



## Field Experience Specifications

<b>Course Title:</b>	COOPERATIVE TRAINING
<b>Course Code:</b>	FIN 1360
<b>Program:</b>	Bachelor in Finance & Banking
<b>Department:</b>	Finance and Banking
<b>College:</b>	Business
<b>Institution:</b>	Dar Al Uloom University

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## A. Field Experience Identification

<b>1. Credit hours: 6</b>
<b>2. Level/year at which this course is offered:</b>
<b>3. Dates and times allocation of field experience activities.</b> <ul style="list-style-type: none"> <li>• Number of weeks: (16) week</li> <li>• Number of days: (80) day</li> <li>• Number of hours: (560) hour</li> </ul>
<b>4. Pre-requisites to join field experience (if any):</b>  The following criteria should be met before a student is considered eligible for admission to the coop work programs: <ul style="list-style-type: none"> <li>▪ Completion of 90 credit-hours or more of his study.</li> <li>▪ Earned Cumulative and Major GPA of 1.0 or above.</li> <li>▪ Completion of any special departmental requirements. Not subject to dismissal for academic causes.</li> </ul>

## B. Learning Outcomes, and Training and Assessment Methods

### 1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge</b>	
1.1	Enable students to expand practical understanding in the field of finance & banking	K1
1.2	Demonstrate ability to work with various systems in an organization setting before graduation	K2
1.3	To ascertain what are the possible job opportunities after graduation	K3, K4
<b>2</b>	<b>Skills:</b>	
2.1	Apply skills taught in the program in realistic situations in the field of financial management	S1
2.2	Ability to identify financial problems and recommend solutions based on their theoretical and practical exposure	S2
<b>3</b>	<b>Competence:</b>	
3.1	Show respect for the work place rules and conditions.	C1
3.2	Work independently and as part of a team by communicating results of work to team members	C2
3.3	Use of computer and software for analyzing and data processing.	C3
3.4	Demonstrate written and oral communication skills appropriate for business situations.	C4, C5

### 2. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	Enable students to expand practical understanding in the field of finance & banking	Coop advising Field visit	Final report writing Oral exam. Field visit report
1.2	Demonstrate ability to work with various systems in an organization setting before graduation	Coop advising Field visit	Final report writing Oral exam. Field visit report
1.3	To ascertain what are the possible job opportunities after graduation	Coop advising Field visit	Final report writing Oral exam.

Code	Learning Outcomes	Teaching Strategies	Assessment Methods
			Field visit report
<b>2.0</b>	<b>Skills</b>		
2.1	Apply skills taught in the program in realistic situations in the field of financial management	Encourage coop training student to make initiatives and suggest solutions.	Final report writing Field mentor evaluation
2.2	Ability to identify financial problems and recommend solutions based on their theoretical and practical exposure	Encourage coop training student to make initiatives and suggest solutions.	Final report writing Field mentor evaluation
...			
<b>3.0</b>	<b>Competence</b>		
3.1	Show respect for the work place rules and conditions.	Coop advising Field visit	Oral exam. Field visit report
3.2	Work independently and as part of a team by communicating results of work to team members	Coop advising Field visit	Oral exam. Field visit report
3.3	Use of computer and software for analyzing and data processing.	Writing reports	Final report writing Field mentor evaluation
3.4	Demonstrate written and oral communication skills appropriate for business situations.	Writing reports	Final report writing Field mentor evaluation

### 3. Field Experience Learning Outcomes Assessment

#### a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Student Performance evaluation	At the end of the training	30
2	COOP Presentation	At the end of the training	15
3	COOP Report	At the end of the training	20
4	Overall Knowledge acquired skill test	At the end of the training	10
5	Monthly attendance report	<ul style="list-style-type: none"> <li>• 6th week</li> <li>• 12th week</li> <li>• 18th week</li> <li>• 24th week</li> </ul>	5
6	COOP Advisor visit attendance report	At least twice during the COOP training	20
7			
8			

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

#### b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	Monthly attendance report, COOP report, COOP presentation, and COOP Advisor visit attendance report
2	Field Supervisor	Student Performance evaluation
3	Others (specify)	

## C. Field Experience Administration

### 1. Field Experience Locations

#### a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Suitable Office	Same standards applied in the workplace.	Financial activities
Adequate facilities in needed.		

