

جامعة الأميرة
نورة بنت عبدالرحمن
كلية اللغات



English-Arabic Specialized Translation Master's Program Internship Handbook

كلنا مسؤول



2024/1446



Table of contents

Definition of terms	2
Introduction	3
Course basic information	3
Learning outcomes and related training activities	3
What is an internship?	4
General guidelines for the internship processes	4
The intern's rights and responsibilities	5
The worksite supervisor's responsibilities	6
The academic supervisor's responsibilities	6
Assessment plan	7
Absence policy	7
Summary of the internship activities and procedures	8
Potential internship providers	9
Internship forms	10
Appendix	12



Definition of terms

The following terms will be used in this handbook to mean the following:

Intern: a student enrolled in the English-Arabic Specialized Translation Master's program (project track), who has successfully completed all the courses of the first 3 levels of the program and is registered in the 4th level, which includes an internship course.

Internship: the workplace training the intern has to complete at an external institution as a requirement for graduation.

Workplace/worksite/internship provider: the external institution where the intern spends the internship period.

Worksite supervisor: the supervisor assigned by the external institution to provide support and guidance for the intern.

Academic supervisor: the PNU supervisor assigned by the academic program to provide support and guidance for the intern.



Introduction

This handbook is intended as a guide and resource for students, staff, and worksite supervisors, outlining internship requirements, regulations and all the information needed by the parties involved. One of PNU's educational policies is to incorporate internship placement within all its curricula in undergraduate as well as postgraduate programs. The aim is to enrich students' practical experience, providing them with the opportunity to gain a hands-on understanding of workplace requirements and expectations. They get the chance to have a real-world experience while using and applying the knowledge and skills they have acquired in their academic programs.

Our English-Arabic Specialized Translation Master's program offers the internship course in its final semester to help students gain real world experience and develop the professional skills they need to succeed in their future career. This course is for the non-thesis track students after completing all the taught courses in the program. During the internship period, students are expected to practice translation in real professional contexts, Every student will be under the supervision of a member from the workplace and a faculty member from the program.

Course basic information:

Course name	Course code	Credit hours	Contact hours	Duration	Prerequisites
Internship	TRAN 841	3	150	15 weeks 75 days	All the courses of previous levels

Learning outcomes and related training activities

	Learning outcome	Training activities	Assessment method
1. Knowledge and understanding			
1.1	Discuss prominent professional aspects involved in the translation profession	-Discussing various professional aspects with both the academic and worksite supervisors.	-An evaluation sheet is given to the supervisor. -Weekly and final reports
1.2	Identify the actual demands and problems translators, supervisors and translation service providers face in real work settings	-Discussing theoretical aspects of trainees' translations.	-Supervisor's feedback -Questionnaires
2. Skills			
2.1	Produce coherent and cohesive translation and supervisory tasks competently	-Samples of their work. -Weekly and final reports	-An evaluation sheet is given to the supervisor
2.2	Display critical and analytical skills in		



	Performing their tasks		
3. Values, autonomy, and responsibility			
3.1	Comply with professional standards such as punctuality, meeting deadlines, and commitment	-Individual and group work -Group discussions	-An evaluation sheet given to the supervisor. -A copy of attendance sheet -Thanking letters on outstanding performance
3.2	Maintain good relationships with coworkers, co-trainees, and supervisors in the institution of training.		

What is an internship?

An internship is career-related /based work experience that is part of the MA program completion requirements. Its primary aim is to enhance students' academic training and provide a real-world introduction to their future career, linking classroom learning with real-life applications. Thus, it is part of students' personal and professional development.

Internship placement is undertaken as a curriculum requirement for graduation. It is not a paid position, but it could lead to a job opportunity; an intern may end up getting hired in the training worksite when there is an opening and the intern meets the expectations of an employer.

