

**ATTACHMENT 5.**

**Kingdom of Saudi Arabia**  
**The National Commission for Academic Accreditation &  
Assessment**

**Course Specifications**  
**(CS)**  
**Field Experience Specification**  
**(COMP 3511)**

## Field Experience Specifications

For direction on the completion of this template, refer NCAAAA guidebooks or the Accreditation Management System.

<b>Institution:</b> King Saud University	<b>Date of Report:</b> 06/03/2017
<b>College:</b> Riyadh Community College <b>Program:</b> Computer Science	<b>Department:</b> Computer Science <b>Track:</b> Computer Science

### A. Field Experience Course Identification and General Information

<b>1. Field experience course title and code</b> COMP 35 \ \ – Field Training		
<b>2. Credit hours (if any)</b> Credit hours (٩)		
<b>3. Name and title of faculty or teaching staff member responsible for the field experience.</b>		
<b>Name of teaching staff member</b>	<b>Title of teaching staff member</b>	<b>Department</b>
Dr. Osama Alfarraj	Assistant professor	Computer Science
Dr. Ahmad Al-Zubi	Associate Professor	Computer Science
Dr. Turki AlTameem	Associate Professor	Computer Science
Dr. Mohammad Al-Maitah	Associate Professor	Computer Science
Dr. Mohammad Amoon	Associate Professor	Computer Science
Dr. Zafer Al-Makhadmeh	Assistant professor	Computer Science
Dr. Amr Tolba	Assistant professor	Computer Science
Dr. Faiz AlQahtany	Assistant professor	Computer Science
Dr. Ayed AlWadaen	Assistant professor	Computer Science
Dr. Ahmed AlTameem	Assistant professor	Computer Science
Dr. Khaled Alrajeh	Assistant professor	Computer Science
Dr. Waleed Alnumai	Assistant professor	Computer Science
Dr. Nasser Alalwan	Assistant professor	Computer Science
Dr. Ahmad Alzahrani	Assistant professor	Computer Science
Dr. Jazem Alanazi	Assistant professor	Computer Science
Dr. Abdulaziz Alarifi	Assistant professor	Computer Science
Dr. Salah Alsaleh	Assistant professor	Computer Science
<b>4. Dates and times allocation of field experience activities.</b>		
a. <b>Dates:</b> Duration of 180 hours of training during summer.		
b. <b>Time:</b> from 8:00 am to 2:30 pm		
<b>5. Level or year of the field experience.</b>		
After the Fourth Level of the Program- <b>(After completion of ٥٧ credit hours)</b>		

6. List names, addresses, and contact information for all field experience locations currently being utilized by the program.			
	Name and Address	Name of Contact Person	Contact Information (email address or mobile)
1.	Al-Gazaa Company	Mohamed Al-hamadi	info@al-jazea.com.sa
2.	Soliman Al-Habib Medical Group	Abdullah Alkarni	jobs@drsulaimanalhabib.com
3.	MacDonald Company	Wadah Omran	0503114878
4.	Al-Hokair Company	Abdulmohssen Al-Hokair	info@alhokair.com

