



Field Experience Specifications

Course Title:	Summer Training
Course Code:	HRM-391
Program:	BSBA (HRM)
Department:	Human Resource Management
College:	College of Business Administration
Institution:	Prince Sattam Bin Abdulaziz University, Al Kharj

Table of Contents

- A. Field Experience Identification 3**
- B. Learning Outcomes, and Training and Assessment Methods 3**
 - 1. Field Experience Learning Outcomes 3
 - 2. Alignment of Learning Outcomes with Training and Assessment Methods/ Activities..... 3
 - 3. Field Experience Learning Outcomes Assessment 4
- C. Field Experience Administration 5**
 - 1. Field Experience Locations 5
 - 2. Supervisory Staff..... 5
 - 3. Responsibilities 6
 - 4. Field Experience Implementation 7
 - 5. Safety and Risk Management..... 8
- G. Training Quality Evaluation 8**
- E. Specification Approval Data 9**

A. Field Experience Identification

1. Credit hours: 4(4+0+0)
2. Level/year at which this course is offered: third year / 9th trimester
3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: 11 weeks • Number of hours: (44) hour
4. Pre-requisites to join field experience (if any):

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Outline the range of activities, techniques and practices in the business functional areas(HRM)	
1.2	Describe how to relate the functional knowledge of business to the practice in business environment.	
1.3		
1...		
2	Skills:	
2.1	Summarize the use of appropriate cognitive skills to deal with anticipated and unanticipated issues and problems in the businesses.	
2.2	Analyze and Interpret primary and secondary data of HR practices and innovative activities.	
2.3		
2...		
3	Values:	
3.1	Demonstrate a continued appetite for learning (adaptive and collaborative) .	
3.2	Show team spirit, personal integrity, trustworthiness and ethical behavior towards others inside and outside the organization.	
3.3		
3...		

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	Outline the range of activities, techniques and practices in the business functional areas(HRM)	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training Participation • Feedback
1.2	Describe how to relate the functional knowledge of business to the practice in business environment.	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
...			<ul style="list-style-type: none"> • Participation • Feedback
2.0	Skills		
2.1	Summarize the use of appropriate cognitive skills to deal with anticipated and unanticipated issues and problems in the businesses.	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training • Participation • Feedback
2.2	Analyze and Interpret primary and secondary data of HR practices and innovative activities.	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training • Participation • Feedback
...			
3.0	Values		
3.1	Demonstrate a continued appetite for learning (adaptive and collaborative) .	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training • Participation • Feedback
3.2	Show team spirit, personal integrity, trustworthiness and ethical behavior towards others inside and outside the organization.	<ul style="list-style-type: none"> • Demonstration • Field Training • Discussion 	<ul style="list-style-type: none"> • Training Report • Presentation • Training • Participation • Feedback
...			

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Final evaluation (Supervisor)		20%
2	Final report (Supervisor)		30%
3	Final Report Evaluation		20%
4	Final presentation		30%
5	Total Marks		100%
6			

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

b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	
2	Field Supervisor	
3	Others (specify)	

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Quality of Information Technology Center.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must cover the basic disciplines of Computer
Availability of modern software	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide a better and latest software
Availability of modern hardware	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide a better and latest hardware
The availability of specialized technical centers	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide the latest techniques and specialized programs in the same field

*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 student will be engaged for two months in summer vacation in collaboration with filed training organizations. The students work in the selected public or private organization in HRM related field. The supervisor at work place is responsible for guiding and assigning task to the students as well as reporting the students' progress to the head of the department. Whereas general guidelines about what kind of task the students are supposed to perform are provided by the department.

The following activities carried out by the student.

- Compliance with the rules and regulations of the work.
- Submitting required forms to the department head at the college in a timely manner using the mail address.
- Coordination with the supervisor of the training company regarding the final evaluation during the training period and send it to make sure the department head.
- Writing the final report on the training and submit it to the department head.
- Presentation and discussion of the final report.

