



Field Experience Specification

Course Title: **Co-operative Training**

Course Code: **ECON 477**

Program: **Bachelor of Science in Business Administration (B.Sc. Economics)**

Department: **Economics**

College: **College of Business Administration**

Institution: **King Saud University**

Field Experience Version Number: *v. 1*

Last Revision Date: **30/11/2023**



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A. Field Experience Details:

1. Credit hours: (6).

2. Level/year at which Field Experience is offered: (8/4).

3. Time allocated for Field Experience activities

(12) Weeks

(5) Days

(8) Hours

4. Corequisite (or prerequisites if any) to join Field Experience

- Completion of 100 credit hours
- Maintain a minimum GPA of 2.00

5. Mode of delivery

In-person/onsite

hybrid (onsite/online)

Online

B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Relate Economic concepts and theories to real-world decision-makings	K1	<p>Organization assigns related tasks to students according to the work plan.</p> <p>Students will apply related concepts and theories in completing the tasks assigned.</p>	<p>Monthly reports.</p> <p>Midway evaluation Report.</p> <p>Final evaluation Report.</p>	<p>Teaching Staff Meeting work plan requirements including submission of all periodic reports</p> <p>Field Supervisor Final Evaluation Report (By Organization)</p> <p>Two examiners appointed from Faculty members of the department Final Report and Presentation</p>



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.0	Skills				
2.1	Apply knowledge in core Economic courses including macroeconomics, microeconomics, and econometrics in the analysis of economic issues and challenges.	S2, S3	Organization assigns related tasks to students according to the work plan, and students show the ability to learn and improve their skills.	<p>Monthly reports</p> <p>Midway evaluation report</p> <p>Final evaluation report</p> <p>Final report</p> <p>Final presentation</p>	<p>Teaching Staff Meeting work plan requirements including submission of all periodic reports</p> <p>Field Supervisor Final Evaluation Report (By Organization)</p> <p>Two examiners appointed from Faculty members of the department Final Report and Presentation</p>
2.2	Develop oral and written communication, technology, and quantitative skills.	S5, S6	<p>Organization assigns students tasks related to writing and communicating or presenting, e.g. daily or weekly reports, presentation to the team or supervisor, etc.</p> <p>Students prepare and submit Co-op final report, and present to a panel of examiners.</p>	<p>Monthly reports</p> <p>Midway evaluation report</p> <p>Final evaluation report</p> <p>Final report</p> <p>Final presentation</p>	<p>Teaching Staff Meeting work plan requirements including submission of all periodic reports</p> <p>Field Supervisor Final Evaluation Report (By Organization)</p> <p>Two examiners appointed from Faculty members of the department Final Report and Presentation</p>



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
2.3	Participate in organizational/business operations and decision-making	S6	Organization assigns related tasks to students according to the work plan, and students show the ability to learn and improve their skills.	Monthly reports Midway evaluation report Final evaluation report	<p>Teaching Staff Meeting work plan requirements including submission of all periodic reports</p> <p>Field Supervisor Final Evaluation Report (By Organization)</p> <p>Two examiners appointed from Faculty members of the department Final Report and Presentation</p>
3.0	Values, autonomy, and responsibility				
3.1	Develop organizational and teamwork skills in completing assignments and projects.	V1	Organization assigns students with tasks to be completed as a team including job rotations, team meetings, team projects, etc.	Monthly reports Midway evaluation report Final evaluation report	<p>Teaching Staff Meeting work plan requirements including submission of all periodic reports</p> <p>Field Supervisor Final Evaluation Report (By Organization)</p> <p>Two examiners appointed from Faculty members of the department Final Report and Presentation</p>





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
3.2	Cultivate a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.	V2	Organization assigns students with tasks and observes students' ability to perform professionally, responsibly and ethically in completing the tasks.	Monthly reports Midway evaluation report Final evaluation report	Teaching Staff Meeting work plan requirements including submission of all periodic reports Field Supervisor Final Evaluation Report (By Organization) Two examiners appointed from Faculty members of the department Final Report and Presentation

*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).

C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.

