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2019

Field Experience Specifications

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**

Table of Contents

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. ● 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

م	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

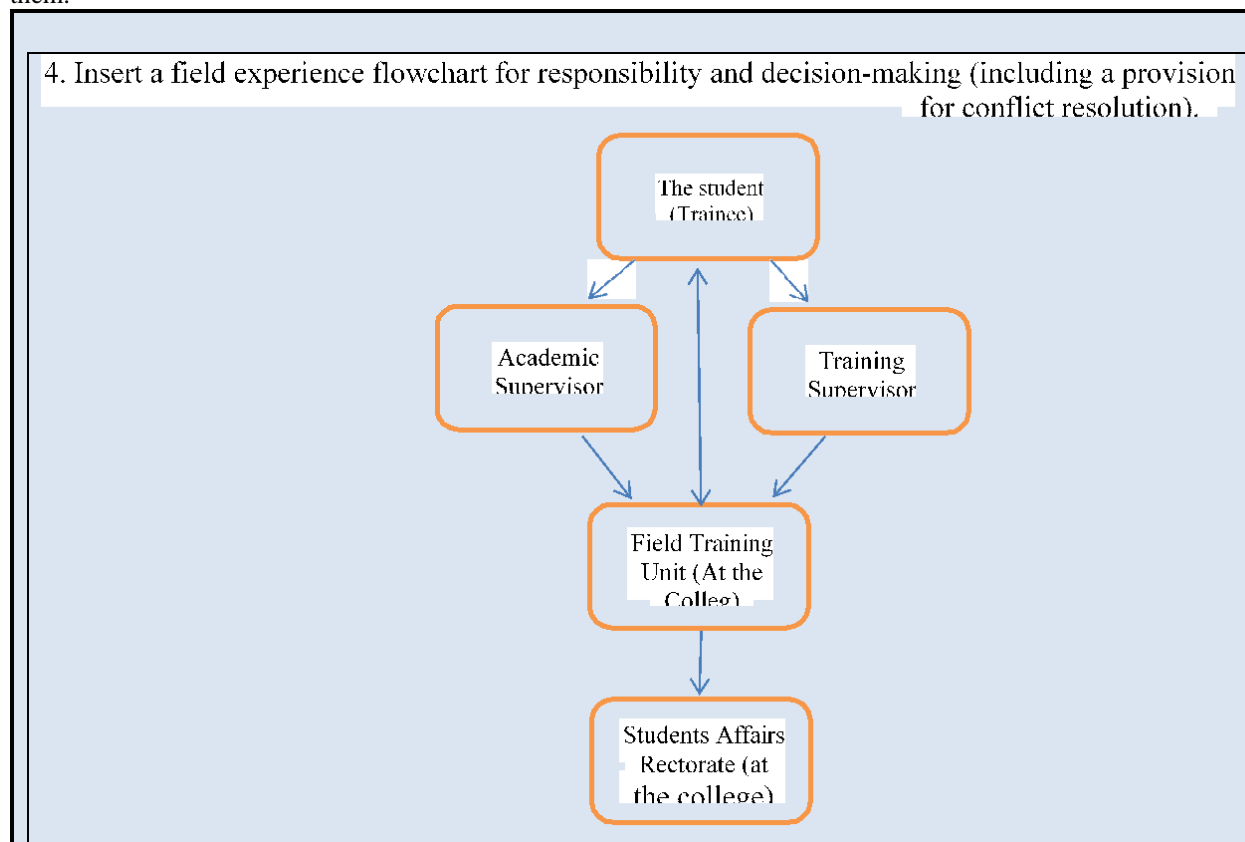**b. Qualification and Training of Supervisory Staff**
(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

3. Responsibilities
a. Field Experience Flowchart for Responsibility
including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

4. Insert a field experience flowchart for responsibility and decision-making (including a provision for conflict resolution).

The student (Trainee)

Academic Supervisor

Training Supervisor

Field Training Unit (At the College)

Students Affairs Rectorate (at the college)

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

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