\*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

<ol style="list-style-type: none"> <li>1- Offering financial and banking opportunity internship.</li> <li>2- Financial compensation (preferable).</li> <li>3- Good reputation in internship.</li> <li>4- Easy to communicate.</li> </ol>
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### 2. Supervisory Staff

#### a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	<ul style="list-style-type: none"> <li>• Ability to communicate in both English and Arabic language</li> <li>• Minimum of First Degree in Finance and Banking or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in English language</li> <li>• Minimum of master's degree in Finance and Banking or related field</li> </ul>
Selection Criteria		

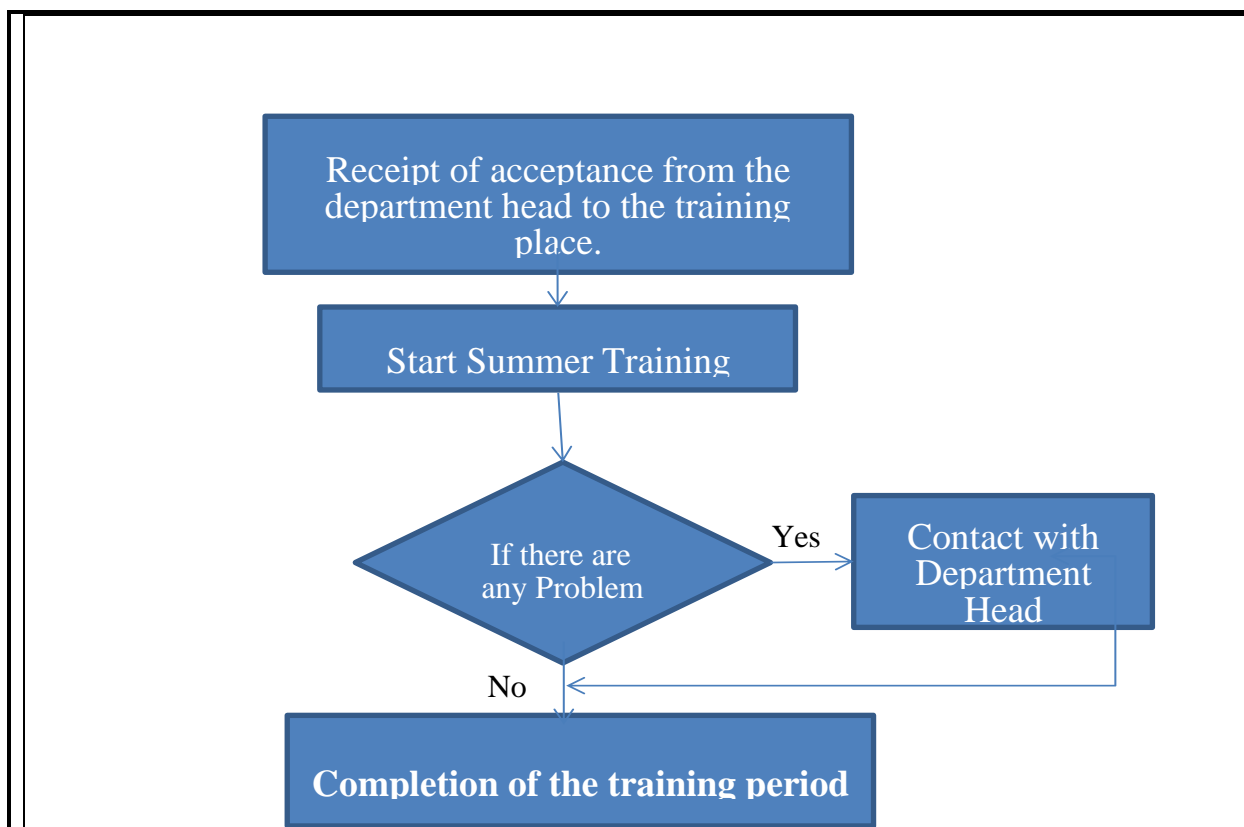
#### b. Qualification and Training of Supervisory Staff

(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.)

### 3. Responsibilities

#### a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.



**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, .....		✓	✓		✓

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Follow up on student training activities	✓	✓		✓	✓
Adjusting attendance and leave				✓	
Assessment of learning outcomes	✓	✓			
Evaluating the quality of field experience	✓	✓			✓
Others (specify)					

#### 4. Field Experience Implementation

##### a. Supervision and Follow-up Mechanism

- 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.