Internships are good for all the parties involved, students, employers at workplaces, and the academic program. The student is given the opportunity for career exploration and professional development, and to demonstrate her competence, which could potentially help her get a job. The employers are given the opportunity to bring new ideas and energy into the workplace, discover new talents, and serve the community by training and preparing future full-time employees. The academic program benefits from the feedback provided by the students and employers in developing its curriculum and keeping it updated and in line with the job market demands and needs.

General guidelines for the internship processes:

1. The intern should have two supervisors: an academic supervisor assigned by the academic program and a worksite supervisor assigned by the employer.
2. The internship period should not be less than 150 hours, over 15 weeks, with an average of 3 workdays per week and 6 hours per day. During the summer semester, the training period is reduced to only 8 weeks, 4 days a week.
3. An intern leave includes all the official or public holidays approved by the Ministry of Human Resources.
4. The passing grade in this course is 70 out of 100.
5. If any kind of conflict arises at the workplace, she should try to resolve the issue with her worksite supervisor. If the issue could not be resolved, the intern should consult



with her academic supervisor. If the conflict persists, a report should be sent to the program director.

6. If the intern intentionally commits a serious mistake, displays blatant negligence in her duties, or violates the workplace policies, she should be warned in writing.
7. The intern is liable for any damage caused or incurred by her in the workplace. The internship provider has the right to be compensated for the damage from the intern's monthly allowance, after contacting the academic supervisor and writing a report on the incident.

The intern's rights and responsibilities

An intern is expected to:

1. Comply with all PNU and the internship provider's regulations and policies during the training period. She is also expected to follow the instructions of her academic and worksite supervisors.
2. Attend the orientation program prepared by the internship coordinator in the department/college/program.
3. Meet her academic supervisor once a week.
4. Adhere to the working hours as per the policies of both PNU and the internship provider. Supervisors must be notified of any absence beforehand, and provided with timely medical reports. Please have a look at "Absence Policy in Internships", on Page 8 of this handbook.
5. Primarily, undertake translation tasks. She may additionally be assigned to do some administrative or clerical work.
6. Provide the internship provider with all her and her academic supervisor's contact information during the first week of training. The academic supervisor should be provided with similar information.
7. Undertake the responsibility of following up all the training procedures, completing all the required forms, and provide her supervisors with copies of these forms.
8. Create a file where she uploads all her forms and reports and any relevant materials and to which her academic supervisor can have easy access.
9. Give a presentation in the academic department at the end of the internship period about her experience. The presentation should be attended by the program staff and students planning to start their internships.

The intern has the right to:

1. Have access to her evaluation by the internship provider and worksite supervisor after evaluation submission.
2. Be provided with a safe, decent and comfortable workspace and to be treated respectfully by the worksite supervisor and employees.



The worksite supervisor's responsibilities:

The worksite supervisor is expected to:

1. Specify the translation or interpreting tasks that need to be completed by the intern.
2. Preferably accommodate at least 3 interns.
3. Provide the academic supervisor with an outline of the tasks to be assigned to the intern, which must be related to the specialization of the intern.
4. Provide the intern with texts (of no less than 200 and no more than 1000 words) to be translated per day. Administrative tasks should not outweigh or take precedence over translation tasks.
5. Provide training and professional guidance and preferably with a certificate of training completion.
6. Allow the intern to record her interpreting tasks to facilitate later evaluation.
7. Monitor the intern's performance and progress over the training period.
8. Allow the intern to include samples of her translations in the reports submitted to the academic supervisor. If the intern is required to maintain the confidentiality of work documents, the worksite supervisor must complete Form 10.

