



Field Experience Specifications

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|----------------------|--|
| Course Title: | Field Experience |
| Course Code: | Math 4590 |
| Program: | Bachelor of Science in Mathematics |
| Department: | Mathematics |
| College: | College of Science and Humanities |
| Institution: | Prince Sattam Bin Abdulaziz University |

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A. Field Experience Identification

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|--|
| 1. Credit hours: 02 (Two) |
| 2. Level/year at which this course is offered: |
| 3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: (12) weeks • Number of days: (60) days • Number of hours: (8) hour per day atleast |
| 4. Pre-requisites to join field experience (if any): Must have acquired 130 credit hours |

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

| CLOs | | Aligned PLOs |
|----------|--|--------------|
| 1 | Knowledge and Understanding | |
| 1.1 | Recognize the relationship and interdependency between Mathematics /Statistics and other scientific fields. | K3 |
| 1.2 | Describe appropriate method to solve mathematical and statistical problems both manually as well as using software | K4 |
| 2 | Skills: | |
| 2.1 | Analyze the problems in relation to the associated mathematical and statistical concepts | S1 |
| 2.2 | Use appropriate methods/software to reconstruct and solve mathematical and statistical problems | S2 |
| 2.3 | Sketch the graph and prepare reports both manually and through software | S3 |
| 3 | Values: | |
| 3.1 | Apprise the contribution of mathematics to the society in various fields | V1 |
| 3.2 | Acquire professional responsibilities coupled with Islamic belief and practice | V2 |
| 3.3 | Make defense on a topic before forums of public interest. | 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 | Knowledge and Understanding | | |
| 1.1 | Recognize the relationship and interdependency between Mathematics /Statistics and other scientific fields. | 1. Discussion with Field Training Supervisor 2. Discussion with Supervisor of the Industry 3. Hands on Training | 1. Dept Supervisor Assessment 2. Industrial Supervisor Assessment 3. Field Training Report |
| 1.2 | Describe appropriate method to solve mathematical and statistical problems both manually as well as using software | | |
| 1.4 | Construct and design an work plan | | |
| 2 | Skills: | | |

| Code | Learning Outcomes | Training Methods/Activities | Assessment Methods |
|----------|---|---|--|
| 2.1 | Analyze the problems in relation to the associated mathematical and statistical concepts | 1. Discussion with Field Training Supervisor 2. Discussion with Supervisor of the Industry 3. Hands on Training | 1. Dept Supervisor Assessment 2. Industrial Supervisor Assessment 3. Field Training Report |
| 2.2 | Use appropriate methods/software to reconstruct and solve mathematical and statistical problems | | |
| 2.3 | Sketch the graph and prepare reports both manually and through software | | |
| 2.4 | Develop algorithms to solve problems using mathematical packages or software | | |
| 3 | Values: | 1. Discussion with Field Training Supervisor 2. Discussion with Supervisor of the Industry 3. Hands on Training | 1. Dept Supervisor Assessment 2. Industrial Supervisor Assessment 3. Field Training Report |
| 3.1 | Apprise the contribution of mathematics to the society in various fields | | |
| 3.2 | Acquire professional responsibilities coupled with Islamic belief and practice | | |
| 3.3 | Make defense on a topic before forums of public interest. | | |

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

| # | Assessment task* | Assessment timing (Week) | Percentage of Total Assessment Score |
|---|-------------------------------|--------------------------|--------------------------------------|
| 1 | Assessment by Supervisor | Continuous | 30% |
| 2 | Report from the Industry | 8 th week | 30% |
| 3 | Attendance | Continuous | 10% |
| 4 | Field Trg Report | 8 th week | 15% |
| 5 | Final Discussion with student | 9 th week | 15% |
| 6 | | | |
| 7 | | | |
| 8 | | | |

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

b. Assessment Responsibilities

| ⤴ | Category | Assessment Responsibility |
|---|------------------|---|
| 1 | Teaching Staff | Field Visit, Attendance, Field Trg Report, Final Discussion |
| 2 | Field Supervisor | Attendance, Supervisor Report |
| 3 | Others (specify) | Nil |

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

| Suggested Field Experience Locations | General Requirements* | Special Requirements** |
|---|---|------------------------|
| Any Academic, Service, Hospitality, Production Industry | Must have atleast basic office automation tools | Nil |

*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

The department organizes a seminar to FE aspirants of the department. The students approach the Industry / Establishment of his choice with the Letter of Introduction from the Competent Authority in the College and get acceptance from the Establishment to the Dept. The Dept Head contacts the Supervisor of the Establishment and after discussion the student is informed to proceed with the training.

2. Supervisory Staff

a. Selection of Supervisory Staff

| Selection Items | Field Supervisor | Teaching Staff |
|--------------------|-----------------------------|--|
| Qualifications | From the Industry | Regular Faculty Member |
| Selection Criteria | The HR Dept of the Industry | Option called for by the Dept Head and after discussion, the Faculty Affairs Dept of the University nominates the faculty. |

