

ELCSP STUDENT GUIDE TO JOINT TRAINING

English Literature Department 2023



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Introduction

The English Literature Department, in line with its vision of equipping students with knowledge, professional and research competence, and its mission of preparing graduates professionally to meet the needs of the job market and contribute to community service, has always strived to bridge the gap between the skills of graduates and the requirements of the labor market.

Joint training is designed to help students discover their abilities, potential, and weaknesses through practical experience in a real-world environment. This valuable opportunity to gain practical experience will greatly aid students in their professional development and open doors to new career paths. The Joint-Training Unit at the College of Languages connects students with training opportunities in organizations related to their area of specialization, such as those in the media and theater sector, research and editing press, publishing houses, literary clubs, the diplomatic corps, cultural and women's study centers, and many more.

Furthermore, the Joint-Training Unit at the College of Languages is responsible for communication with training institutions. At the beginning of each semester, the unit announces available training opportunities for students. Following this, they announce the results of the allocation process, matching students with the available training placements. Students are required to visit the unit to fill out a contact information form and indicate their training preferences. An information session will be held for students applying for training once the training placements are finalized. During this session, the unit will explain how to complete the training application form and choose training institutions. The location and date of the meeting will be announced through the college's Twitter account.

The training unit distributes students to training institutions based on confirmed placements for the upcoming semester. Priority is given to meeting students' preferences, while also considering their GPA and any specific conditions set forth by the training institution.

Students may propose an additional training institution that is not included in the options provided by the unit. If the student obtains official acceptance from this institution, they may be directed there. It is important to note that all students are obliged to fill out the entity selection form, even if they choose an additional institution.

All students enrolled in the field training course for the upcoming semester must join the Telegram channel for training. This platform serves as the official channel for communication with students. All announcements for training will be published here, and students can obtain them from the Field Training Unit.

Vision

The Joint-Training Unit at the College of Languages strives to provide effective training that develops distinguished professionals in the fields of translation, linguistics, and English literature.

Mission

The Joint- Training Unit offers college students the opportunity to receive exceptional training that hones their skills and provides the necessary practical experience in translation, linguistics, and English literature within various training institutions.

Objectives

- To afford students the opportunity to acquire practical experience in translation, linguistics, and English literature.
- To enable students to apply their knowledge in a work setting.
- To equip students with the skills to navigate the real-world work environment in their area of expertise.

Definition of Joint-Training Course

The Joint-training course is a mandatory prerequisite for obtaining a bachelor's degree in English literature and Cultural Studies Program. Students must complete a fifteen-week field training program in an accredited training institution after successfully passing 124 credit hours.

Joint Training Information

Joint Training Course Information According to the Study Plan

Course Title	Joint Training
Course Code	LITE 492
Department	English Literature
Program	English Literature and Cultural Studies
College	Languages
Level/year at which this course is offered	Level 8 / Year 4
Training Duration:	15 weeks
Number of days	4 days
Number of hours	30 hours
Prerequisites to join field experience	Passing 124 hrs. of the program
	required & elective courses.
Credit hours	6 credit hours

Timeline of Joint-Training Requirements Submission

Requirement	Submitted by	Received by	Due date	Comments
Form 1 (Trainee				
information)	Trainee	Academic Supervisor	First Week of Training	
Form 2 (Trainee's first day of attendance)	Trainee	Academic Supervisor	First Week Of Training	
Form 3 (Daily attendance record)	Trainee	Academic Supervisor	Last Day of Training	
Form 4 (Daily Report)	Trainee	Academic Supervisor	Each Week	
Form 5 (Final Report)	Trainee	Academic Supervisor	At The End of Training	
Form 6 (Trainee Evaluation Form)	Training Supervisor	Academic Supervisor	At The End of Training	
Form 7 (Academic advisor Evaluation)	Academic Supervisor	The Head of English Literature Department	At The End of Training	
Form 8 (Trainee Survey)	Trainee	Academic Supervisor	At The End of Training	
Form 9 (Training supervisor survey)	Training Supervisor	Academic Supervisor	At The End of Training	
Form 10 (Confidential Documents)	Trainee under the supervision of her training supervisor	Academic supervisor	When the trainee is unable to submit samples of her work to the academic supervisor	Filled out only when needed

