Field Experience Specifications

Course Title:	Internship in MIS
Course Code:	MIS10805
Program:	MIS
Department:	Management Information Systems
College:	Business Administration
Institution:	Albaha University

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A. Field Experience Identification

1. Credit hours:	
2. Level/year at which this course is offered:	
3. Dates and times allocation of field experience activities.	
• Number of weeks: (16.) week	
• Number of days: (na) day	
• Number of hours: (96.) hour	
4. Pre-requisites to join field experience (if any)**:**	

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1		
2	**Skills:**	
2.1	Analyze the impact of computing on organizations.	S1
2.2	Apply knowledge and skills learned in the classroom with a work setting.	S2
2.3	Evaluate the activities and functions of decision making in management information system profession.	S3
2.4	Demonstrate the practices of professional communication skills in teamwork and leadership.	S4
3	**Values:**	
3.1		

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			
2.0	**Skills**		
2.1	Analyze the impact of computing on organizations.	-Providing orientation, advice and guidance to the students about the work systems and procedures. -Acquire skills in new software and hardware.	- Training evaluation report; Debriefing review - Display all the new software and hardware used in training in the final report.
2.2	Apply knowledge and skills learned in the classroom with a work setting.	-Providing orientation, advice and guidance to the students about the work systems and procedures. -Student is given tasks to perform at trainer organization	- Training evaluation report; Debriefing review - Performance on the task given
2.3	Evaluate the activities and	Student is given tasks to	Training evaluation

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
	functions of decision making in management information system profession.	perform at trainer organization	report; Debriefing review -Performance on the task given
2.4	Demonstrate the practices of professional communication skills in teamwork and leadership.	-Providing orientation, advice and guidance to the students about the work systems and procedures. -Giving individual task; Assigning in group work; Assigning as team leader	- Training evaluation report; Debriefing review - Engaging student in individual task, team work, team leading etc.
3.0	**Values**		
3.1			

3. Field Experience Learning Outcomes Assessment
a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Field Report on Student	11th Week	50%
2	Student's training report	12th Week	50%
	Total		100%

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

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff**	Assessments number 2
2	**Field Supervisor**	Assessment number 1
3	**Others** (specify)	None

C. Field Experience Administration
1. Field Experience Locations
a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
King Fahd Hospital	Work place or office	MIS related tasks
Ministry of labor and social development - Albaha branch	Work place or office	MIS related tasks
Albaha University	Work place or office	MIS related tasks
Saudi banks	Work place or office	MIS related tasks
Albaha Municipality	Work place or office	MIS related tasks
Saudi medium enterprises	Work place or office	MIS related tasks
Saudi listed companies	Work place or office	MIS related tasks
Bigger non-for-profit organizations	Work place or office	MIS related tasks
Public sector organizations	Work place or office	MIS related tasks
Etc.		

*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

Procedure for identifying locations and the conduct of training process includes:

1. The program assigns internal supervisor from the teaching staffs.
2. The student will search for the relevant organization for field training according to the criteria set by the program & reports to the program administration.
3. The student is given the letter of approval of field training to the organization.
4. The field supervisor reports to the BA program the training schedule of the student.
5. The student briefs the conduct of the training to internal supervisor every week.
6. The student writes training report at the end of the training session and submits to the internal supervisor.
7. The trainer organization assesses the student an gives suggestive grade to student and sends to the internal supervisor confidentially.
8. The internal supervisor decides the final grade of the student.

2. Supervisory Staff
a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Senior or middle manager	Head of BA Department
Selection Criteria	Experience in coaching	Experience in student supervising

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.)

Qualifying for supervisory

The supervisory staff needs to be:
- Experienced in supervising students
- Know the local organizations
- Good at follow-up of students and counterchecking

Implementation of training activities
- The organization's relevance to the field of study or specialty
- Organizations experience in developing the student in real work life
- Organizations appropriate training skills and experience