b. Qualification and Training of Supervisory Staff

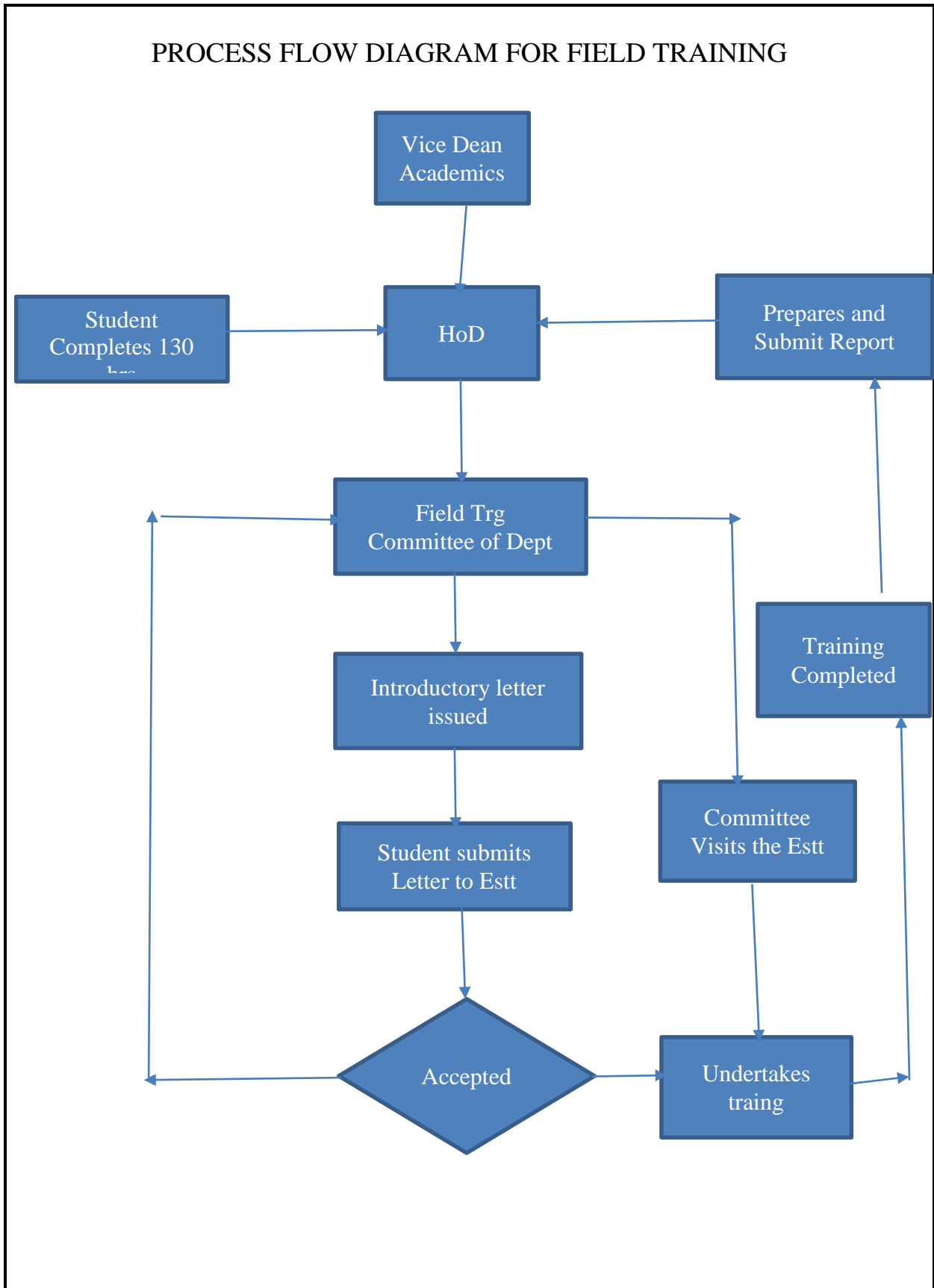
(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

The field training supervisor nominated from the Dept is usually a Ph D or Master Degree holder and has interpersonal skills and has academic and industrial experience.

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 | X | | X | | |
| Selection of supervisory staff | X | | | | |
| Provision of the required equipment | | | | X | X |
| Provision of learning resources | X | X | | | |
| Ensuring the safety of the site | X | X | | X | X |
| Commuting to and from the field experience site | | X | X | X | |
| Provision of support and guidance | X | X | | X | X |
| Implementation of training activities (duties, reports, projects, | X | X | X | X | X |
| Follow up on student training activities | | X | | | X |
| Adjusting attendance and leave | X | X | | X | X |
| Assessment of learning outcomes | | X | | X | X |
| Evaluating the quality of field experience | X | X | X | | |
| Others (specify) | | | | | |

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

The student after approval from the Dept joins the establishment and reports to the supervisor and informs his details to the Academic Supervisor nominated from the dept. The supervisor periodically visits the establishment and have interaction with the student as well as his field supervisor and gathers various information regarding attendance, punctuality, integrity and work. At the end of the training the supervisor of the establishment gives a report and grading for the student and the student submits the report to the Dept for further assessment.

b. Student Support and Guidance Activities

1. The Dept and College issues letter of introduction to the student to approach the industry
2. On acceptance from the establishment, the competent authority contacts the establishment and works out the plan
3. The faculty nominates an Academic Supervisor for guiding the student trainee
4. The Academic supervisor visits the establishment periodically and guides the student in case of any hardship.

5. Safety and Risk Management

| Potential Risks | Safety Actions | Risk Management Procedures |
|--|---|----------------------------|
| None. - Students are assigned administrative or office jobs or public relation jobs (e.g., translation, office record keeping, reception, etc.) | College issues / provides each trainee with behavioral guidelines and industry safety rules | Not applicable |

G. Training Quality Evaluation

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|--|---------------------------------|---|
| Effectiveness of Training and Assessment | Academic Supervisor, Department | Field Visit, Field Training Report - Direct |
| Achievement of CLO/PLO | Academic Supervisor | Field Training Report, Discussion – Direct and Indirect |
| Effectiveness of Training and Assessment | Student | Indirect |
| Performance Appraisal | Supervisory Staff | Direct and 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 | |
| Reference No. | |
| Date | |