



# Field Experience Specification

Course Title: **FIN Cooperative Education**

Course Code: **FIN 460**

Program **BSC. Finance**

Department: of **Economics & Finance**

College: **of Business Administration**

Institution: **University of Ha'il**

Field Experience Version Number: *version three*

Last Revision Date: **05<sup>th</sup> October 2023**



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## A. Field Experience Details:

<b>1. Credit hours:</b>		
9 Hrs		
<b>2. Level/year at which Field Experience is offered:</b>		
7 <sup>th</sup> Level / 4 <sup>th</sup> year (Senior)		
<b>3. Time allocated for Field Experience activities</b>		
25 Weeks	5 Days	6 Hrs (750 Hrs in total)
<b>4. Corequisite (or prerequisites if any) to join Field Experience</b>		
Prerequisites: <ul style="list-style-type: none"> <li>• Completion of 90 Hours.</li> <li>• FIN 317</li> <li>• ACC 309</li> </ul>		
<b>5. Mode of delivery</b>		
<input checked="" type="checkbox"/> In-person/onsite	<input type="checkbox"/> hybrid (onsite/online)	<input type="checkbox"/> 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	Record in-depth knowledge and comprehension the training environment (mission, objectives, culture, regulations of the host organization)	K2	Discussion Case study	<b>Direct:</b> <ul style="list-style-type: none"> <li>- Monthly progress reports</li> <li>- Mid-Point Evaluation by the field supervisor</li> <li>-Final Evaluation by the field supervisor</li> <li>-Field visit report</li> <li>-Final report</li> <li>-Oral presentation</li> </ul> <b>Indirect:</b> <ul style="list-style-type: none"> <li>Course Evaluation survey by students</li> </ul>	<ul style="list-style-type: none"> <li>-Academic supervisor.</li> <li>-Field supervisor</li> <li>-Coop evaluation committee members.</li> </ul>



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.2	Explain the financial processes, techniques, and practices used in the host organization.	K2	Presentation Discussion Problem solving	<b>Direct:</b> - Monthly progress reports - Mid-Point Evaluation by the field supervisor - Final Evaluation by the field supervisor - Field visit - Final report - Oral presentation  <b>Indirect:</b> Field experience evaluation survey by students	- Academic supervisor.  - Field supervisor  - Coop evaluation committee members.
<b>2.0</b>	<b>Skills</b>				
2.1	Use technology tools and financial techniques for the training tasks' accomplishment .	S3	Computer practices Presentation Discussion	<b>Direct:</b> - Monthly progress reports - Mid-Point Evaluation by the field supervisor - Final Evaluation by the field supervisor - Field visit - Final report - Oral Presentation.  <b>Indirect:</b> Field experience evaluation survey by students	- Academic supervisor. - Field supervisor - Coop evaluation committee members.
2.2	Develop written and oral communication skills for a clear activities summary and a	S5	Preparation of reports summary Presentation Discussion .	<b>Direct:</b> - Monthly progress reports - Mid-Point Evaluation by the field supervisor	Academic supervisor. - Field supervisor - Coop evaluation

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	persuading delivered speech.			-Final Evaluation by the field supervisor -Field visit -Final report -Oral Presentation.  Indirect: Field experience evaluation survey by students	committee members.
3.0	Values				
3.1	Illustrate ethical and socially responsible behavior towards challenges inside and outside the training place.	V1	Case study Problem solving	Direct -Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit report -Final report -Oral presentation  Indirect: Field experience evaluation survey	-Academic supervisor -Field supervisor -Coop evaluation committee members
3.2	Show the ability to work effectively independently and collaboratively	V2	Problem solving Case studies Presentation Discussion	Direct -Field visit report -Final report -Oral presentation.  Indirect: Field experience evaluation survey	-Academic supervisor -Field supervisor -Coop presentation committee members

\*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.

Vice Deanship of Academic affairs (supervision)

↳ Unit of Cooperative training (Communicate instructions to coordinators and students, guide students to find training places, manage risks, assign academic supervisors ...)

↳ Coordinators of the Unit of Cooperative Training at the Department of Economics & Finance (provide applications for training, guide students and academic supervisors, ...)