## B. Learning Outcomes

1. List learning outcomes for the field experience.			
<p><b>Upon completion of the Field Experience, Trainees will gain the skills and ability to:</b></p> <ul style="list-style-type: none"> <li>➤ Deal with the Windows Operating System environment.</li> <li>➤ Deal with the Microsoft Office suite.</li> <li>➤ Assemble and setup Personal Computers and Laptops.</li> <li>➤ Diagnose and maintain PCs and Laptops.</li> <li>➤ Solve deferent real world problems using Java programming language</li> <li>➤ Design and build small size databases</li> <li>➤ Analyze and design information systems for institutions and companies</li> <li>➤ Design, develop and manage deferent websites for deferent uses.</li> <li>➤ Design of Multimedia clips.</li> <li>➤ Design and build a small Local Area Network.</li> <li>➤ Diagnose and maintain Local Area Networks.</li> </ul>			
2. Learning Outcomes in Domains of Learning, Assessment Methods and Teaching Strategy			
	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
	<ul style="list-style-type: none"> <li>• Knowledge about the operating system components and instructions.</li> <li>• Knowledge about MS office components an how to deal with them.</li> <li>• Knowledge about programming languages fundamentals.</li> <li>• Knowledge about databases fundamentals.</li> <li>• Knowledge about computer networks principles.</li> <li>• Knowledge about website components and elements.</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures for explaining field training assignments.</li> <li>• Seminars for discussion different issues.</li> <li>• Self-reading more materials about the specific topics.</li> <li>• Attending workshop and held by the agency.</li> <li>• Small groups to solve problems and tasks assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical tests.</li> <li>• Problem solving.</li> <li>• Follow up and continuous assessment by academic and field supervisors.</li> <li>• Final report by trainee.</li> <li>• End of training presentation and committee evaluation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge about publishing culture and ethics.</li> <li>• Knowledge about computer components and parts and how to assemble them.</li> </ul>		
<b>2.0</b>	<b>Cognitive Skills</b>		
	<ul style="list-style-type: none"> <li>• Create a creativity spirit among trainees.</li> <li>• Putting up plans for performing projects and tasks assigned.</li> <li>• Analyzing results of experiments executed.</li> <li>• Finding solutions for problems faced.</li> <li>• Apply theories in field training at relevant working places.</li> </ul>	<ul style="list-style-type: none"> <li>• Educate trainees' self-reliance and independence in solving problems.</li> <li>• Case studies to show trainees how to act in real life situations.</li> <li>• Training the student regarding troubleshooting and analyzing PC , IS and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical tests.</li> <li>• Problem solving.</li> <li>• Follow up and continuous assessment by academic and field supervisors.</li> <li>• Final report by trainee.</li> <li>• End of training presentation and committee evaluation</li> </ul>
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
	<ul style="list-style-type: none"> <li>• Show responsibility skill on self-learning and continuing personal and professional development.</li> <li>• Effective Team work and exercise leadership when needed.</li> <li>• Show ability on manage time responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Seminars and lectures on importance and required Interpersonal Skills in the work environment.</li> <li>• Small groups to practice what learned in lectures and seminars about interpersonal skills.</li> <li>• Direct interaction with other employees and technicians at the training agency .</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up and continuous assessment by academic and field supervisors.</li> <li>• Final report by trainee.</li> <li>• End of training presentation and committee evaluation</li> </ul>
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
	<ul style="list-style-type: none"> <li>• Written and oral skills in social and communication with administration and colleagues.</li> <li>• Act responsibly in personal and professional relationships.</li> <li>• Behave ethically and commitment to high moral values on the personal and social levels.</li> <li>• Use IT and everything related (Email, social media, Forums) in terms of maintenance, purchasing, problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures and seminars on importance and required communication skills in the work environment.</li> <li>• Small groups to simulate small community to practice learned communication skills</li> <li>• Direct interaction with other employees and technicians inside and outside the training agency .</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up and continuous assessment by academic and field supervisors.</li> <li>• Final report by trainee.</li> <li>• End of training presentation and committee evaluation</li> </ul>

	and technical specifications.		
--	-------------------------------	--	--

### C. Description of Field Experience Activity

#### 1. Describe the major student activities taking place during the field experience.

- Carry out all work assigned by both supervisors (Academic and Field supervisors)
- Attend workshops, seminars and other activities related to trainee's field held in campus or outside if needed.
- Compliance with the rules and regulations of the work.
- Send required forms to academic supervisor in a timely manner.
- Coordination with the supervisor of the training company regarding the final evaluation during the training period and send it to make sure the department head.
- Writing the final report on the training and submit it to the academic supervisor.

