



FIELD EXPERIENCE SPECIFICATION

**Human Resources Management
Cooperative Training
HRM1360**

HRM - Field Experience Specifications

Institution: Dar Al Uloom University	Date of Report:
College: Business Administration	Department: Human Resources Management
Program: BA	Track (if any):NA

A. Field Experience Course Identification and General Information

1. Field experience course title and code: Cooperative Training – HRM1360			
2. Credit hours (if any): 6 Cr.			
3. Level or year of the field experience. Student must complete 90 Credit-hour before start he/she can proceed with the cooperative training.			
4. Dates and times allocation of field experience activities. a. Dates: 10 weeks. b. Times: (5 days/week) X (8:00 – 15:00)			
5. List names, addresses, and contact information for all field experience locations.			
	Name and Address of the Organization	Name of Contact Person	Contact Information (email address or mobile)
a.	Riyadh Bank	Faisal Alhulaihd	0505225474
b.	PWC	Ali Hashim	0112110400/1114
c.	Alyasra Trading Co	Ahmed Alyahya	0112572095
d.	King Abdulaziz City For Science And Technology	Abdullah Albiez	0114813695
e.	Ministry of Defense	Mohannad Aloqail	0114976500/5037
f.	STC	Naif Alrefaie	0114430767
g.	SADAFCO	Fahad Alosaimi	0115100537
h.	Ministry of Foreign Affairs	Naif Almutairi	
i.	Elm	Nawaf Alyousif	0118169447
j.	Saudi Commission tourism & national haritafe	Fahad Alkhalil	0118808186
k.	Yamamah Cements Co	Abed Hamad	0114085613
l.	Southwind Telecom	Turki Alsadoun	0114613954

B. Learning Outcomes

Learning Outcomes for Field Experience in Domains of Learning, Assessment Methods and Teaching Strategy

Program Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning and teaching.

The **National Qualification Framework** provides five learning domains. Learning outcomes are required in the first four domains and sometimes are also required in the Psychomotor Domain.

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable learning outcomes required in each of the learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each program learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process.

CLOs	SAQF Learning Domains and Learning Outcomes	Aligned PLOs	Teaching Strategies	Assessment Methods
1.0	Knowledge			
1.1	Discuss the HRM models, techniques, strategies, and practices in real work life.	K1	Direct (Drill & Practice) Indirect (Problem Solving, Reflective Discussion)	Written Assignments (Report).
1.2	Discuss the impact of cross-cultural diversity on HRM practices catering to achieve organizational goals.	K2		
1.3	Integrate decision-making process into HRM practices in real-life situations.	K4		
2.0	Skills			
2.1	Analyze the main features of the business environment and its impact on HRM practices.	S1	Direct (Drill & Practice, Compare & contrast)	Written Assignments (Report) Oral Examination
2.2	Apply a range of HRM practices and strategies in a business environment.	S2	Indirect (Problem Solving, Reflective Discussion)	
2.3	Critically evaluate HRM practices in line with business ethics and corporate social responsibility.	S3	Interactive (Role Playing, Brainstorming, Cooperative learning)	
3.0	Competencies			
3.1	Show interpersonal and teamwork skills necessary to complete assigned tasks	C1	Interactive (Role Playing, Brainstorming, Cooperative learning) Independent (Reports, projects)	Presentations (formal discussion individual) Practical Assignments/ Projects
3.2	Show leadership skills in developing practical solutions and recommendations in real-life situations.	C2		
3.3	Demonstrate entrepreneurial and teamwork skills to propose practical recommendations for HRM problems or challenges.	C3		

3.4	Apply knowledge of business concepts, quantitative analysis tools and problem-solving methodologies in HRM situations.	C4		
3.5	Use information technology, and communication resources, statistical, and research tools for analyzing HRM practices.	C5		
3.6	Demonstrate written and oral communication skills appropriate for conveying HRM related issues.	C6		

C. Description of Field Experience Activity

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

- Compliance with the rules and regulations of the work.
- Send required forms to the academic advisor at the college in a timely manner using the mail address.
- Coordination with the supervisor of the training company regarding the final evaluation during the training period and send it to make sure the academic advisor.

