



Field Experience Specifications

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| Course Title: | Field Training |
| Course Code: | LING 471 |
| Program: | Applied Linguistics (English) |
| Department: | Department of Applied Linguistics. |
| College: | College of Languages |
| Institution: | Princess Nourah Bint Abdulrahman University |



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A. Field Experience Identification

| |
|--|
| 1. Credit hours: 14 Hours |
| 2. Level/year at which this course is offered: Levels 11-12/ Fourth Year |
| 3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: Students spend 3 days a week training at workplaces for a semester. (a total of 150 hours at least). • They also meet their academic supervisor once a week. • Number of days: 3 days a week in level 11 and 5 days a week in level 12 • Number of hours: 5 hours a day, at least (a total of 150 hours at least). Yet, times vary from one field to another. |
| 4. Pre-requisites to join field experience (if any): Completing 81 hours of required and elective courses. |

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

| CLOs | | Aligned PLOs |
|----------|---|--------------|
| 1 | Knowledge and Understanding | |
| 1.1 | List real activities and functions of workplace environment. | K1 |
| 2 | Skills: | |
| 2.1 | Apply professional and academic knowledge and skills learned from previous courses in the workplace. | S5 |
| 2.2 | Demonstrate good decision making and time management skills. | S7 |
| 3 | Values: | |
| 3.1 | Develop appropriate communicative spoken and/or written skills in various situations in English. | V1 |
| 3.2 | Recognize areas for personal growth, future knowledge, and skill development | V2 |
| 3.3 | Demonstrate their ability effectively to work in a team and respond positively to supervisor's guidance and criticism | V3 |

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 | List real activities and | Writing internship | Weekly report |



| Code | Learning Outcomes | Training Methods/Activities | Assessment Methods |
|------------|---|---|---|
| | functions of workplace environment. | weekly report. | evaluation. |
| 1.2 | Recognize areas for personal growth, future knowledge, and skill development | * Writing internship weekly report. • Workplace supervisor evaluation. | *Weekly report evaluation. • Workplace supervisor evaluation review and assessment with the student. |
| 2.0 | Skills | | |
| 2.1 | Apply professional and academic knowledge and skills learned from previous courses in the workplace. | Writing internship weekly report. • Student's presentation at the end of the term. | Weekly report evaluation. • Presentation evaluation. |
| 2.2 | Demonstrate good decision making and time management skill | -Submitting internship weekly report on time -Workplace supervisor evaluation of punctuality and time management. | -Weekly report Evaluation. -Workplace supervisor evaluation review and assessment with the student. |
| 3.0 | Values | | |
| 3.1 | Develop appropriate communicative spoken and/or written skills in various situations in English. | -Workplace supervisor evaluation of student's communicative skills. | -Workplace supervisor evaluation review and assessment with the student. |
| 3.2 | Demonstrate their ability effectively to work in a team and respond positively to supervisor's guidance and criticism | Workplace supervisor evaluation of student's team work. Discussion with students on areas of improvement based on supervisor's evaluation. | Workplace supervisor evaluation review and assessment with the student. |

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

| # | Assessment task* | Assessment timing (Week) | Percentage of Total Assessment Score |
|---|--|--------------------------|--------------------------------------|
| 1 | Weekly report submitted to the academic supervisor | Every week (10 in total) | 10 % |
| 2 | A final report submitted | Week 10 | 5 % |
| 3 | Presentation | Week 10 | 5 % |



| # | Assessment task* | Assessment timing (Week) | Percentage of Total Assessment Score |
|---|---|--------------------------|--------------------------------------|
| 4 | Training supervisor's evaluation report | Week10 | 80 % |

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

b. Assessment Responsibilities

| # | Category | Assessment Responsibility |
|---|------------------|---|
| 1 | Teaching Staff | Evaluating weekly reports, final report and the presentation. |
| 2 | Field Supervisor | Evaluating students' performance in workplace. |
| 3 | Others (specify) | |

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

| Suggested Field Experience Locations | General Requirements* | Special Requirements** |
|--|-----------------------|------------------------|
| A desk space with access to a computer and the internet. | NA | NA |
| | | |
| | | |
| | | |

*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

- 1-The location offers applying and gaining experience in one or more learning outcomes of previous courses.
- 2- The location agrees to provide a supervisor to evaluate the student's performance.