#### 2. List required assignments, projects, and reports.

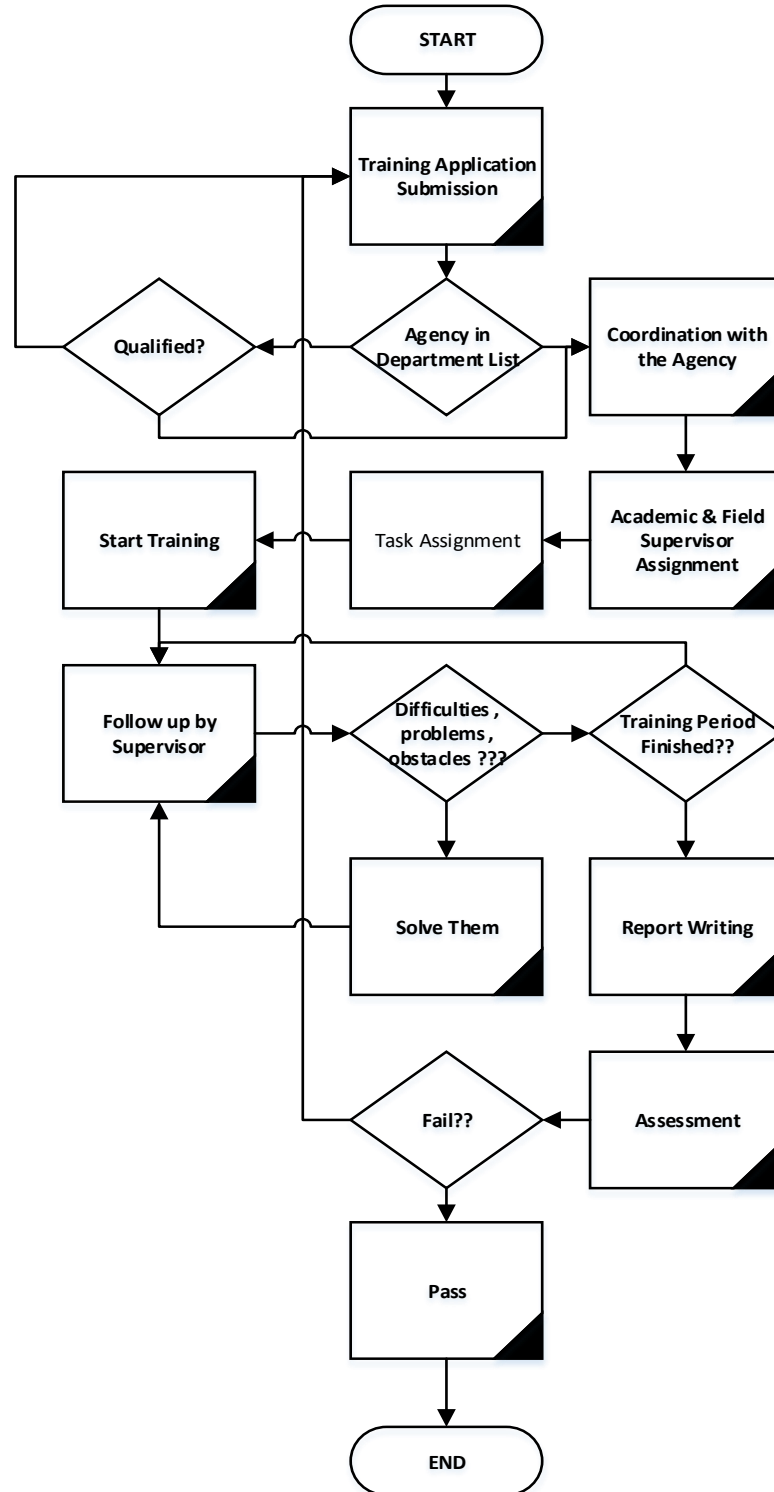
- A. Writing the final report progressively.
- B. Preparing the final presentation progressively.
- C. Doing all assignments, projects and works assigned by both supervisors (Academic and Field supervisors).
- D. Discussion of the final report.

#### 3. Follow up with students (Describe what arrangements are made to collect student feedback?).

Receiving feedback of students through several channels:

- Surveys using questionnaires
- Face to face interviews.
- Submitted reports by trainees.