The academic supervisor's responsibilities:

The academic supervisor is expected to:

1. Monitor the internship process from the beginning to the end, making sure the intern is undertaking and completing all the tasks required from her by the internship provider.
2. Make sure the program requirements are met in terms of the amount of translation that should be completed per day: no less than 200 and no more than 1000 words.
3. Make sure the intern is provided with a convenient work place to enable her to complete her tasks and that she gets appropriate supervision at the workplace.
4. Visit the worksite at least once during the semester.
5. Contact the worksite supervisor at least twice during the semester to make sure the intern is performing well, completing all her tasks, and that there are no challenges or issues to be addressed.
6. Help the intern resolve any issues or conflicts that may arise in the workplace.
7. Give the intern full access to her evaluation and grades assigned by the worksite supervisor.
8. Meet the intern once a week.



Assessment plan:

Assessor	Assessed items	Marks
Worksite supervisor	Professional competence (attendance, responsibility, achievements, attitude)	25 marks
	Translation competence (comprehension, accuracy, spelling, grammar, style, problem solving)	55 marks
Academic supervisor	Weekly reports	10 marks
	Final report	10 marks

Absence policy:

1. Interns are expected to be committed to working days. Supervisors should be notified by any leave of absence beforehand and medical reports should be sent immediately.
2. If the intern is absent without an acceptable excuse, the worksite supervisor has the right to deduct marks for absence.
3. The worksite should warn the intern if she reaches the 15% absence limit. When she exceeds the 25% limit, the intern will be denied course credit. In this case, the worksite supervisor has to send a report to the academic program.
4. The intern is entitled to have up to 5 days of medical leave from public or private hospitals/clinics during the internship period.
5. If the intern is absent for social or any other reasons, the workplace has the right to accept or refuse to accept the excuse.
6. Absence due to childbirth is permitted for up to two weeks for a normal delivery and three weeks for a caesarean section.
7. Absence due to bereavement:
 - a. If the deceased is first-degree relative (parents, grandparents, siblings, or child), the intern is entitled to 3 days of bereavement leave.
 - b. If the deceased is second-degree relative (uncles, aunts, nieces or nephews), the intern is entitled to 2 days of bereavement leave.
 - c. If the deceased is the intern's husband, the internship is postponed to the following semester.

The intern is required to submit a certificate of death to the worksite supervisor.



Summary of the internship activities and procedures:

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	-	Academic Supervisor	-	-	Field Training Unit (At the College)
Selection of supervisory staff	Students Affairs Rectorate (At the College)	-	-	-	-
Provision of the required equipment	Students Affairs Rectorate (At the College)	-	-	-	-
Provision of learning resources	-	Academic Supervisor	-	-	Training Supervisor
Ensuring the safety of the site	Field Training Unit (At the College)	Academic Supervisor	-	-	Training Supervisor
Commuting to and from the field experience site	Trainee	-	-	-	-
Provision of support and guidance	-	Academic Supervisor	-	-	Training Supervisor
Implementation of training activities (duties, reports, projects ...)	Field Training Unit (At the College)	-	Trainee	-	Training Supervisor
Follow up on student training activities	-	Academic Supervisor	-	-	Training Supervisor
Monitoring attendance and leave	-	-	-	-	Training Supervisor
Assessment of learning outcomes	-	Academic Supervisor	-	-	Training Supervisor
Evaluating the quality of field experience	-	Academic Supervisor	-	-	Training Supervisor



Potential internship providers:

Following is a list of different workplaces where our interns in previous years have received training. However, more workplaces could be added to the list.

1. Ministry of Interior.
2. Ministry of Environment Water & Agriculture.
3. Saudi Industrial Development Fund (SIDF).
4. KACST Academy.
5. King Salman Humanitarian Aid & Relief Center
6. Technical and Vocational Training Corporation- General Directorate for International Cooperation.
7. Shearman and Sterling LLP Company
8. Global Center for Combating Extremist Ideology (ETIDAL).
9. Bureau of Experts at the Council of Ministers.



Internship forms:

The following table includes all the internship forms, specifying who should complete them and the completion time.