Field Visit Report	Academic	The head of	Once or twice per	
	supervisor	English Literature	semester	
		Department		
Weekly follow-up of	Academic	The head of		The academic
the trainee	supervisor	English Literature	Throughout the	supervisor
		Department	semester	chooses the
				appropriate
				means of
				communicating
				with her
				students

Duties and Responsibilities of the Trainee

General

- > Uphold Islamic values and principles in all interactions.
- > Comply with the university's and training institution's rules, regulations, and laws.
- > Complete a minimum of 30 training hours, spread over at least 15 weeks.
- Maintain regular communication with both the training supervisor and academic supervisor. Be receptive to guidance and follow the training program established by the institution.
- Commit to the scheduled training times and days. If absent, inform the training supervisor beforehand and submit required reports.

Responsibilities at the Training Institution

- > During the first week, provide the training institution with your contact information, academic supervisor's details, and the training unit's contact information.
- > Monitor your training progress, complete all necessary forms, and submit copies to both the field supervisor and academic supervisor.
- Maintain a dedicated file containing weekly report forms and other training-related documents. Submit this file to your academic supervisor at the end of the training period.
- > Enter your information into the college's training unit's electronic database during the first week.
- > Treat all educational resources and tools within the training institution with care.

Presentations and Evaluation

- ➤ Deliver a 5–10-minute presentation in English about your training experience during the 15th week. This presentation should summarize your activities, acquired skills, and any challenges or benefits encountered.
- > To pass the training course, a minimum score of 80 out of 100 is required in the overall evaluation. Scores below 80 will result in failing the course.

Rights of the Trainees

- > To be treated with respect, fairness, and dignity.
- > To receive training in a supportive and motivating environment.
- > To retain copies of relevant documents, such as absence excuses.
- > To contact your academic supervisor at the college if issues with the training entity's supervisor arise. If unresolved, submit a full report to the electronic unit at CLT-CTU@pnu.edu.sa.
- > To review your evaluation after it has been issued by the Joint-training supervisor.
- > To receive medical treatment or financial compensation at the training entity's expense in case of an injury sustained due to supervisor-assigned tasks.

Role and Responsibility of the Academic Supervisor

Ensuring Training Quality

- Verify that the assigned tasks align with the training course description and the trainee's capabilities.
- > Confirm the suitability of the training location and the presence of a qualified supervisor at the training institution.
- > Assist the trainee throughout the program by answering questions, addressing concerns, and collaborating with the training unit.
- Conduct regular site visits and maintain communication with the field supervisor to monitor the trainee's progress, strengths, and areas for improvement.
- > Ensure the authenticity of the training supervisor's data and verify that all documents are officially sealed.

Evaluation and Record Keeping

- > Confirm a complete trainee file, including the field supervisor's evaluation and the student's final report.
- > Write the student's term evaluation.
- Meet with the trainee at least once or twice a week.
- > Collect the following forms:
 - o First Day of Training form (original or copy) in the first week.
 - Weekly reports (as per Form 4).
 - o Final report form (Form 5) submitted by the student at the end of training.

- Student Evaluation (Form 7): Collect and track the total score (out of 100) which includes:
 - 10 marks for weekly report evaluation.
 - 5 marks for the final report.
 - 5 marks for the training presentation.

In collaboration with the training unit, ensure students complete and submit the Training Entity Survey Form (Form 9) and the Trainee Survey Form (Form 8).

Role and Responsibility of the Field Supervisor

Collaboration and Training Development

- > Collaborate with the college's academic supervisor to design a training plan that aligns with the course objectives and the training entity's capabilities. This is especially important if the training entity lacks a formal training program.
- > Evaluate the quality of the work assigned to the trainee, whether it involves acting and theater management, content writing and editing, or coordination tasks related to literature and culture.
- Ensure there are sufficient trainees to participate in the program.