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



5. Supervisory Responsibilities (Check appropriate boxes).

	Field Teaching Staff	Program Faculty and Teaching Staff
<b>Student Activities</b>		
a. transport to and from site		√
b. demonstrate learning outcome performance		√
c. completion of required tasks, assignments, reports, and projects	√	√
<b>Supervision Activities</b>		
a. field site – safety	√	
b. student learning activities	√	√
c. learning resources	√	√
d. administrative (attendance)	√	
<b>Planning Activities</b>		
a. student activities	√	√
b. learning experiences	√	√
c. learning resources	√	√
d. field site preparations	√	
e. student guidance and support	√	√
<b>Assessment Activities</b>		
a. student learning outcomes	√	√
b. field experience	√	
c. field teaching staff	√	
d. program faculty and teaching staff		√
e. field site		√
f. learning resources	√	√

b. Explain the student assessment process.

No.	Evaluation topic	Marks
1	Weekly report	15%
2	Final evaluation (Agency)	35%
3	Final report	20%
4	Final presentation (Committee)	30%
#	<b>Total Marks</b>	<b>100%</b>

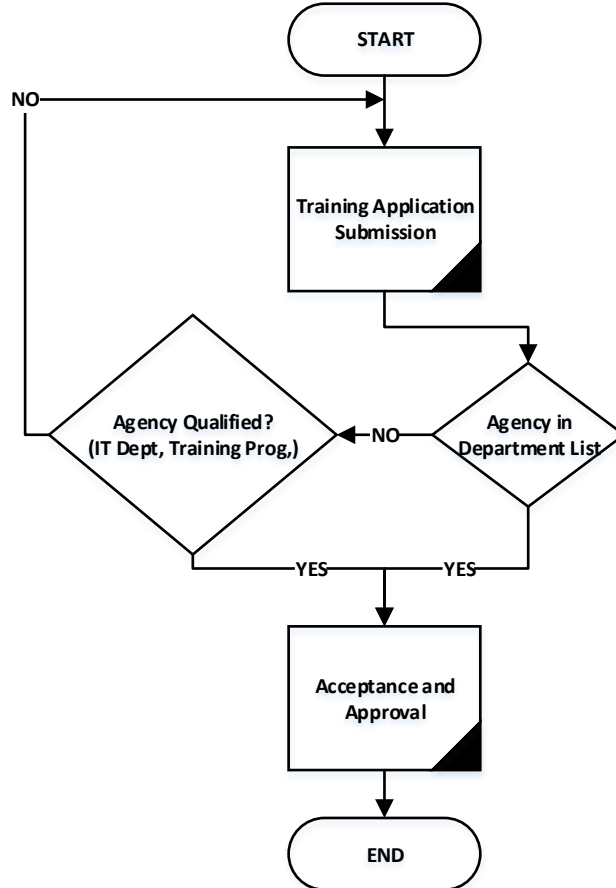
## C. Planning and Preparation by the Program

### 1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical)	List Safety Standards	List Specialized Criteria
A. Availability of appropriate Information Technology Department.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must cover the basic disciplines of Computer
B. Availability of modern software.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide a better and latest software
C. Availability of modern hardware.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide a better and latest hardware
D. The availability of specialized technical centers.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Must provide the latest techniques and specialized programs in the same field
E. Availability of Training Program.	Must be compatible with the standards of security followed by the Telecommunications Authority and Information Technology	Accepted by CS Department