2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Experience and Senior Staff	Master or Ph.D.
Selection Criteria	Member	Must be bilingual (Arabic and Eng)

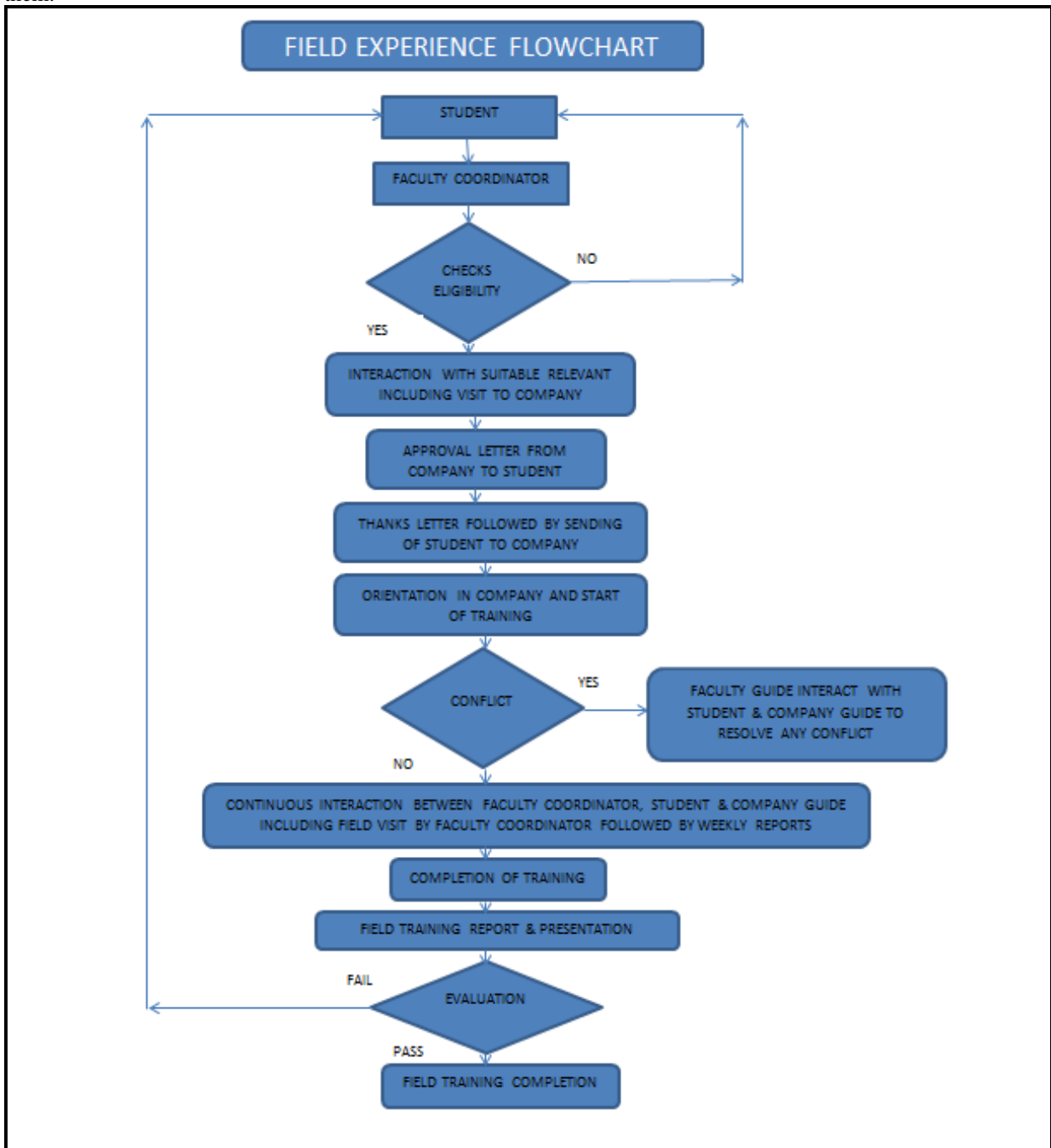
b. Qualification and Training of Supervisory Staff

(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.)