Form number	Title	Purpose	To be complete by	Completion time
1	General Information Form	Providing contact information of the intern, academic and worksite supervisors.	Intern	First week
2	Internship Commencement Form	Making sure the intern has started her training period at the workplace.	Worksite supervisor	First week
3	Attendance Form	Monitoring intern's commitment to working hours	Worksite supervisor	Weekly
4	Weekly Report Form	Reporting on the tasks performed by the intern and any challenges encountered.	Intern	Weekly
5	Final Report Form	Reporting on the whole internship experience.	Intern	Last week
6(A) In-person training	Worksite Supervisor Evaluation	Evaluating the performance of the intern based on the criteria outlined in the form.	Worksite supervisor	Last week
6(B) Online training	Worksite Supervisor Evaluation	Evaluating the performance of the intern based on the criteria outlined in the form.	Worksite supervisor	Last week
7	Academic Supervisor Evaluation	Evaluating the reports submitted by the intern based on the criteria outlined in the form.	Academic supervisor	Last week
8	Intern's Survey	Giving feedback on the workplace	Intern	Last week
9	Worksite Supervisor Survey	Giving feedback on the internship process	Worksite supervisor	Last week
10	Confidentiality Pledge	Interns are required to include samples of their translations in their reports. This form is completed if intern is required to maintain the confidentiality of work documents.	Worksite supervisor	First week

All the forms can be accessed at:

<https://drive.google.com/drive/folders/1ABdfQasibxo8gJtn8QYVkjMQWlgMijB0?usp=sharing>



Appendix

Internship Forms



FORM 1: TRAINEE INFORMATION

Princess Nourah Bint Abdulrahman University College of Languages Field Training Unit	
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 وأشرف التدريب.

2

Princess Nourah Bint Abdulrahman University College of Languages Field Training Unit	
(FORM D): 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? In case of an affirmative answer, please name it/ them.	O No O Yes
Are you allergic to any substances or organic compounds? In case of an affirmative answer, please provide the nature of such substances or organic compound	O No O Yes
Do you use any medication or remedies? In case of an affirmative answer, please name it/ them.	O No O Yes
Information for emergency situations: In case of an emergency, please provide information of a contact person.	
Full Name	Relation
Address	Mobile Phone Number

1

FORM 2: INTERNSHIP COMMENCEMENT



جامعة الأميرة نورة بنت عبدالرحمن
وكلية اللغة العربية للتعليمية

نورة ج. مناصرة - كلية اللغة العربية

الإصدار الأول
نسخة 1437هـ

رقم الترخيص: 0130-F053

❖ يعياً من قبل مشرفة/ة جهة التدريب
سعادة عميدة كلية اللغات السلام عليكم ورحمة الله وبركاته نتميزكم بأن الطالبات الأخيات باسمن التدريب لدينا

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

بيانات مشرفة/ة جهة التدريب	
الاسم بالمشرفة/ة جهة التدريب	
رقم العجالة	
البريد الإلكتروني	
التوقيع	

ختم جهة التدريب



FORM 3: ATTENDANCE

الإصدار الأول
رمضان 1437هـ

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للشؤون التعليمية



رمز النموذج: 0130-F052

نموذج الحضور والانصراف

اسم الطالبة	الرقم الجامعي	
الكلية	التخصص	اللغات
جهة التدريب	إدارة التدريب	
تاريخ بداية التدريب	تاريخ نهاية التدريب	14...../...../.....هـ

يبدأ من قبل مشرف/ة جهة التدريب (بحيث تتم المقررة 150 ساعة تدريب أياً كان عدد الأيام والأسابيع)

ملاحظات مشرفة جهة التدريب	الانصراف		الحضور		التاريخ	اليوم	الأسبوع
	التوقيع	الوقت	التوقيع	الوقت			
						الأحد	الأسبوع الأول
						الاثنين	
						الثلاثاء	
						الأربعاء	
						الخميس	
						الأحد	الأسبوع الثاني
						الاثنين	
						الثلاثاء	
						الأربعاء	
						الخميس	
						الأحد	الأسبوع الثالث
						الاثنين	
						الثلاثاء	
						الأربعاء	
						الخميس	
	التوقيع:	المسمى الوظيفي:		مشرفة/ة جهة التدريب:			

ختم جهة التدريب



FORM 4: WEEKLY REPORT

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit



(FORM 4): TRAINEE'S WEEKLY REPORT

* Remember to attach samples of your work (if possible).