##### b. Student Support and Guidance Activities

Student Support and guidance is carried out by the employer, field mentor, and the university. Each has the following roles:

###### **Employer's Role:**

The employer has the major role in promoting the success of the training program. To achieve this goal, the employer is expected to provide the following:

- The employer should coordinate with the student COOP advisor to develop a training plan reflecting the field experience learning outcomes during COOP period. It needs to be related to the student's academic field of study.
- The coop student should be assigned to a professional in his field of study (field mentor), who will be responsible for making the student's training program meaningful and effective.
- The coop student should be treated like any other employee in the organization.
- If the COOP student does not show up to work either on time or at all, the field mentor should inform the University, so that corrective action can be taken. Absence should be reflected in the evaluation reports.

- If the coop student does not perform well or his performance does not meet the employer's standard then the field mentor should contact the COOP student advisor so that corrective action is taken.
- Students should be encouraged and allowed to prepare technical reports and conduct oral presentations during the training period.
- The employer should allow and encourage visits by the coop advisor.

### **Field Mentor:**

The field mentor is a professional in the field of the student's major assigned by the employer. The role of field mentor is ensuring adequate professional development of an assigned COOP student. It is expected that the mentor will facilitate implementation of the student COOP plan. The mentor will be mainly in charge of the following tasks:

- Fill the Student's Commencement Form (D-1) and send it to the coop coordinator within the first week.
- Set a training plan (D-2) with coordination with the student COOP advisor no later than the second week and ensure that the student follows the plan provided.
- Fill the Student Attendance Form (D-3) by the end of the month and send it to the coop advisor.
- Fill the student's Performance Evaluation Form (D-4) and send it to the coop advisor by the end of specified period (Electronic hyperlink will be sent by the COOP coordinator).
- Ensure that the progress reports (A-5) provided by the student are prepared accurately. The mentor needs to read and sign the report before the student submits it to his COOP advisor.

### **University's Role:**

The University will collaborate with the employer to make the coop program a success. To achieve this, the following parties are involved:

- Coop coordinator
- Coop advisor
- Coop examining committee

#### **a. *The Coop Coordinator:***

The Coop Coordinator oversees the following:



- Contacting the companies to solicit coop positions for the following semester.
- Providing all necessary information required for the placement of all for employment candidates in the coop Program.
- Maintaining a regular liaison with the participating employer and with the student mentor through the channels authorized by the employer.

**b. *The Coop Advisor:***

The coop advisor is a faculty member in the student's academic program with expertise in the subject of the coop assignment. The advisor will guide the coop student during the full period of the coop assignment. The advisor should aid the student while training in the coop program. His/her role is to:

- ❖ Visit the student at the coop location at least twice during the COOP period and fill Student's Coop Advisor Visit Report (C-1) (Electronic hyperlink will be sent by the COOP coordinator).
- ❖ Ensure a timely start and end of the training program for each coop student
- ❖ Ensure the implementation of the work assignment by reviewing the training plan (D-2).
- ❖ Communicate with the student field mentor to adjust the training plan if 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. It is required that the advisor will have frequent meetings with his/her COOP student during the period of writing the report (the semester that follows the coop).
- ❖ Ask the department for coop Examining Committee panel to evaluate the Student COOP final report (E-1) and presentation (E-2).
- ❖ Attend and evaluate the student's presentation.
- ❖ Submit grades for progress reports and the final report to the Head of the department for approval.
- ❖ Fill the student's Final Evaluation Form (C-2) during the final week of the training and then send it to the coop advisor.

**c. *The Coop Examining Committee:***

The examining committee will comprise the coop advisor as the chairman and two faculty members from the student's academic department. The examining committee evaluates the student's coop report and presentation and will report the grade to the Head of the department for approval.

## 5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
NA		

## G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student's Performance evaluation	The employer	Direct and Indirect
Evaluation of Reports	The Coop Advisor	Direct
Evaluation of Presentation	The Coop Examining Committee	Direct
Overall acquired knowledge and skills	The Coop Examining Committee	Direct
Monthly attendance reports	The Coop Advisor	Direct
Coop advisor visit report	The Coop Advisor	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	Finance Department (2018/2019)
Reference No.	Meeting number 6
Date	2018