The following steps represent the flowchart for responsibility:

- Step 1.** The Department of Economics informs the unit responsible for Co-op training the needed tasks that students should be trained on.
- Step 2.** The unit surveys the training opportunities in different training sites and informs the department about them. If the student wants to be trained in a selected site, he/she must provide full data of the site and its advantages.
- Step 3.** The Department of Economics receives the students' applications for registering in Cop-training. A list of fit applicants is prepared to be discussed in the department's council.
- Step 4.** The Department of Economics sends a list of the students who are nominated and the suggested site for each of them to the unit.
- Step 5.** The unit prepares and sends a list of students nominated to each site.
- Step 6.** The unit holds a meeting with the nominated students to explain about the program, student tasks and obligations. The unit coordinator delivers the Co-training guide to each one of them.
- Step 7.** The student goes to the training site to start the work. The unit sends with each student a contact format to be filled out by the field supervisor. The student sends back the filled format to the unit. Accordingly, the Unit coordinator determines the faculty advisor who supervises the student within





the training period. The faculty advisor fills out his contact format and sends it with the students to the field supervisor.

Step 8. Both the faculty advisor and the field supervisor follow up the student within the training period, focusing on: the attendance, the reports that the students should prepare, and the student performance. The student should keep in touch with the faculty advisor to interfere for solving any problems or conflicts that may happen within the period of training.

Step 9. The training site evaluates the student performance within the training period by answering a survey prepared for this purpose.

Step10. The student submits two periodical reports to the faculty advisor. The first report after two weeks of training and the second in the middle of the training period. These reports describe the nature of work and the tasks he trained on.

Step11. The student submits a comprehensive final report to the respective faculty advisor.

Step12. The Council of Economics department constitutes seminars to evaluate the student on his report. This seminar is attended by the faculty advisor and two faculty members of the department.

Step.13. The faculty advisor makes a complete file of each student containing all the formats and reports submitted by the student in addition to any remarks regarding the training process. The file is given to the training committee to prepare the final report.

2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	X		X		
Selection of supervisory staff	X			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		
Provision of support and guidance		X			X
Implementation of training activities (duties, reports, projects ...)		X	X		X
Follow up on student training activities		X			X
Monitoring attendance and leave	X			X	
Assessment of learning outcomes		X			X
Evaluating the quality of field experience		X			X
Others (specify)					





3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any public or private organizations (including semi-private) which can offer students training in areas related to any economic and financial areas such as economic institutions, banking, economic advisory organizations, financial markets, insurance, etc.	<ul style="list-style-type: none"> - Access to the internet and databases. - IT hardware and software - Office space. 	<p>By the organization based on the nature of the work including the following</p> <ul style="list-style-type: none"> - Safe environment for students. - Awareness of Ethical Code of Conduct by the organization or any laws associated with the industry

*E.g. provides information technology, equipment, laboratories, halls, housing, learning sources, clinics ... etc.

** E.g. Criteria of the institution offering the training or those related to the specialization, such as safety standards, dealing with patients in medical specialties ... etc.

4. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience

<p>In general, arrangements are made via the Co-op training unit at the CBA, with the Co-op coordinator of the department of Economics</p> <ul style="list-style-type: none"> • The Field experience workplace should be approved by the Co-op unit considering the suggestions from the Department of Economics, as well as inputs from the students themselves. • The most important factor is that the field experience workplace must be relevant to the student area of study, i.e., Economics. • The work plan should be aligned with the student area of study. • Work environment – the workplace should be safe, engaging, and supporting our students' learning. • Easy to access – both by students and the faculty supervisor, which also allow students to easily communicate with their supervisors and the university. • The workplace should be following the governmental rules and regulations for employees. • The training place should have standard working hours, especially for female students.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Workplace does not assign suitable tasks related to the field of Economics	Suitable selection should be done before the Co-op starts	<p>Co-op academic advisor will contact and discuss with the Field supervisor, and request the organization to assign the students Finance-related tasks.</p> <p>If this does not work, then the Co-op unit will arrange for the student to be transferred to another workplace.</p>





Students are not accepted at any organization for Co-op training	The Department, College or the Co-op unit should help the students in selecting training organizations	Find Co-op opportunities at other organizations.
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D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student's Academic and Professional Characteristics	Teaching Supervisor	Midway and Final Evaluation.
Quality of Co-op activities and reports	Teaching Supervisor and Co-op Advisor	Monthly Reports
Quality of the work, oral and written Communication Skills	Co-op Examiners	Final Presentation Final Report
Quality of the Co-op Program	Teaching Supervisor	Co-op Employer Satisfaction Survey
Co-op Program Learning Experience	Students	Co-op Student Satisfaction Survey
CLO Assessment	Co-op Coordinator	Course Exit Survey

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	