Follow-up
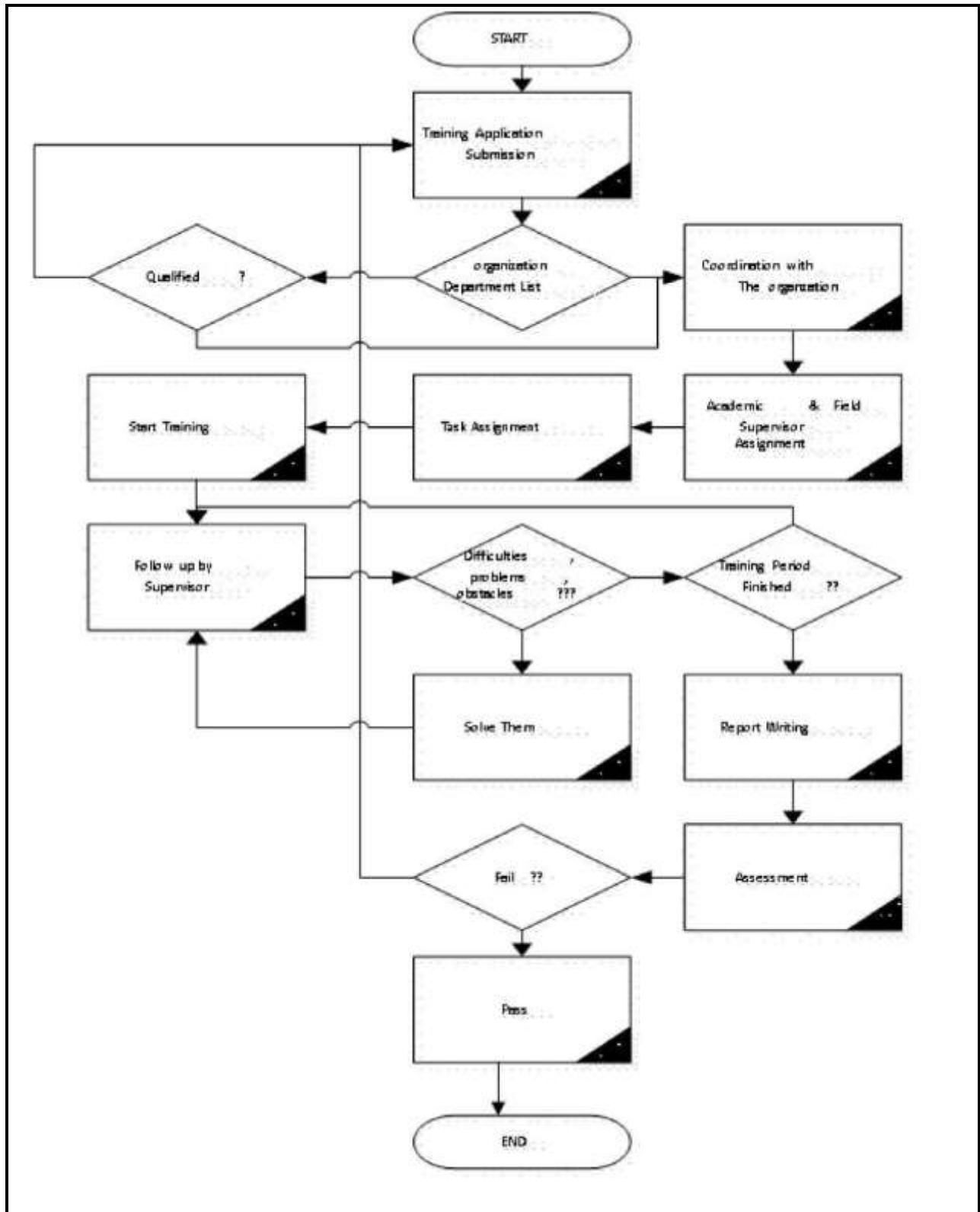- The internal supervisor (teaching staff) follows up the conduct of training.
- The trainer keeps attendance of the student.
- The supervisory staff takes briefing from the student each week. **Evaluation of Student**
- The supervisory staff keeps record of the student performance
- The trainer suggests the grade of student
- The supervisory staff decides on the final grade of the student.

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

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                                   ┌─────────────┐
                                   │    START    │
                                   └──────┬──────┘
                                          │
                                   ┌──────▼──────────┐
                                   │ Training        │
                                   │ Application     │
                                   │ Submission      │
                                   └──────┬──────────┘
                                          │
         ┌──────────┐          ┌──────────▼──────────┐          ┌──────────────┐
         │ Qualified?│◄────────│  organization       │─────────►│ Coordination │
         └──────────┘          │  Department List    │          │ with The     │
                               └─────────────────────┘          │ organization │
                                                                └──────┬───────┘
                                                                       │
   ┌──────────────┐          ┌──────────────────┐          ┌──────────▼──────────┐
   │ Start Training│◄────────│ Task Assignment  │◄─────────│ Academic & Field    │
   └──────┬───────┘          └──────────────────┘          │ Supervisor          │
          │                                                 │ Assignment          │
          │                                                 └─────────────────────┘
   ┌──────▼───────┐          ┌──────────────────┐          ┌──────────────────┐
   │ Follow up by │─────────►│ Difficulties,    │─────────►│ Training Period  │
   │ Supervisor   │          │ problems,        │          │ Finished ??      │
   └──────────────┘          │ obstacles ???    │          └──────────────────┘
                             └────────┬─────────┘                   │
                             ┌────────▼─────────┐          ┌────────▼─────────┐
                             │  Solve Them      │          │ Report Writing   │
                             └──────────────────┘          └────────┬─────────┘
                                                                    │
                             ┌──────────────────┐          ┌────────▼─────────┐
                             │   Fail ??        │◄─────────│  Assessment      │
                             └────────┬─────────┘          └──────────────────┘
                             ┌────────▼─────────┐
                             │     Pass         │
                             └────────┬─────────┘
                                      │
                             ┌────────▼─────────┐
                             │      END         │
                             └──────────────────┘
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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		√		√	
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)					

Field Experience Specifications

4. Field Experience Implementation
a. Supervision and Follow-up Mechanism

The supervision is made both by the BA teaching staff (internal supervisor) and external supervisor (trainer).
- The procedural steps and developments or progress is supervised by the internal supervisor. Through briefing meetings the internal supervisor follows up that the training is going on appropriately.
- The day-to-day conduct of the training on training and the follow-up of student conduct are supervised and implemented by the external supervisor.

b. Student Support and Guidance Activities

Student support and guidance activities are undertaken both by the BA program and the trainer organization.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
None	NA	NA

Note: Since the nature of business administrative or management training does not involve any hazardous material or it is not taken in locations of insecurity, it is stated that there is no potential risk.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Field training course evaluation	Student	Questionnaire Survey
Training conduct and effectiveness	External supervisor (Field supervisor)	Training review
Achievement of learning outcomes	Internal supervisor	Internal supervisor (Supervisory staff) review
Quality of training learning outcomes	Department Head Program Coordinator	Training review

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	Minutes of the Council of Management Information Systems Department
Reference No.	3
Date	8.12.2021