اعتماد
NCAAA

T5
2019

Field Experience Specifications

Course Title:	Cooperative Training 1
Course Code:	ACAC141
Program:	Diploma in Accounting
Department:	Business Administration
College:	The Applied College
Institution:	KING ABDULAZIZ UNIVERSITY

VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

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A. Field Experience Identification

1. Credit hours: 4
2. Level/year at which this course is offered: Level 3 / Year 1
3. Dates and times allocation of field experience activities. • Number of weeks: (9) weeks • Number of days: (45) day • Number of hours: (270) hour
4. Pre-requisites to join field experience (if any)**:** **ACAC 113, ACAC 114, ACAC 121, ACG 122, ACAC111**

B. Learning Outcomes, and Training and Assessment Methods
1. Field Experience Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Recognize more understanding of the theoretical sciences they received in their field of specialization.	
1.2	Recognize the reality of the job market in their field of specialization, and provide a student an opportunity in the training institution to evaluate the performance of the college students and get to know them closely during the training period and know the extent of benefiting from them and employing them after their graduation.	
1.3	Recognize the work systems and its environment prior to graduation.	
1...		
2	**Skills:**	
2.1	Develop the ability to discuss and solve economic issues and issues with employees in the training organization.	
2.2	Evaluate the ability to take responsibility in learning new business tasks, and to know the sources of information to help them do and how to use them.	
2.3	Examine the ability to use appropriate mathematical and statistical methods to solve real-world problems faced in a training environment, and to interpret results.	
2...		
3	**Values:**	
3.1	Illustrate to the students how to deal with the work environment and take responsibility and adhere to deadlines.	
3.2	Evaluate students interaction with others and listen to their opinions, and the ability to express his opinion on the potential issues of more than one opinion, in a manner that takes into account the feelings of others, and does not conflict with the values and ethics of society.	
3.3	Operate in identifying financial issues that require a solution, and the appropriate way to address them individually, or through a team.	
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	Recognize more understanding of the theoretical sciences they received in their field of specialization.	• Supervisors of training from the department and from the training side provide advice and guidance to students on work systems and procedures. • At the end of the collaborative training period, students write a report showing a summary of their training experience, expertise and information they obtained	• The evaluation by the training authority, which measures the knowledge gained during training and familiarity with the nature of the work assigned to it and its systems and the continuation of training and dealing with others and observing the rules of the training authority instructions. • The supervisor's opinion followed by the department, which makes frequent visits to training agencies during the training period
1.2	Recognize the reality of the job market in their field of specialization and provide a student an opportunity in the training institution to evaluate the performance of the college students and get to know them closely during the training period and know the extent of benefiting from them and employing them after their graduation.		
…	Recognize the work systems and its environment prior to graduation.		
2.0	**Skills**		
2.1	Develop the ability to discuss and solve economic issues and issues with employees in the training organization.	• Advising the trainee to take the initiative in reviewing the accounting operations in their nature in the work environment. • Helping the trainee in logical thinking to solve problems through specific and sequential steps. • Discussing realistic issues in the training environment and how to solve them.	• Evaluation by the training authority, which measures the skills gained during training and self-reliance. • The opinion of the academic supervisor followed by the department, who makes frequent visits to training authorities during the training period.
2.2	Evaluate the ability to take responsibility in learning new business tasks, and to know the sources of information to help them do and how to use them.		
…	Examine the ability to use appropriate mathematical and statistical methods to solve real-world problems faced in a training environment, and to interpret results.		
3.0	**Values**		
3.1	Illustrate to the students how to deal with the work environment and take responsibility and adhere to deadlines.		

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
3.2	Evaluate students interaction with others and listen to their opinions, and the ability to express his opinion on the potential issues of more than one opinion, in a manner that takes into account the feelings of others, and does not conflict with the values and ethics of society.	• Training tasks include English language readings in the field of work. • Familiarize students with the use of computers, the Internet and e-mail in terms of training. • Requiring students to provide visual presentations of the results of the major works assigned to them	• Evaluation by the training authority, which measures the skills gained during training and self-reliance. • The opinion of the academic supervisor followed by the department, who makes frequent visits to training authorities during the training period.
…	Operate in identifying financial issues that require a solution, and the appropriate way to address them individually, or through a team.		