Trainee's Name:	
Academic Number:	Training Institution:
Report No.:	Date:
No. of Pages:	No. of Attached Documents:

1. Performed tasks & accomplishments

.....
.....
.....
.....

2. Translation or other language-related tasks

.....
.....
.....

3. Learned skills and experience

.....
.....
.....

4. Interesting spare time activities, if any

.....
.....
.....

5. Problems encountered & actions taken to overcome them, if any

.....
.....
.....

6. Additional notes, if any

.....
.....

*Training Supervisor's Name:

*Signature:

*Date:

*Optional



FORM 5: FINAL REPORT

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit



(FORM 5): TRAINEE'S FINAL REPORT

Trainee's Name:

Academic Number:

Report No.:

No. of Pages:

Training Institution:

Date:

- This report is to be written by the trainee, and submitted to the academic supervisor



FORM 6(A): TRAINEE EVALUATION FORM

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

PART (I): PROFESSIONAL COMPETENCE EVALUATION (25 MARKS)

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Attendance and discipline	1	Punctual in coming to the training office	3		
	2	Presents during required times	1		
	3	Self-reliant and performs tasks with minimum supervision	2		
Responsibility	4	Patient and tolerant in handling any task	1		
	5	Shows interest in performing more advanced activities	2		
	6	Follows institutional regulations	1		
	7	Accomplishes work on time	2		
	8	A good user of the computer and Internet (this includes good typed works)	2		
Achievements	9	Creative at work	1		
	10	Manages time appropriately	1		
Neatness / orderliness	11	Good appearance	1		
	12	Keeps training place clean and in proper order	1		
	13	Maintains public propriety	1		
Cooperation and responsiveness	14	Works with the group harmoniously	2		
	15	Extends help to co-trainees and regular employees	2		
	16	Responds positively to supervisor's feedback	1		
	17	Demonstrates a sense of initiation	1		
Total			25		

General Comments (if any):

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

(FORM 6): TRAINEE EVALUATION FORM (Of 80)

Trainee's Name	
Academic Number	
Training Institution & Department	
Supervisor's Name	
Position	
Nature of Training	<input type="radio"/> Only Translation <input type="radio"/> Translation and other tasks
Start of Training	
Date of Completion	

Instructions:

- This form is to be completed by the immediate supervisor/ trainer of the trainee.
- This form is to be used for evaluating the performance of the trainee. Your feedback on her performance will help us objectively evaluate the overall skills of the trainee (student) and improve our academic plan.
- It consists of two parts: professional competence evaluation (2.5 marks) and translation competence evaluation (55 marks), with total mark (80). If the trainee performed written translation, part 2 on page 3 should be filled out. If the performed translation is oral, part 2 on page 4 should be filled out. If the nature of training is both written and oral, the average mark is considered.
- Evaluation is made by using the rating scale below. The supervisor puts a check mark (✓) in front of the description which corresponds to the total evaluation mark.