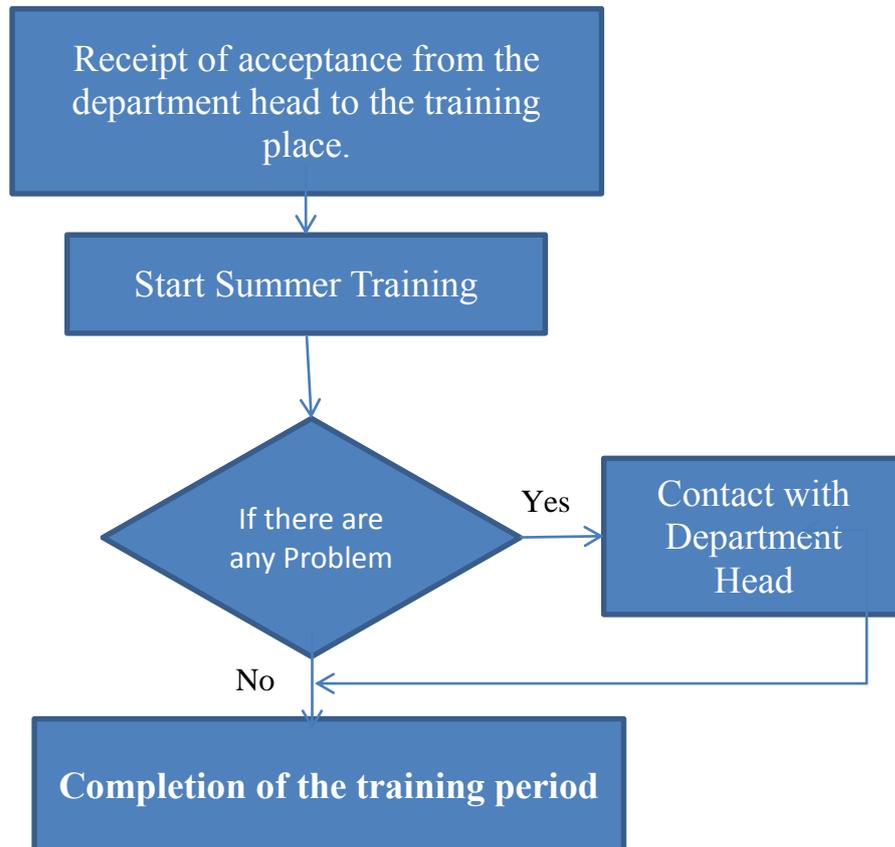
2. List required assignments, projects, and reports.

- The student should ask the mentor to sign and send Student's Commencement Notice form (D-1)
- The student should ask the mentor to prepare training plan (D-2), send it to the coop advisor, and Coop coordinator. An e-copy of the plan should be submitted via myLMS.
- Coop students will need to submit 4 progress reports (form A-5), one every 6 weeks (by the end of weeks 2, 4, 6 & 8). They submit the coop progress reports via myLMS and by email to their respective coop advisor. The field mentor should sign the hardcopy of the report.
- By the end of the 4th and the 8th weeks or at least one week before the end of the training period, the coop student should remind his mentor to fill out the evaluation form (D-4) and send it to the coop advisor. The student needs to provide a blank form to his/her mentor (to be given by the coop advisor).
- The student will need to submit a detailed final report about his work in the company. Thus, it is recommended the student starts writing it from the first week of the coop training program while the details are still fresh.

3. Follow up with students. What arrangements are made to collect student feedback?

- Summer training coordinator must visit companies to observe the work carried out by the trainee.
- Summer trainee must remain in constant touch with the coordinator in case of any help/assistance.
- The students fill up LMS survey report about their experience.

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



5. Responsibilities.

	Student	Field Teaching Staff	Program Faculty and Teaching Staff	Department or College
Planning Activities				
a. Student activities.			✓	
b. Learning experiences.			✓	
c. Learning resources				✓
d. Field site preparations		✓		
e. Student guidance and support		✓		
Supervision Activities				
a. transport to and from site.	✓			
b. Demonstrate learning outcome performance.	✓			
c. Completion of required tasks, assignments, reports, and projects.	✓			
d. Field site – safety.		✓		
e. Student learning activities.	✓			
b. Providing learning resources		✓		
c. Administrative (attendance)	✓	✓		
Assessment Activities				
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.