3. Responsibilities

a. Field Experience Flowchart for Responsibility

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



b. Distribution of Responsibilities for Field Experience Activities

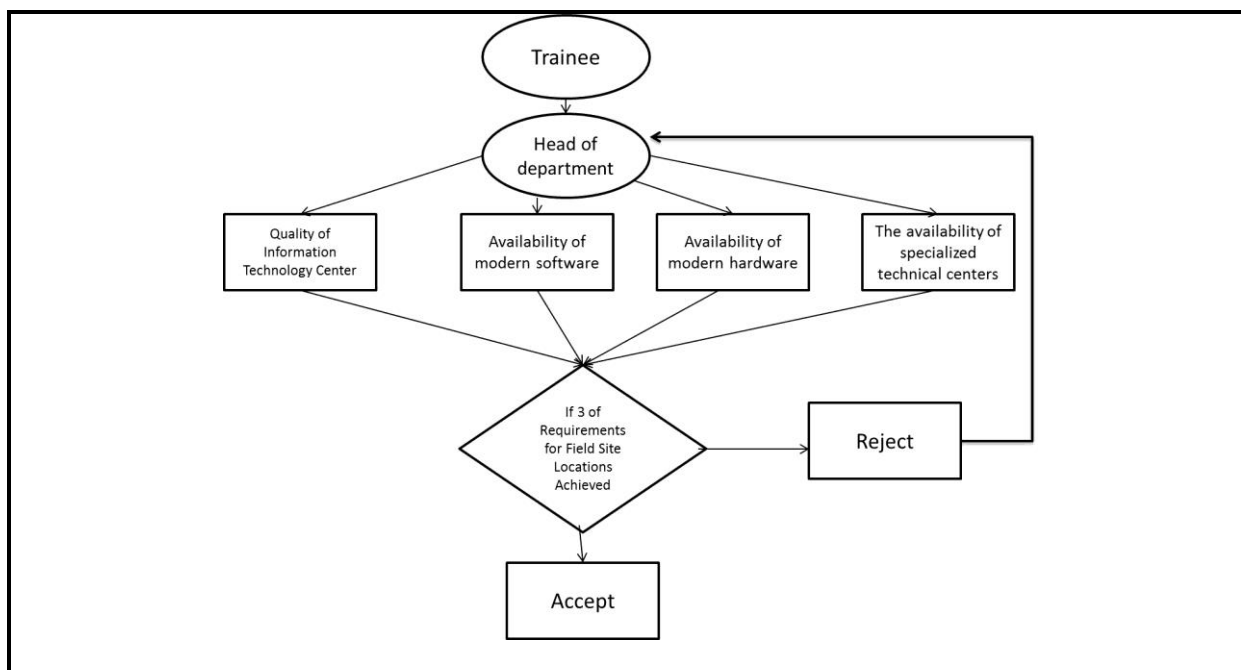
Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√		√	√	
Selection of supervisory staff	√			√	

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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	√				√
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

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b. Student Support and Guidance Activities

Orientation Program before field training conducts for the students the field training coordinator and staff to be available to support students individually in addition to the guidance scheme available in the department.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
a. Not to expel the trainee of the program without giving convincing reasons.	The expulsion of training without compelling reasons	Contract an agreement with the company.
b. carrying all damages infected trainee during training	Injury the trainee during summer training	Contract an agreement with the company.
c. Bear all the financial requirements of the training.	Claim the college with the financial receivables	Contract an agreement with the company.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Evaluating the weekly reports Field Training Coordinator Questionnaire	Field Training Coordinator Questionnaire	Questionnaire
Evaluating the final report Teaching Staff Report evaluation rubric	Teaching Staff	Report evaluation rubric
Evaluating the final presentation Field Training committee Presentation Rubric	Field Training committee	Presentation Rubric

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 HRM department
Reference No.	
Date	27 th September, 2022