Total:

80	
----	--

Institution or Department

Seal:

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



PART (2): TRANSLATION COMPETENCE EVALUATION (55 MARKS)

WRITTEN TRANSLATION

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, idioms, and collocations	5		
Accuracy	3	Accurate meaning	5		
	4	Accurate and consistent translation of terms	4		
Spelling	5	Clear (not ambiguous) and precise translation	4		
	6	Correct spelling	3		
Grammar	7	Correct sentence structures	7		
	8	Correct subject-verb agreement	4		
Style	9	Correct tense	4		
	10	Correct use of punctuation marks	3		
Problem solving	11	Coherent and cohesive translation	6		
	12	Creative in solving translation problems	4		
	13	Has good research skills	3		
Total			55		

Translation Quality: Excellent Very Good Good Average Poor

General Comments (if any):

3



SIMULTANEOUS INTERPRETATION (if applicable)

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, and collocations	5		
Voice	3	Articulation	5		
	4	Intonation	4		
Delivery	5	Audible	4		
	6	Fluency (hesitant, regular, irregular, false start, etc)	5		
Accuracy	7	Pace (fast / slow)	5		
	8	Correct meaning	6		
Message	9	Correct and consistent translation of terms	6		
	10	Clear (not ambiguous) message	6		
Grammar	11	Correct tense	6		
	Total			55	

Spontaneous Interpretation Quality: Excellent Very Good Good Average Poor

General Comments (if any):

Thank you.

4





FORM 6(B): TRAINEE EVALUATION FORM

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

PART (1): PROFESSIONAL COMPETENCE EVALUATION (25 MARKS)

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Responsibility	1	Self-reliant and performs tasks with minimum supervision	3		
	2	Patient and tolerant in handling any task	1		
	3	Shows interest in performing more advanced activities	1		
Achievements	4	Follows institutional regulations	2		
	5	Accomplishes work on time	5		
	6	A good user of the computer and Internet (this includes good typed works)	5		
Cooperation and responsiveness	7	Creative at work	1		
	8	Manages time appropriately	2		
	9	Works with the group harmoniously	1		
Total	10	Extends help to co-trainees and regular employees	1		
	11	Responds positively to supervisor's feedback	2		
	12	Demonstrates a sense of initiative	1		
Total			25		

General Comments (if any):

PART (2): TRANSLATION COMPETENCE EVALUATION (55 MARKS)

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

(FORM 6): EVALUATION FORM FOR ONLINE TRAINEE (OF 80)

Trainee's Name	
Academic Number	
Training Institution & Department	
Supervisor's Name	
Position	
Nature of Training	<input type="radio"/> Only Translation <input type="radio"/> Translation and other tasks
Start of Training	
Date of Completion	

Instructions:

- This form is to be completed by the immediate supervisor/ trainer of the trainee.
- This form is to be used for evaluating the performance of the trainee. Your feedback on her performance will help us objectively evaluate the overall skills of the trainee (student) and improve our academic plan.
- It consists of two parts: professional competence evaluation (25 marks) and translation competence evaluation (55 marks), with total mark (80). If the trainee performed written translation, part 2 on page 3 should be filled out. If the performed translation is oral, part 2 on page 4 should be filled out. If the nature of training is both written and oral, the average mark is considered.
- Evaluation is made by using the rating scale below. The supervisor puts a check mark (✓) in front of the description which corresponds to the total evaluation mark.

Total:

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

80

Institution or Department Seal:



Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

SIMULTANEOUS INTERPRETATION (if applicable)

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, and collocations	5		
Voice	3	Articulation	5		
	4	Intonation	4		
	5	Audible	4		
Delivery	6	Fluency (hesitant, regular, irregular, false start, etc.)	5		
	7	Pace (fast / slow)	5		
Accuracy	8	Correct meaning	6		
	9	Correct and consistent translation of terms	6		
Message	10	Clear (not ambiguous) message	6		
Grammar	11	Correct tense	6		
Total			55		

Spontaneous Interpretation Quality: Excellent Very Good Good Average Poor

General Comments (if any):

Thank you.