3. Field Experience Learning Outcomes Assessment
a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	First report	Week 2	15 %
2	Second report	Week 4	15%
3	Evaluation of the training / work (first period)	Week 5	20%
5	Presentation for the training period	Week 7	40%
6	The final evaluation for training	Week 9	10%
7			
8			

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

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff**	The student must complete this form using a word processing software like Microsoft Word. Handwriting is not acceptable at all. The student could add related figures, charts or pictures. The following parts must be precisely completed, but more sections can be added. As each section should include 100 to 400 words, there is no page limit. The use of sub-tables, sections and sub-sections bullet points and colorful formatting is recommended. Section 1 is due after 50% of the CO-OP duration. Section 2 is due directly after 100% of the CO-OP duration. Both sections of the report is to be submitted to the academic advisor on their due dates.
2	**Field Supervisor**	Professional appearance , Seeks responsibility & Demonstrates initiative s , Dependability (e.g., punctual, carries work through to completion) , Accepts direction and constructive criticism , Motivation (e.g., enthusiasm, attitude towards duties) , Resourcefulness (e.g., use of resources, varied approaches/ideas) , Offers opinions and suggestions , Rapport with staff (e.g., co-workers, volunteers) , Interaction with public (i.e., clients, participants, patients) , Understands needs of clients and Ability to plan for client's needs , Adaptability (e.g., adjusts plans/actions according to situation) , Planning and organizing work schedule (e.g., time management) , Judgment (e.g., common sense, problem solving skills) , Oral communication , Written communication , Evaluation, self-improvement , Leadership ability , Quality of work , Attendance and Punctuality , Understanding of employer's goals and operations , Applying knowledge in work industry

3	**Others** (specify)	

C. Field Experience Administration
1. Field Experience Locations
a. Field Experience Locations Requirements

Suggested Field Experience Locations	**General Requirements***	**Special Requirements****
Registered Accounting Firms	Letter from college	
Certified Public Accountants & Consultants	Letter from college	
Accounting and finance departments in private sector companies	Letter from college	
Private Hospital	Letter from college	
Banks	Letter from college	

*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 first stage: the registration and direct stage the first semester of the Cooperative Training Semester, the student submits an application to the College's Educational Affairs Department to join the Cooperative Training by filling out the training registration form. Cooperative (T1) which contains basic conditions and instructions for the student during training. The Department of Educational Affairs directs the student to the training authority after verifying that the student has passed To the conditions for joining the training, by using the form (T2 Cooperative Training Opportunities Form) attached Comes with all the necessary forms: Direct training model: (T3) Student evaluation form from the training body: (6 T) List of skills to be trained on by the student according to his specialization: (17) The training body receives the student and completes the Cooperative Training Opportunities (T2) form, which includes This form is the name of the training body, the nature of its work, the nature of the trainee's work, in addition to the name of the training institute The official and the address of the entity, as well as the extent to which that authority agrees to train the student and then return The form for the head of the scientific department in the college

2. Supervisory Staff
a. Selection of Supervisory Staff

Selection Items	**Field Supervisor**	**Teaching Staff**
Qualifications	-	-
Selection Criteria	-	-