2. Supervisory Staff

a. Selection of Supervisory Staff

| Selection Items | Field Supervisor | Teaching Staff |
|--------------------|--|--|
| Qualifications | Qualification in Applied Linguistics or a related field. | Qualification in Applied Linguistics or a related field. |
| Selection Criteria | In charge of tasks related to an area of Applied Linguistics directly or indirectly. | Supervising student progress |

b. Qualification and Training of Supervisory Staff

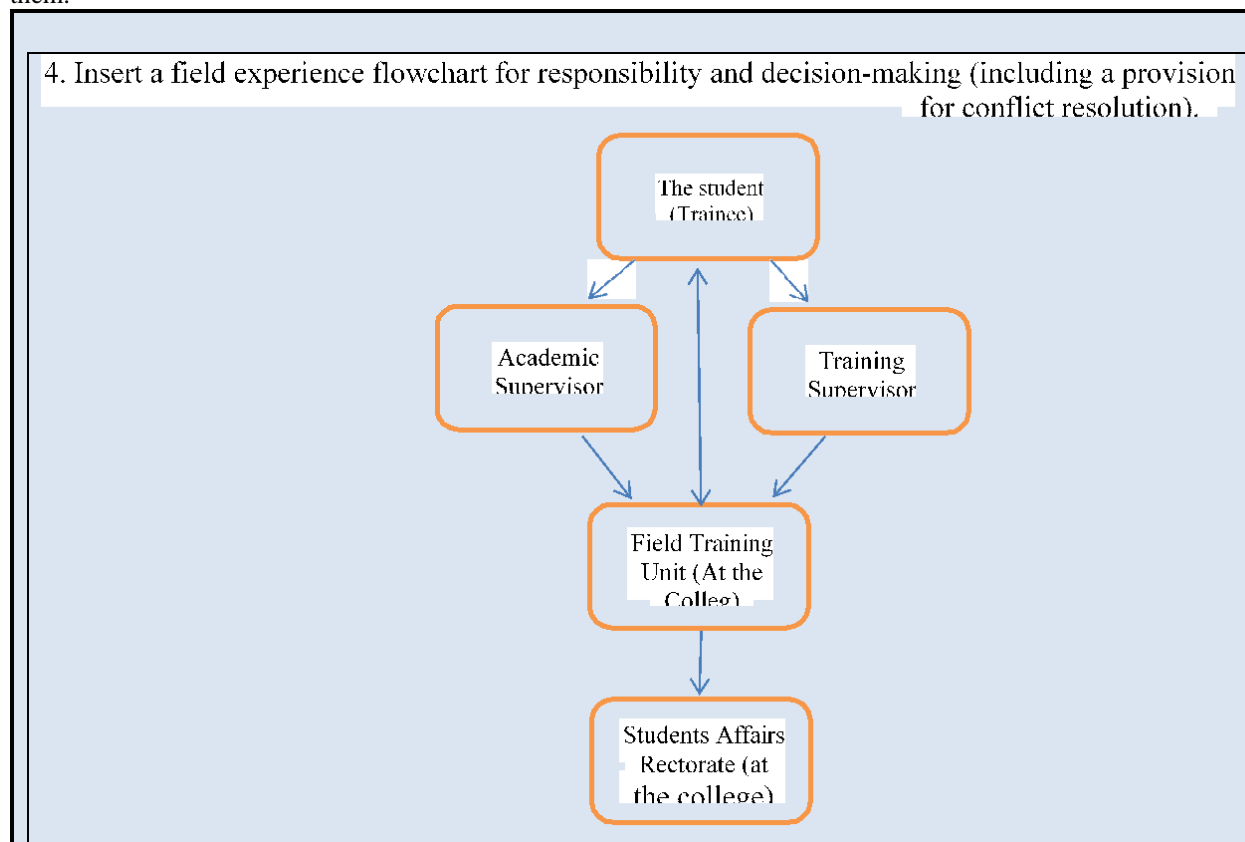
(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)



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 | | √ | | √ | √ |



| Activity | Department or College | Teaching Staff | Student | Training Organization | Field Supervisor |
|---|-----------------------|----------------|---------|-----------------------|------------------|
| 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

- Regular meetings to be held by the field experience coordinator with the academic supervisors.
- Examining the evaluations at the quality assurance unit at the end of each semester.
- Examining the students' grades by the department.
- Evaluation of a sample exam by the department.

b. Student Support and Guidance Activities

- Students' general standard in the course based on their test scores.
- Tracking the students' progress and grades.
- Using anonymous students' feedback throughout semester.
- Students' evaluation of the course via questionnaires.

5. Safety and Risk Management

| Potential Risks | Safety Actions | Risk Management Procedures |
|-----------------|----------------|----------------------------|
| NA | NA | NA |

G. Training Quality Evaluation

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|---|-----------------------|--------------------|
| Effectiveness of training and assessment | students | Indirect |
| Training Evaluation of the students by organization Training | Training Organization | Surveys-Indirect |



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 | Applied Linguistics Program Committee (1) Applied Linguistics Department Council (4) College Council (4) |
| Reference No. | Applied Linguistics Program Committee (1) Applied Linguistics Department Council (4) College Council (4) |
| Date | Applied Linguistics Program Committee (1) 9-2-1444 Applied Linguistics Department Council (4) 7-3-1444 College Council (4) 22-3-1444 |

