

وزارة التعليم
Ministry of Education



جامعة دار العلوم
Dar Al Uloom University

CADD..

field training Guide

In the college of architecture
engineering and digital design

Course CADD 300

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Introduction To Field Training

The Field Training Course (which may be called a practicum, a cooperative program, an internship, or another title) is a compulsory course for students who enroll in the College of Architectural Engineering and Digital Design for a bachelor's degree to fulfill the graduation requirements. Field training involves skills and experiences presented to the student within an institutional framework or an area of practice to help the student acquire various areas of knowledge, field experiences, technical skills, and personal growth. The course will significantly contribute to the student's professional development by linking theoretical knowledge with practical application and allowing students to discover the capabilities, desires, and needs of the labor market in the Saudi Kingdom.

The College of Architectural Engineering and Digital Design offers field training opportunities for students, and they may choose to complete their training either within or outside the Kingdom of Saudi Arabia, subject to the approval of the field training unit in the College of Architectural Engineering and Digital Design.

Field Training Definitions

University: Dar Al Uloom University

College: College of Architectural Engineering and Digital Design

Course code: CADD300

Course name: field training

Credit hours: 0 credit

The Unit: It is the field training unit at the College of Engineering. The coordinator of the training unit is responsible for it. The unit is structured under the Community Engagement and Industry Linkage Committee.

Coordinator of Field Training Unite: A faculty member assigned by the chair of the Community Engagement and Industry Linkage Committee and the Dean to supervise and follow up on field training at the college.

Department Training Supervisor: A faculty member nominated by the Department chair to supervise and follow up field training in the department. This supervisor will be your direct point of contact for any field training-related queries or concerns.

Training: Field training for the students of the College of Architectural Engineering and Digital Design

Trainee Student: Any student who meets the training requirements.

Parties Involved In Field Training





Nature of Field Training Unit

2.1. The Vision:

The field training unit is a dedicated educational unit that provides essential qualification opportunities for trainee students from the College of Architectural and Digital Design in the Kingdom of Saudi Arabia.

2.2. The mission:

Field training is an initiative to develop field training practices to give students practical skills and experience in the public and private sectors associated with their expertise. It would enable employers to identify student skills and facilitate hiring.

2.3. Target group:

All enrolled male and female undergraduate students in the College of Architectural Engineering and Digital Design specializing in any of the three programs: Architecture Engineering, Interior design, or Graphic design.

2.4. Field Training Aims

1. Providing students with the appropriate knowledge, skills, and values for their lifelong professional development in Architectural Engineering and Digital Design.
2. Establish the skills and concepts necessary for correct and distinguished Architectural Engineering and Digital Design practice.
3. Building expertise in the technical and operational aspects of Architectural Engineering and Digital Design.
4. Enriching knowledge of human and behavioral factors related to Architectural Engineering and Digital Design.
5. Develop the skills of creative thinking, problem-solving, self-learning, team leadership, and working within a team in the field of Architectural Engineering and Digital Design.
6. Enhancing community partnership in Architectural Engineering and Digital Design through applied research and participation in community projects.

2.5. Field Training Importance

Field training is essential for the student preparation program in the College of Architectural Engineering and Digital Design. The following points help us understand how vital field training is:

1. Field training represents the student's initial field of expertise, in which they apply what has been learned in the natural environment.
2. It allows the student to deal with the various pressures they may face in the labor market.
3. It helps the student develop their understanding of the educational process procedures.
4. It enhances the student's learning skills.
5. It provides an opportunity to interact and collaborate with experienced trainers in the field.
6. It gives the student a high positive attitude and job satisfaction.
7. It helps the student understand the needs and characteristics of the environment where they should work.
8. Field training is an effective way to help students acquire new abilities and skills they may not possess. These skills enable the student to expand their concepts, adjust their orientations, and consolidate their ability to innovate and be creative; innovation connects the theoretical aspect of the acquired knowledge to the practical aspect of the outcome (work).