b. Qualification and Training of Supervisory Staff
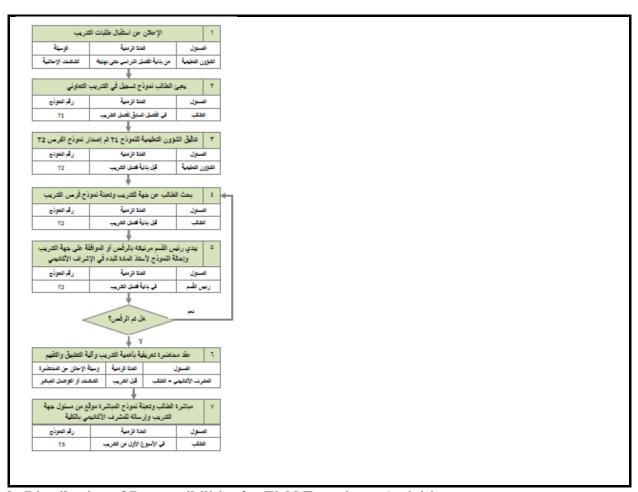(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)
3. Responsibilities
a. Field Experience Flowchart for Responsibility
including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

١	الإعلان عن استقبال طلبات التدريب
المسؤول	المدة الزمنية	الوسيلة
الشؤون التعليمية	من بداية الفصل الدراسي حتى نهايته	الخدمات الإلكترونية

٢	يعبئ الطالب نموذج تسجيل في التدريب التعاوني
المسؤول	المدة الزمنية	رقم النموذج
الطالب	في الفصل السابق لفصل التدريب	T1

٣	تدقيق الشؤون التعليمية للنموذج T1 ثم إصدار نموذج الفرص T2
المسؤول	المدة الزمنية	رقم النموذج
الشؤون التعليمية	قبل بداية فصل التدريب	T2

٤	يبحث الطالب عن جهة للتدريب وتعبئة نموذج فرص التدريب
المسؤول	المدة الزمنية	رقم النموذج
الطالب	قبل بداية فصل التدريب	T2

٥	يبدي رئيس القسم مرئياته بالرفض أو الموافقة على جهة التدريب وإحالة النموذج لأستاذ المادة للبدء في الإشراف الأكاديمي
المسؤول	المدة الزمنية	رقم النموذج
رئيس القسم	في بداية فصل التدريب	T2

هل تم الرفض؟ — نعم / لا

٦	عقد محاضرة تعريفية بأهمية التدريب وآلية التطبيق والتقييم
المسؤول	المدة الزمنية	وسيلة الإعلان عن المحاضرة
المدرب الأكاديمي + الطالب	قبل التدريب	الخدمات أو التواصل المباشر

٧	مباشرة الطالب وتعبئة نموذج المباشرة موقع من مسؤول جهة التدريب وإرساله للمشرف الأكاديمي بالكلية
المسؤول	المدة الزمنية	رقم النموذج
الطالب	في الأسبوع الأول من التدريب	T3

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		✓		✓	✓
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, ...)					

Field Experience Specifications

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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

The academic supervisor makes a first visit to the cooperative training headquarters during the first two weeks of the training period in the entity. This is for the purpose of ensuring the suitability of the work for training and following up on the seriousness of the trainee, and filling out the part of the first visit in the academic supervisor's evaluation form (T4). The trainee's performance in this visit and monitoring is evaluated out of 10 points. In the event that the first visit is not completely satisfactory, as it turns out that the entity is not suitable for training, the student will be notified of the necessity to search for another training entity. • In the event that the first visit is satisfactory, the student must prepare and write the first section of the trainee's report in the form (T5). By writing a detailed report of what was trained in the workplace during the first half of the training period (50%) and stating what will happen in the coming period. Evaluation and monitoring of 15 degrees are carried out for this section of the report. The academic supervisor makes the second visit for the purpose of following up on the trainee's benefit and filling out the evaluation form during the last two weeks of training. Also, the performance of the trainee in this visit and monitoring is evaluated out of 10 degrees

b. Student Support and Guidance Activities

Cooperative training guide

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
None		

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Students, program head and Peer team	Students feedback at the end of every semester Classroom observation by head of the program and Peer evaluation
Course learning outcomes	Program leaders, peer	Exam Papers and course report
Quality of learning resources	Program leader	Textbooks, updated teaching materials, and the feedback from last year course report

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	Business Administration
Reference No.	One
Date	27-09-2022