4



Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

WRITTEN TRANSLATION

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, idioms, and collocations	5		
Accuracy	3	Accurate meaning	5		
	4	Accurate and consistent translation of terms	4		
	5	Clear (not ambiguous) and precise translation	4		
Spelling	6	Correct spelling	3		
	7	Correct sentence structures	7		
Grammar	8	Correct subject-verb agreement	4		
	9	Correct tense	4		
Style	10	Correct use of punctuation marks	3		
	11	Coherent and cohesive translation	6		
Problem solving	12	Creative in solving translation problems	4		
	13	Has good research skills	3		
Total			55		

Translation Quality: Excellent Very Good Good Average Poor


General Comments (if any):

3





FORM 7: TRAINEE EVALUATION BY ACADEMIC SUPERVISOR



Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit


TRAINEE'S FINAL MARK (Of 100)

Trainee's Name	
Academic Number	

ملاحظة: يملأ هذا النموذج من قبل المشرف الأكاديمي فقط

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

Training Academic Supervisor: _____
Date: _____
Signature: _____



Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit

FORM 7: TRAINEE EVALUATION FORM BY THE ACADEMIC SUPERVISOR (Of 20)

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

ملاحظة: يملأ هذا النموذج من قبل المشرف الأكاديمي فقط

Instructions:

- This form is to be accomplished by the immediate academic supervisor of the trainee.
- 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 work	2		
2	Writing accurate and important details	4		
3	Well-written report (including: grammar, spelling, word choice, coherence and cohesion).	4		
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, word choice, coherence and cohesion).	4		
Total			10	

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

FORM 8: INTERN'S SURVEY

الإصدار الأول:
رمضان 1437 هـ

جامعة الأميرة نورة بنت عبدالرحمن
وكلية الجامعة للشؤون التعليمية



رمز النموذج: 0130-F057

نموذج استطلاع رأي طلبة بجهة التدريب

الهدف من الاستبيان استطلاع رأي الطلبة المتدربة في جهة التدريب الميداني بغرض التحسين والتطوير.
(الترتيب)

اسم الطالبة	الرقم الجامعي	
الكلية	التخصص	رمز المقرر
جهة التدريب	إدارة التدريب	
فترة التدريب	عدد أسابيع التدريب	من: 14 الموافق / / 2016 إلى: 14 الموافق / / 2016
اسم مشرف/ة جهة التدريب		

الاستطلاع رأي الطالبة المتدربة

الإصدار الأول:
رمضان 1437 هـ

جامعة الأميرة نورة بنت عبدالرحمن
وكلية الجامعة للشؤون التعليمية



رمز النموذج: 0130-F057

نموذج استطلاع رأي طلبة بجهة التدريب

لا أو اقل	نادرا	محايد	موافق	موافق بشدة	
					1 برنامج التدريب كان واضحا ويتناسب مع تخصصي.
					2 برنامج التدريب يتناسب مع قدراتي ومهاراتي.
					3 تعلمت توفيرا للبرامج مع تهيئة التدريب.
					4 ساعد التدريب الميداني في معرفة جوانب القوة والضعف لدي بشكل عام.
					5 استفدت بشكل كبير من المقررات التي درستها في تطبيقها عمليا.
					6 تجربة التدريب الميداني أثرت في رغبتي لتخصصي بالمهنية.
					8 سهولة التعامل مع الجهاز الفني والإداري والعملاء في بيئة التدريب.
					9 وفرت بيئة التدريب روح التعامل كتحقيق عمل واحد.
					10 توفر بالبرامج البيئة المناسبة للعمل كمتدربة من خلال توفير متطلبات التدريب.
					11 توفرت وسائل الإرشاد والتوجيه بشكل واضح.
					12 سهولة الوصول للوائح والقرارات تنظيم العمل جهة التدريب.
					13 سهولة التعرف على السجلات والقرارات والتمامج المستخدمة.
					14 سهولة التعرف على طبيعة العلاقة بين جهة التدريب وغيرها من المؤسسات الحكومية والحامسة.
					15 تتمتع إدارة التدريب في تحقيق الاستقرار النفسي والعدالة بين المتدربات.
					16 وفرت جهة التدريب وسائل الأمن والسلامة للطالبة المتدربة.