Trainee Performance and Documentation

- Possess proficiency in both Arabic and English to effectively assess the trainee's performance on assigned tasks.
- Allow trainees to submit copies of their work samples (written documents or reviewed materials) as proof of completed tasks for their academic supervisor.
 - If confidentiality prevents this, the training entity must create and provide a sealed confidential document model that the trainee can submit to the academic supervisor. This document can also be sent electronically with the official seal of the training entity.
- Continuously monitor the trainee's progress throughout the training period and discuss their development with the academic supervisor.
- Ensure the trainee adheres to the established training procedures and reflects this in reports submitted to the university.
- Review the trainee's weekly reports and provide constructive feedback as needed.

- ➤ Collaborate with the college's academic supervisor to address any issues or challenges that may arise during the trainee's placement.
- Attend meetings between the trainee and the academic supervisor at the training site whenever possible.
- Address any trainee defaults or unresolved concerns. If discussions with the trainee are unsuccessful, first contact the academic supervisor. If a resolution remains elusive, escalate the matter to the college's training unit through a report for review and appropriate action. The trainee also has the right to submit a complaint to the academic supervisor at the college.
- Refer to the College of Language's absence from training policy.
- ➤ Complete the trainee's evaluation form at the end of the training period and all other necessary forms throughout the training program.
- In collaboration with the academic supervisor and the college's training unit, update and develop the existing training programs to reflect current job market demands.
- ➤ At the conclusion of the training period, it is recommended to provide the trainee with a certificate acknowledging their successful completion of the program at the institution.

Disciplinary Measures

- The training institution reserves the right to issue a written warning to the trainee if they intentionally commit an error, exhibit clear negligence, or deliberately breach the institution's regulations.
- Should the trainee cause material damage to the institution, they may be required to
 compensate the institution for the cost of the damage from their stipend. This action
 would be taken only after consultation with the college's academic supervisor and the
 submission of a report.

Absence From Training Regulations

- Should a trainee's unexcused absences reach 25% of the total training hours, amounting to 38 hours, they will face exclusion from the course, as is the case with other courses.
- A written warning is given when a trainee's absences hit 15%. Upon reaching an
 absence rate of 25%, a notification is dispatched to the academic supervisor and the
 field training unit, leading to the trainee's disqualification from the field training
 course.
- Should a student be absent due to a justifiable reason or an adverse social situation, the training institution may approve or deny the excuse at its discretion.
- For absences related to medical appointments, the student must provide a photocopy of the appointment confirmation to the training supervisor one day in advance.
- Upon childbirth, a trainee is entitled to a two-week leave for natural birth and
 miscarriage, and a three-week leave for a caesarean delivery. She is required to make
 up for this time after her leave concludes.

- In the case of a relative's death: A trainee is granted a three-day leave in the event of the death of an immediate family member (parents, grandparents, siblings, or children), starting from the date of death.
- Upon the death of a second-degree relative (such as an uncle, aunt, or nephew), a trainee is entitled to two days of leave starting from the date of death.
- If a trainee's spouse passes away, field training will be deferred to the following semester and will not be included in the graduation timeframe. Additionally, the trainee must provide the training supervisor with a copy of the death certificate. The trainee is required to make up for the days missed due to death.

Important Contacts

To reach the Joint-Training Unit, please use the email: clt.grad_affairs@pnu.edu.sa.

Ensure you contact through the student's official university email.

The office number is 0.301.02, and the phone numbers are 1118222731 and 1118222771.

To reach the Joint-Training coordinator in the English Literature and Cultural Studies Program, please email Dr. Najmah Althubaiti at: nnalthubaiti@pnu.edu,sa.

Appendixes: Joint Training Forms



TRAINEE INFORMATION

Personal Information:

Trainee's full name	
Academic Number	
Department	
Mobile Phone Number	
E- mail	

Instructions:

This form is to be filled out by the trainee and saved in the training file. A copy should be submitted to the academic advisor and the training supervisor within the first two weeks.

Health Status:

Blood Group		
Do you suffer of any chronic disease?	O No	O Yes
In case of an affirmative answer, please name it/them.		
Are you allergic to any substances or organic compounds?	O No	O Yes
In case of an affirmative answer, please provide the		
nature of such substances or organic compound		
Do you use any medication or remedies?	O No	O Yes
In case of an affirmative answer, please name it/them.		

Information for emergency situations:

In case of an emergency, please provide information of a contact person.

