اعتماد
NCAAA

T5
2019

Field Experience Specifications

Course Title:	
Course Code:	
Program:	
Department:	
College:	
Institution:	

Table of Contents

A. Field Experience Identification

1. Credit hours:
2. Level/year at which this course is offered:
3. Dates and times allocation of field experience activities. • Number of weeks: (….) week • Number of days: (….) day • Number of hours: (….) 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		
1.2		
1.3		
1...		
2	**Skills:**	
2.1		
2.2		
2.3		
2...		
3	**Values:**	
3.1		
3.2		
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			
1.2			
…			
2.0	**Skills**		
2.1			
2.2			
…			
3.0	**Values**		
3.1			
3.2			
…			

Field Experience Specifications

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

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1			
2			
3			
4			
5			
6			
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**	
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**

*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

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.

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, ...)					
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

b. Student Support and Guidance Activities

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures

G. 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	