الاستطلاع رأي الطالبة المتدربة					المشرف/ة الميداني	
لا أو اقل	نادرا	محايد	موافق	موافق بشدة		
					17 استفدت من الإشراف الميداني وأدنى دوره في التطوير المهني.	
					18 الإشراف الميداني ساعد في تنمية مهاراتي في الحوار والمناقشة.	
					19 يدعم الحوار والمناقشة.	
					20 تقديم التغذية الراجعة بشكل مستمر لتحسين الأداء المهني.	
					21 يتقبل الأفكار والقرارات بيجابية ويعززها.	
الاستطلاع رأي الطالبة المتدربة					استفسارات	
					21 هل تفرحين بتعليمات معينة في تنظيم إجراءات التدريب؟	
					22 من وجهة نظرك ما أهم المهارات التي اكتسبتها من التدريب الميداني؟	
					23 هل تصحني في توجيه زياراتك للتدريب في هذه الجهة التدريبية؟	
					24 ملاحظات أخرى ترون أنها مناسبة لتحسين وتطوير التدريب؟	

نموذج استطلاع رأي طلبة بجهة التدريب

FORM 9: WORKSITE SUPERVISOR'S SURVEY

Kingdom of Saudi Arabia
Ministry of Education
Princess Nourah bint
Abdulrahman University
(048)
University Vice Rectorate for
Educational Affairs



المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٤٨)
وكالة الجامعة للشؤون
التعليمية

الإصدار الأول رمضان 14570 هـ

رمز النموذج: 0130-F54

نموذج تقييم جهة التدريب الميداني

❖ معلومات الطالبة المتدربة:

❖ تقييم أداء الطالبة:

اسم الطالبة الكلية	الرقم الجامعي التخصص	جهة التدريب
	إدارة التدريب	
من:/...../.....هـ14	مدة التدريب	تاريخ بداية التدريب
إلى:/...../.....هـ14	عدد أيام التدريب... عدد أسابيع التدريب... عدد ساعات التدريب...	
	الدرجة المستحقة	نقاط التقييم
	10	1 حسنة السيرة والسلوك..
	10	2 تحترم مواعيد العمل..
	10	3 تتبع التعليمات والأنظمة..
	10	4 تتعاون بشكل جيد مع الزميلات والموظفات وغيرهم من العملاء..
	10	5 لديها القدرة على الاستيعاب والتواصل مع الآخرين..
	10	6 لديها القدرة على تنفيذ ما ينسب إليها من مهام..
	10	7 القدرة على العمل ضمن فريق عمل..
	10	8 القدرة على العمل بصورة مستقلة..
	10	9 لديها القدرة على الإبداع في العمل..
	10	10 التزام الطالبة المتدربة بالرى الرسمي والحجاب الشرعي..
	100	الدرجة الاجمالية للطالبة المتدربة

❖ إيجابيات وسلبيات تتحلى بها الطالبة واقتراحات للتطوير والتحسين...

إيجابيات		
سلبيات		
اقتراحات للتطوير		
مشرقة/ة جهة التدريب:	المسمى الوظيفي:	التوقيع:

ختم جهة التدريب



FORM 10: CONFIDENTIALITY PLEDGE

Princess Nourah Bint Abdulrahman University
College of Languages
Field Training Unit



(FORM 10): CONFIDENTIAL DOCUMENTS
نموذج سرية الوثائق

سعادة المتربة الأكاديمية

نظراً لسياسة العمل في نفيديكم بأنه لا يمكن تزويدكم بنماذج من أعمال
الطالبة المتربة / وذلك لسرية المحتوى.

لذا نفيديكم بأن الطالبة تقوم بترجمة (إذا كانت طالبة ترجمة) أو تحرير (إذا كانت طالبة لغويات) ما يقارب
عدد (.....) كلمة أسبوعياً*.

ولكم خالص تحياتنا،

مشرف/ة المتربة:
.....

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