



Field Experience Specification

Course Title: **FIN Cooperative Education**

Course Code: **FIN 450**

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: **05th October 2023**



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	6
D. Training Quality Evaluation.....	10
E. Specification Approval Data	10





A. Field Experience Details:

1. Credit hours:.

6 Hrs

2. Level/year at which Field Experience is offered:

7th Level / 4th year (Senior)

3. Time allocated for Field Experience activities

25 Weeks

5 Days

6 Hours (750 hours in total)

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

Prerequisites: ENGL-100 & Completion of 85 Hours.

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				
1.1	State the training environment by recognizing its mission, requirements, instructions, politics, and its challenges.	K2	Presentation Discussion Case study	Direct: - Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final report -Oral presentation Indirect: Field experience survey by students	-Academic supervisor. -Field supervisor -Coop evaluation committee members.
2.0	Skills				
2.1	Explain financial reports, graphics	S3	Presentation Discussion	Direct:	-Academic supervisor.





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	and numerical data related to the training organization.		Case study Preparation of reports	-Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final Report -Oral Presentation Indirect: Field experience survey by students	-Field supervisor Coop evaluation committee members.
2.2	Judge the financial situations using principles learned in classrooms.	S4	Case study Peer teaching Problem solving Preparation of reports	Direct: -Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final report -Oral Presentation. Indirect: Field experience by students	-Academic supervisor. -Field supervisor -Coop evaluation committee members.
2.3	Apply the financial tools and technologies used by the training organization.	S5	Preparation of reports Lab/computer practices Problem solving	Direct: -Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final report	-Academic supervisor -Field supervisor -Coop evaluation committee members.





Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
				-Oral presentation Indirect: Field Experience survey by students.	
3.0	Values				
3.1	Illustrate ethical and socially responsible behavior towards challenges inside and outside the training place.	V1	Case study Problem solving Cooperative learning	Direct -Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final report Indirect: Field experience survey by students	-Academic supervisor -Field supervisor -Coop evaluation committee members
3.2	Perform a self-assessment based on their field experience	V2	Presentation Discussion Problem solving Case study	Direct -Monthly progress reports - Mid-Point Evaluation by the field supervisor -Final Evaluation by the field supervisor -Field visit -Final report. Indirect: field experience Evaluation survey by students	-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	



Suggested Field Experience Locations	General Requirements*	Special Requirements**
Others Mentioned in coop manual Manual of Coop Training - Finance Program.pdf	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 financial organizations or for non-financial organizations which include a department/division of Finance.
- Verifying that the maximum of requirements (general/special) are satisfied.

More details are provided in the manual of coop training of Finance program. [Manual of Coop Training - Finance Program.pdf](#)

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.

<p>Non-integration of the student in the host organization, or lack of communication between the student and the field supervisor or conflict between them.</p>	<p>Academic supervisor should conduct field visits. Academic supervisor should continuously communicate with the field supervisor and his student.</p>	<p>The academic supervisor should first advise the student to continue 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.</p>
<p>Injury or occupational illness, or non-suitable conditions in the training site, or a pandemic.</p>	<p>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.</p>	<p>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.</p> <p>The training should be interrupted in case of pandemic.</p>
<p>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.</p>	<p>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.</p>	<p>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</p>

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	Student Field supervisor Academic supervisor Coop presentation committee members Coop unit	Indirect Direct Direct Direct Direct and Indirect
Extent of achievement of learning outcomes	Academic supervisor Coop presentation committee members Student Coop unit	Direct Direct Indirect Direct and indirect
Quality of learning resources	Students Field supervisor Academic supervisor Coop unit	Indirect Direct and indirect Direct and indirect 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	Governing council of the Department of Economics and Finance
Reference No.	NO. 3
Date	12-11-2023