of cyber security.</p> <p>2. Provide the academic supervisor with forms for the follow-up of the trainee, such as the form for the trainee to start at the training authority, and the form for the cooperative training plan, signed and officially sealed, to be sent in the first week of the training.</p> <p>3. Communicate with the academic supervisor in everything related to the trainee student, or in the event of making modifications to the training plan.</p> <p>4. Provide the academic supervisor with a report on the student's performance level according to the final evaluation form sent to him of 50 marks, signed and stamped, to be sent to the e-mail at the end of the training period.</p> <p>5. Ensuring that there is a continuous relationship between the college and the student, and that officials visit during the training period.</p> <p>If it is proven to the college training committee that the organization in which the student is training does not give the necessary attention to his training program, the college has the right to request the transfer of the student's training to another organization.</p>
3	Others (specify)	None

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Departments of information technology and technical support in ministries and government health, military and civil institutions.	<p>-The training shall be in person at the headquarters of the training entity or its affiliated headquarters, and shall not be remote training.</p> <p>-The organization should include at least one department of information technology or related departments with technical support, in which the student is trained in a practical and realistic manner</p>	
Information technology and technical support departments in companies, governmental and semi-governmental bodies, and small and medium-sized private enterprises.		
Technical solutions and technical support offices.		
Major companies specialized in information technology and their business such as(Google Microsoft)		

	<p>and practices the skills related to his specialization.</p> <p>-The training headquarters shall have the necessary requirements for the security and safety of the trainees and places designated for them to practice the training in a realistic manner.</p> <p>-The training center has technical equipment from the Internet and computers at the training authority.</p>	
--	--	--

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

The field training unit at the college undertakes the task of coordinating with companies and institutions in order to follow up the training program for all students nominated for training. It is requested by the training organization, and in all cases, the student must review the committee to complete the required procedures before leaving the University for the Training organization.

Field training procedures and identification of training bodies are carried out as follows:

1. The training bodies are identified and approved in the previous semesters for field training, and the trainee student seeks to reserve places in the training bodies in accordance with the terms of the approved field training unit and bring approval for that, and the field training unit in the college can contribute to directing the student to appropriate training bodies in case The trainee student was unable to reserve a place at an appropriate training facility.
2. In the first week of the semester, the trainee student registers for the training via the electronic platform of the field training unit at the college.
3. In the first week, the field training unit issues letters of guidance to the training authorities for the trainee students.
4. In the first week, the field training unit places the trainee students with the academic supervisors from the college, and the academic supervisor provides the trainee students with basic training forms.
5. In the second week, the trainee student begins at the training authority, and the student delivers the basic training forms to the field supervisor, which are required to be filled out and stamped, and then re-sent to the academic supervisor, especially the direct form at the training authority.
6. In the eighth week, the trainee student submits the final achievement file, including all training forms, except for the evaluation form for the field supervisor.
7. In the eighth week, the field supervisor fills in the evaluation form and sends it in particular to the academic supervisor's mail, and the trainee student reminds the field supervisor to send the evaluation form.

8. In the ninth week, the academic supervisor send the grades of the trainees and submits them to the field training unit.

2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Bachelor degree or upper with majority of Computer science, information technology, or information systems.	Bachelor degree or upper with majority of Computer science, information technology, or information systems.
Selection Criteria	The organization can choose the suitable supervisor.	Previous skills in field experiences and its requirements, also the ability to make the official visit.

b. Qualification and Training of Supervisory Staff

(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

- Providing the field supervisors with a field training manual for the college, and the forms required for the supervision process.
- Providing guidance service to supervisors from the Department of Field Training in the college.
- Meeting with supervisors during or after the training to discuss any observations related to the program to avoid them in the future and to obtain feedback on the program, ways to develop it and the level of trainees

3. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

The training is for 8 consecutive weeks during the semester and the student works full time during the five weekly working days that start on Sunday and end on Thursday.

b. Distribution of Responsibilities for Field Experience Activities

Activity	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		*		*	*

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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		*			*
Adjusting attendance and leave		*			*
Assessment of learning outcomes		*			*
Evaluating the quality of field experience	*	*	*		*
Others (specify)					

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

1. Before training, students are informed of their obligations during the training period, the training evaluation mechanism, and the field visits that the supervisor from the college will make to verify the seriousness of the trainee and the training destination.
2. The college allocates an academic supervisor for each academic division who will supervise and follow up the weekly reports and carry out field visits at a random time during the training period. Trainees are evaluated and discussed during the visit, and this is documented in the field visit form.
3. A field supervisor is assigned from the training authority to supervise and evaluate the student's training at the end of the training, according to a form handed to him at the beginning of the training.
4. The supervisor from the college may contact the trainee at any time during the official working hours to verify his commitment to the training. The student also has the right to contact the supervisor during working hours for the purpose of consulting and benefiting from the supervisor in any problem encountered in the training.

b. Student Support and Guidance Activities

1. Holding a meeting before the start of the training between the academic supervisor and the trainees to clarify the nature of the training, its objectives, the tasks assigned to each of the

- supervisor and the trainee, aspects and methods of evaluation, and the rights and duties of the supervisor and trainee.
2. Providing the trainees with documents related to training bases, models, evaluation methods, and reporting requirements and controls.
 3. Opening communication channels (e-mail, mobile,...) between supervisors and trainees on an ongoing basis.
 4. Creating groups via mobile applications in which inquiries are asked and answered immediately between academic supervisors and trainees.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Training with reputable companies that do not have clear procedures to ensure the safety of employees.	The college is keen to direct field training students to reputable companies that have clear procedures to ensure employee safety.	If it is proven to the college training committee that the entity in which the student is trained does not give the necessary attention to safety means and his training program, then the college has the right to request the transfer of the student's training to another entity.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
training efficacy	Students - Academic Supervisor - Field Supervisor	<ol style="list-style-type: none"> 1. Interviews with students and field supervisors during the field visit. 2. Questionnaires that are published at the end of the field supervisors to evaluate the training in all its aspects and to express their observations about the level of trainees and their skills and the adequacy of the training period. 3. Questionnaires distributed to the student to assess the training entity with specialization, the time allocated for training, and benefit from the practical and academic supervisor. 4. Records of student achievement in training. 5. The results of students' achievement in the course.
The effectiveness of student assessment methods	Students - academic supervisor - field supervisor - program leaders	<ol style="list-style-type: none"> 1. Questionnaires and referendums approved by the department.

Evaluation Areas/Issues	Evaluators	Evaluation Methods
		2. Review the course description and the course report periodically.
Learning Resources	Academic Supervisor - Field Supervisor - Students	1. Questionnaires and referendums approved by the department.
The facilities	Students - Academic Supervisor	1. Questionnaires and referendums approved by the department.
The extent to which the learning outcomes of the course have been achieved	Academic Supervisor - Field Supervisor	1. Report of the course 2. Student achievement files

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	