**2. Explain the decision-making process used to determine appropriate field experience locations.**



**2. Identification of Field Staff and Supervisors**

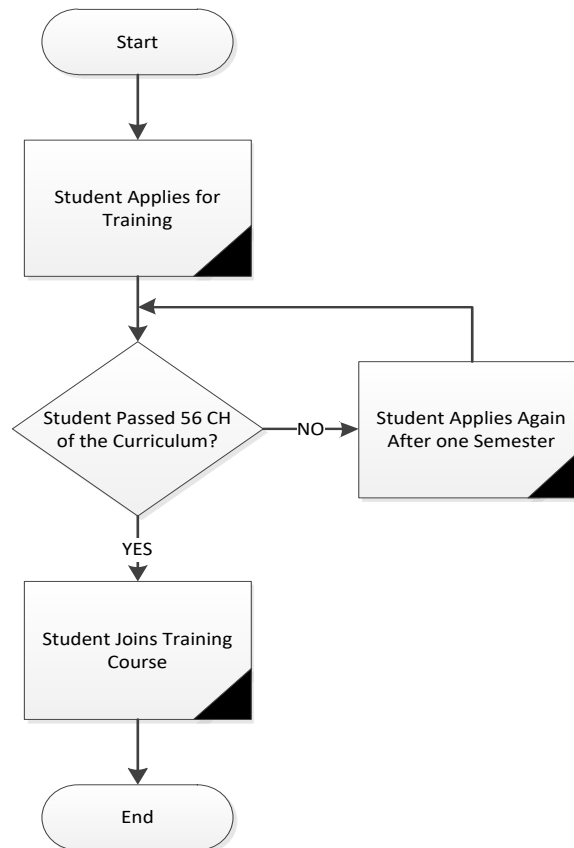
**List Qualifications**

- A. Holds no less than PhD (Academic Supervisor).
- B. Holds no less than BSc with at least 3 years of experience (Field Supervisor).
- C. Has a good background in supervision and training
- D. Holds a science degree in Computer Science, information Systems or related field.

**3. Identification of Students**

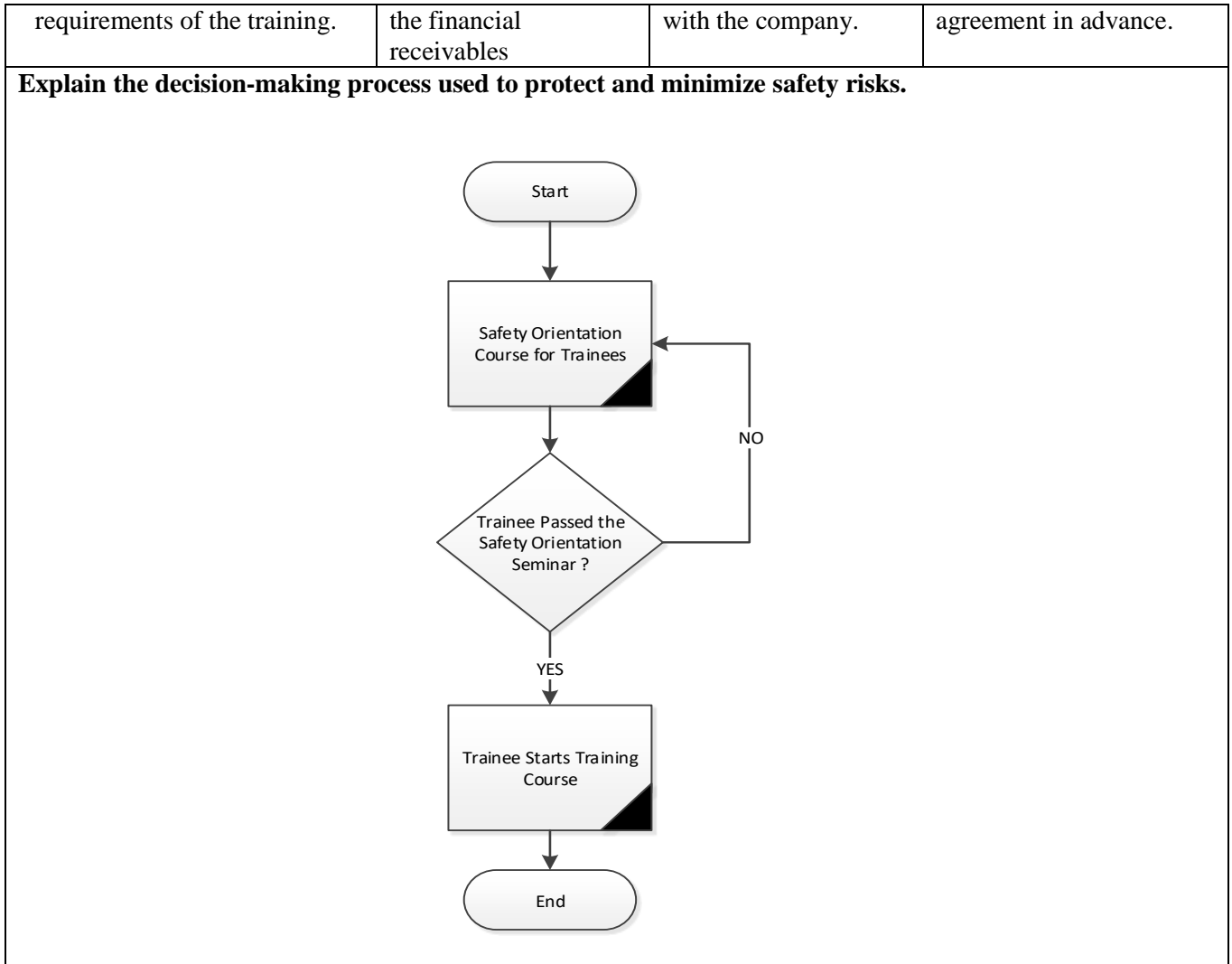
List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
Students must complete 56 credit hours.	No special requirements	No special requirements

Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities.



#### 4. Safety and Risk Management by the Program

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
A. Not to expel the trainee of the program without giving convincing reasons.	The expulsion of training without compelling reasons	Contract an agreement with the company.	Select companies with an agreement in advance.
B. Carrying all damages infected trainee during training	Injury the trainee during training	Contract an agreement with the company.	Select companies with an agreement in advance.
C. Bear all the financial	Claim the college with	Contract an agreement	Select companies with an



#### D. Evaluation of the Field Experience

##### 1. Describe the evaluation process and list recommendations for improvement of field experience activities by:

###### a. Students

###### Describe evaluation process

- Weekly report.
- Prepare a Final Report.
- Final Presentation.

###### List recommendations for improvement

- Show the importance of training for students
- Show the importance of learning new skills

- Show the importance of applying the skills learned

**b. Supervising staff in the field setting**  
**Describe evaluation process**

- Fill the evaluation forms.
- Fill in a questionnaire to assess the training.

**List recommendations for improvement**

- Develop a new evaluation form that covers more criteria.
- Develop more than one evaluation e.g. technical evaluation, managerial evaluation.

**c. Supervising faculty from the institution**  
**Describe evaluation process**

- Evaluating the weekly reports.
- Evaluating the final report.
- Evaluating the final presentation.

**List recommendations for improvement**

- Conducting a workshop describes the goals of training.
- Also describes the objective of training.
- Show the importance from training.

<b>2. Action Plan for Improvement for Next Semester/Year</b>				
<b>Actions Recommended</b>	<b>Intended Action Points and Processes</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person Responsible</b>
A. Conduct a workshop	To describe the goals and objectives of Field Training.	1 July-15	20-july-15	Dr. Ayed AlWadaen
B. Develop a new Assessment form.	To be more specific and accurate in assessment.	1-jan-2015	In progress	Dr. Faiz AlQahtany
C. Conduct a workshop with cooperating companies	In order to clear the full vision of the student on the tasks and skills required and gained from training	1-jan-2015	In progress	Dr. Waleed Alumni

Name of Instructor: **Dr. Ahmad AlZubi**

Signature: \_\_\_\_\_

Date Report Completed: **06/03/2017**

Name of Field Experience Teaching Staff (*All PhD holders in the department*)

Program Chair/ Coordinator: **Dr. Fayez AlQahtani**

Signature: \_\_\_\_\_

Date Received: **08/03/2017**