Full Name	Relation	
Address	Mobile Phone Number	



Training Institution Information

Training Institution		
Training Department		
Location		
Training Supervisor's Name		
Job Title		
Office Phone Number		
Mobile Phone Number		
E-mail		
	Academic Supervisor Information	
Name of Academic Supervisor		
Academic Supervisor's email		
Office/Mobile Phone Number		
Office Hours		
I declare that all the information	provided in this form is accurate, true, and complete.	
Trainee's name:		
Date:		
Signature:		

*ملاحظة: يتم تعبئة هذا النموذج من قبل المتدربة وتسلمه إلى المشرفة الأكاديمية ومشرف التدريب.



رمز النموذج: 0130-6053

نموذج مباشرة طالبة متدربة

*يعبأ من قبل مشرف/ ة جهة التدريب

سعادة عميدة كلية اللغات السلام عليكم ورحمة الله وبركاته، وبعد،

نفيدكم بأن الطالبات المدونة أسماؤهن في القائمة قد باشرن التدريب لدينا وفق البيانات التالية:

جهة التدريب	تاريخ مباشرة التدريب	الكلية والتخصص	رقمها الجامعي	اسم الطالبة المتدربة	م
					1
					2
					3
					4
					5

ختم جهة التدريب

بيانات منسق/ة جهة التدريب			
	البريد الالكتروني:		الاسم لمشرف/ له جهة التدريب:
	التوقيع:		رقم الجوال:

Department of English Literature

Field Training Unit



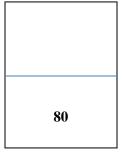
TRAINEE (STUDENT) EVALUATION FORM (Of 80)

Trainee's Name	
Academic ID Number	
Training Institution & Department	
Field Supervisor's Name	
Position	
Nature of Training	
Start of Training	
Date of Completion	

Instructions:

- 1. This form is to be completed by the immediate field supervisor for the purpose of evaluating the overall performance of the trainee.
- 2. The form consists of two sections: professional competence evaluation (20 marks) and 21st century skills evaluation (60 marks), with a total of (80) marks.
- 3. After filling in the above mentioned two sections, the field supervisor gives a final evaluation of the trainee by inserting a check mark ($\sqrt{}$) in front of the description which corresponds to the total evaluation mark (80) in the rating scale below.

Total:



Percentage	Description	V
72-80	Excellent	
64 - 71	Very Good	
56 – 63	Good	
48 - 55	Satisfactory	
40 - 47	Fair	
46 and below	Poor	

Institution or Department Seal:

Princess Nourah Bint Abdulrahman University College of Languages **Department of English Literature**

Field Training Unit



SECTION (1): PROFESSIONAL COMPETENCE EVALUATION (20 MARKS)

Criterion	No.	Assessment Item	Assessment	Deserved	Remarks
			Mark	Mark	
Attendance	1	Punctual in abiding to the office working hours.	2		
and discipline	2	Manages work time appropriately.	3		
	3	Self- reliant and performs tasks according to	3		
Responsibility		instructions.			
	4	Follows institutional office regulations.	2		
	5	Accomplishes work on time effectively.	2		
Achievements	6	Shows development and perseverance in handling more advanced tasks.	3		
Neatness /	7	Maintains good appearance and public propriety.	3		
orderliness	8	Keeps training place clean and in proper order.	2		
		Total	20		

General Comments (if any):		

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Department of English Literature

Field Training Unit



SECTION (2): 21st. CENTURY ESSENTIAL SKILLS OF THE INFORMATION AGE (60 MARKS)

Please, fill in the tables below A, B and C.

Criterion	NO.	A. Knowledge Competence	Assessment Mark	Deserved Mark	Remarks
				Mark	ı
Knowledge	1	Demonstrates sufficient knowledge within field experience	3		
Competence		practices. (e.g., content writing, editing, coordination tasks			
and		in literature & culture-related fields, theater-related tasks			
Information		and others)			
Literacy	2	Capable of evaluating information quality and organizing or	3		
		storing it.			
	3	Able to access and use digital media, networks and	3		
Media		communication tools.			
And	4	Able to exchange information using technologies such as	3		
Technology		web browsers, email, word processing and others.			