↳ { Academic Supervisor (guidance, evaluation)  
Field Supervisor (develop skills of students, evaluation)  
Trainee Students

### 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	✓		✓		
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		✓			✓
Monitoring attendance and leave		✓			✓
Assessment of learning outcomes		✓			
Evaluating the quality of field experience	✓	✓	✓		



Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Others (specify)					

### 3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Development Authority of Ha'il Region	Training in the financial department of the Authority, provides office equipment, data on developments projects, learning sources, As well as a respectful and positive training environment.	Organization of workshops related to projects.
Aramco Company	Training in the financial department of the company, Learning sources, office equipment, information technology, housing/commuter facilities, Respectful and positive training environment	Safety standards
Banks	Learning sources, office equipment, Respectful and positive training environment	Discuss their functions with trainees and answer their questions about their practices.
Hospitals	Training in the financial department of the hospital, Respectful and positive training environment	Safety standards





Suggested Field Experience Locations	General Requirements*	Special Requirements**
Others	Training in the financial department of the organization, Respectful and positive training environment	Safety standards

\*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

- Looking for organizations which includes a department of Finance.
- Verifying that the maximum of requirements (general/special) is satisfied.
- Sending (through the student) to the organization an official application for training.
- Guarantee the availability of a field supervisor in the organization for monitoring the student (via the signed form of Coop Training Opportunity).

#### 5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Students didn't find any acceptance for training from any organization.	COOP unit should keep contact with several organizations and know their ability for training.	COOP unit communicate with the organizations to find training places for these students.
Student has tasks to accomplish that are unrelated to the Finance major. (Making photocopies, bringing coffee, ...)	Coop unit should accept the requests of students for training in the financial institutions or in the financial departments/divisions of non-financial institutions.	the Coop unit/academic supervisor should contact the field supervisor to remind the needs of the student trainee to develop his knowledge and skills in the finance major. If the field supervisor cannot give tasks that are close to finance, the Coop unit should find immediately another training place for the student.
If the trainee student has an excessive number of tasks and has the feeling of being overwhelmed.	Academic supervisor should conduct field visits. Academic supervisor should continuously communicate with the field supervisor and his student.	The academic supervisor should explain to the field supervisor the student needs time to learn new tasks and he should not entrust him/her with missions at the level of those of an employee.
Non-integration of the student in the	Academic supervisor should conduct field visits.	The academic supervisor should first advise the student to continue



host organization, or lack of communication between the student and the field supervisor or conflict between them.	Academic supervisor should continuously communicate with the field supervisor and his student.	to be interested, to arrive on time, and to appear impeccable, whatever the situation encountered as he/she still needs to prove himself as a trainee to learn the skills he/she is there for, and the company must maintain a good image of him/her once his/she is gone. The academic supervisor and the Coop unit should contact the field supervisor for an open discussion between the student and the field supervisor and all parties involved in order to create a comprehensive solution to the conflict (if any). They should remind to the student the unacceptable training behavior. If necessary, the Coop unit should find another training place for the student.
Injury or occupational illness, or non-suitable conditions in the training site, or a pandemic.	The host organization should inform the trainee about the procedure of evacuation from the building, and the phone numbers of internal emergency... from the beginning of the training. Academic supervisor should conduct field visits to observe and check the work conditions of the student.	The Academic supervisor/ Coop unit should communicate with the field supervisor to request the improvement of the training conditions. If necessary, the Coop unit should find another training place for the student.  The training should be interrupted in case of pandemic.
The employer or a non-college employee may believe that they have suffered a loss or have been injured as a result of the action or inaction of the student trainee.	The Coop unit should explain to the trainee students his responsibilities and ethical guidelines from the beginning of the training. Academic supervisor should continuously communicate with students.	The employer should send to the Coop unit a claim explaining that there has been a wrongful act. The Coop unit will review the facts of the claim. Additional information may be requested. If the Coop unit decides that the claim has validity, it will be forwarded to the Deanship of Academic Affairs to operate with the injured

## D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	Student Field supervisor Academic supervisor Coop presentation committee members	Indirect Direct Direct Direct
Extent of achievement of course learning outcomes, Quality of learning resources, etc.)	Academic supervisor Coop presentation committee members Student	Direct Direct Indirect
Quality of learning resources	Students Field supervisor Academic supervisor	Indirect Direct Direct

**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	Governing council of the Department of Economics and Finance
Reference No.	NO. 3
Date	12-11-2023