	Evaluation criteria		Grades	LO
1	The employer	Student's Performance evaluation (electronic form)/ 30	2.1
				2.2
				3.2
2	The student	Evaluation for Reports (E-1)/ 20	1.3
				3.4
		Evaluation of Presentation (E-2)/ 15	2.3
				3.6
		Overall acquired knowledge and skills (KSTest)/ 10	1.1
				1.2
3	Coop Advisor	Monthly attendance reports/ 5	3.1
		Coop advisor visit report (s)/ 20	3.3 3.5
	Total	/ 100	

c. Explain the resolution of differences process (If the field teaching staff and the program faculty and teaching staff share responsibility for student assessment, what process is followed for resolving differences between them?)

No chance for this conflict because each examiner will give his/her evaluation then the average will be taken as student grade.

D Planning and Preparation

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. Suitable office	Same standards applied in the work place.	Marketing activities
b. Adequate facilities in needed.		
Explain the decision-making process used to determine appropriate field experience locations.		
<ol style="list-style-type: none"> 1- Offering HRM opportunity internship. 2- Financial compensation (preferable). 3- Good reputation in internship. 4- Easy to communicate. 5- Training program offered to students 		

2. Identification of Field Staff and Supervisors

List Qualifications	List Responsibilities	List Training Required
a. Lecturer.	<ul style="list-style-type: none"> *) Visit the student at the coop location once at the beginning of the semester and fill Student's Coop Advisor Visit Report (C-1). *) Ensure a timely start and end of the training program for each coop student *) Ensure adequacy of the work assignment by reviewing the training plan (D-2) provided by the company and approve it if it meets the requirement, or communicate with the student mentor to adjust the program as needed. *) Review the progress reports (A-5) prepared by the students and send feedback to them within a week of submission. *) Guide the student in writing and compiling the final coop report in a professional format as per appendix F-2. It is required that the advisor will have frequent meetings with his advisee during the period of writing the report (the semester that follows the coop). *) The contents of the Coop full report should be as per appendix F-1. *) Submit grades for progress reports and the final report to the coop committee. *) Attend and evaluate the student's presentation. 	N/A
b. English and Arabic communication ability.		
Explain the decision-making process used to determine appropriate field staff and supervisors.		

3. Identification of Students

List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
a. HRM1321	N/A	N/A
b. HRM1322		
c. HRM1323		
d.MGT1311		
<p>Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities.</p> <p>Student must complete 90 Credit-hour before start he/she can proceed with the cooperative training.</p>		

4. Safety and Risk Management.

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
N/A			
<p>Explain the decision-making process used to protect and minimize safety risks.</p>			
N/A			

5. Resolution of Differences in Assessments. If supervising staff in the field location and faculty from the institution share responsibility for student assessment, what process is followed for resolving any differences between them?

No chance for any conflict between student *field mentor* and *coop advisor* because the grading system as follow:

- 1) A clear Description for the role of *field mentor* and *coop advisor*.
- 2) Field mentor evaluation = 30% of COOP grade (based on Form No. D4 and student weekly reports)
- 3) Coop advisor evaluation = 70% (Form C-2, Form E-1, and E-2).

E. 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

- LMS survey.
- Analyze the survey.
- Report the results to the Head of the department and list of recommendations.

b. Supervising staff in the field setting

Describe evaluation process

- Fill in a questionnaire to assess the Summer Training.
- Analyze the survey.
- Report the results to the Head of the department and list of recommendations.

c. Supervising faculty from the institution

Describe evaluation process

- Fill in a questionnaire to assess the Summer Training.
- Analyze the survey.
- Report the results to the Head of the department and list of recommendations.

e. Others—(e.g. graduates, independent evaluator, etc.)

Describe evaluation process

- Fill in the program experience survey by graduates.
- Analyze the survey.
- Report the results to the Head of the department and list of recommendations.

H. Specification Approval Data

Council / Committee	HRM DEPARTMENT COUNCIL - COB
Reference No.	
Date	15/08/2019