	B. Learning Skills (the four C's)				
Critical	5	Identifies and analyzes problems related to required tasks.	3		
Thinking	6	Capable of generating data-driven solutions.	3		
Creativity	7	Has the skill of generating new innovative ideas.	3		
	8	Has confidence and takes responsibility for creativity.	3		
Communication	9	Has a collaborative character and is willing to trust others	3		
and		and to provide help and support.			
Collaboration	10	Capable of accepting differences and focusing on strengths.	3		

	C. Personal and Professional Values				
Flexibility	Flexibility 11 Adapts successfully and keeps calm in the face of high-stress				
		situations.			
	12	Accepts feedback and diverse opinions.	3		
Leadership	13	Has a high sense of motivation and responsibility.	3		

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Department of English Literature

Field Training Unit



	14	Keen on keeping work ethics and sustaining effective teamwork.	3	
Initiative	15	Proactive about tasks, resourceful and solution oriented.	3	
	16	Decisive and can voice her ideas actively.	3	
Productivity	17	Focused and has the ability to pay attention to high-priority tasks first.	3	
	18	Capable of increasing efficiency of performance day by day.	3	
Social Skills	19	Capable of building effective interpersonal relationships.	3	
	20	Resolves conflicts in a constructive and respectful manner in accordance with professional code of ethics.	3	
	1	Total	60	

Manuscript Quanty:	O Excellent	O very Good	O Good	O Average	O Poor	
General Comments (if a	<u>ıny):</u>					

Princess Nourah Bint Abdulrahman University College of Languages Field Training Unit



TRAINEE EVALUATION FORM BY THE ACADEMIC SUPERVISOR (Of 20)

Trainee's Name	
Academic ID Number	
Name of Training Institute	
Academic Supervisor's Name	

Instructions:

- 1. This form is to be accomplished by the immediate academic supervisor of the trainee.
- 2. The total mark is out of 20.

PART (1): ASSESSMENT OF WEEKLY REPORTS (10 MARKS)

No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
1	Submitting reports on time and attaching samples of	2		
	work			
2	Writing accurate and important details	4		
3	Well-written report (including: grammar, spelling,	4		
	word choice, coherence and cohesion).			
	Total	10		

PART (2): ASSESSMENT OF THE FINAL REPORT (10 MARKS)

No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
1	Following the instructions for writing the report	2		
2	Writing accurate and important details	4		
3	Well-written report (including: grammar, spelling,	4		
	word choice, coherence and cohesion).			
	Total	10		

Total:		Academic Supervisor's Name:		
_	20	Signature:	Date:	



TRAINEE'S FINAL MARK (Of 100)

Trainee's Name	
Academic Number	

No.	Evaluation Type	نوع التقييم	Mark	Deserved Mark
1	Trainee evaluation by the field training supervisor	تقييم مشرف التدريب	80	
2	Trainee evaluation by the academic supervisor	تقييم المشر ف الأكاديمي	20	
		Total	100	

Γraining Academic Supervisor:
Date:
Signature:

^{*}ملاحظة: يستخدم هذا النموذج من قبل المشرفة الأكاديمية فقط



CONFIDENTIAL DOCUMENTS FORM

نموذج سرية الوثائق

	سعادة المشرفة الأكاديمية
نفيدكم بأنه لا يمكن تزويدكم بنماذج من أعمال لسرية المحتوى.	نظراً لسياسة العمل في الطالبة المتدربة / وذلك ا
) أو تحرير أو كتابة (إذا كانت طالبة لغويات أو	لذا نفيدكم بأن الطالبة تقوم بترجمة (إذا كانت طالبة ترجمة أدب إنجليزي) ما يقارب عدد () كلمة أسبو عياً*.
اتنا،،	ولكم خالص تحي
مشرف/ـة المتدربة:	

*ملاحظة: نأمل تعبئة النموذج من قبل مشرف التدريب مرة واحدة خلال فترة التدريب في حال منع المتدربة من إرفاق نماذج أعمالها للمشرفة الأكاديمية، ويتم إرساله إلى المشرفة الأكاديمية بالإيميل أو من خلال المتدربة، مع الشكر.