2.6. Criteria for Selecting Field Training Agencies:

1. Field training is conducted within architectural engineering, interior design, and graphic design-related engineering offices or government agencies in the Kingdom of Saudi Arabia.
2. Students can take their training within or outside the Kingdom of Saudi Arabia, subject to the approval of the field training unit in the College of Architectural Engineering and Digital Design.
3. The training organization must have a license registered with the Chamber of Commerce.
4. The selected training organization should have a minimum operational history of five years.
5. The field training organization should have adequate employees, ensuring that trainees can benefit from the staff members' experiences.
6. The training organization should meet all conditions and rules of the field training program applicable in the department, including the appointment of a supervisor who collaborates with the department's supervisor in terms of guiding the trainees during the field training period and providing feedback on job performance through evaluation forms approved by the college's field training unit. The training organization supervisor must provide a timetable and a detailed explanation for each trainee, setting out the responsibilities and tasks assigned to each trainee and the expected time for completion.
7. The tasks, activities, and responsibilities assigned to the trainee must be a part of her specialization, study, and academic skills to benefit her professionally.
8. The trainee should not have a relative of the first and second degree in the same training center.

2.7. Eligibility of Field Training Agencies:

The field training agencies and field training process are evaluated through college supervisor visits to the training locations. These visits involve meeting trainers and trainees to assess the agencies' suitability. Furthermore, the student's performance is evaluated during these visits. It is important to note that the field training course may differ across different academic programs at DAU, as it is tailored to meet the specific requirements of each program.

The supervisor evaluates the field training agencies based on the following criteria:

1. Relevance of the field training organization to the student's primary specialization in the college.
2. The student's satisfaction with the work environment, including respectful treatment, provision of necessary services, and basic needs.
3. Opportunities for the student to participate in client meetings and interviews.
4. Provision of opportunities for the student to engage in supervision and implementation tasks.
5. Align the field training plan with the labor market requirements.
6. Regular and effective communication from the field training side.
7. Development of a clear and comprehensive field training plan by the field training coordinator at the beginning of the program, which is communicated to the college.
8. Feedback is provided to the trainee by the field training coordinator to support skills development.
9. Motivation of the trainee through financial incentives or certificates of appreciation by the field training organization.
10. Provision of potential job opportunities for exceptional trainees after the field training period by the field training organization.

Field Training Instructions

3.1. Pre-field Training Requirements:

1. Once the student has completed a minimum of (120 credit hours for ARC), (97 credit hours for IDE), and (96 credit hours for GDE), as outlined in the department's approved academic plan, they become eligible to apply for field training. The initiation of the training is subject to the following conditions:
 - a) Complete minimum of 65% of the total credit hours specified in the academic program's study plan.
 - b) Maintain a Cumulative Grade Point Average (GPA) and Major GPA of 1.0 or higher.
 - c) Attend an orientation and introductory meeting (workshop) organized by the field training committee.
 - d) Obtain prior approval from the field training committee.
 - e) Register for the field training course (CADD 300) with 0 credit hours to ensure continuous enrollment.
 - f) The student must not enroll in any other courses simultaneously with the field training course, and compliance with this rule will result in the cancellation of the field training.
 - g) The cases exempted from paragraph (d) are as follows:

2. It's crucial for students to plan their field training during the designated semester. However, if circumstances prevent this, they may be allowed to undergo training in the final semester to fulfill the graduation requirements. This arrangement ensures that the student's workload in that semester is at most six credit hours. However, such a decision requires approval from the department council, and the field training unit must extend the duration of the training. Furthermore, the student should be fully available for field training at least three days per week.
3. If a student is expected to graduate in the same semester as their field training semester, they can combine field training while studying one course at most. This combination is subject to approval from the department council and requires the committee to carefully schedule appropriate dates for both the field training and the academic coursework. Students must understand that balancing these two commitments is crucial for academic success.) Students who have a desire to train with specific entities are subject to certain conditions:
 - A. The student must submit a request to the committee, expressing their desire to train with a specific organization. This request should include all the necessary information about the entity. In addition, the student must complete and attach Form 1, which is the "proposal of an institution for field training by the student."
 - B. Students can choose a training organization if they meet the program's eligibility requirements and are not owned by the students or their family members.
 - C. The committee prepares letters for the selected organization and the required forms for the entity to complete.
 - D. The student will only be directed to the chosen organization after receiving written consent from the organization and completing the required forms as specified.

3.2. Student Selection:

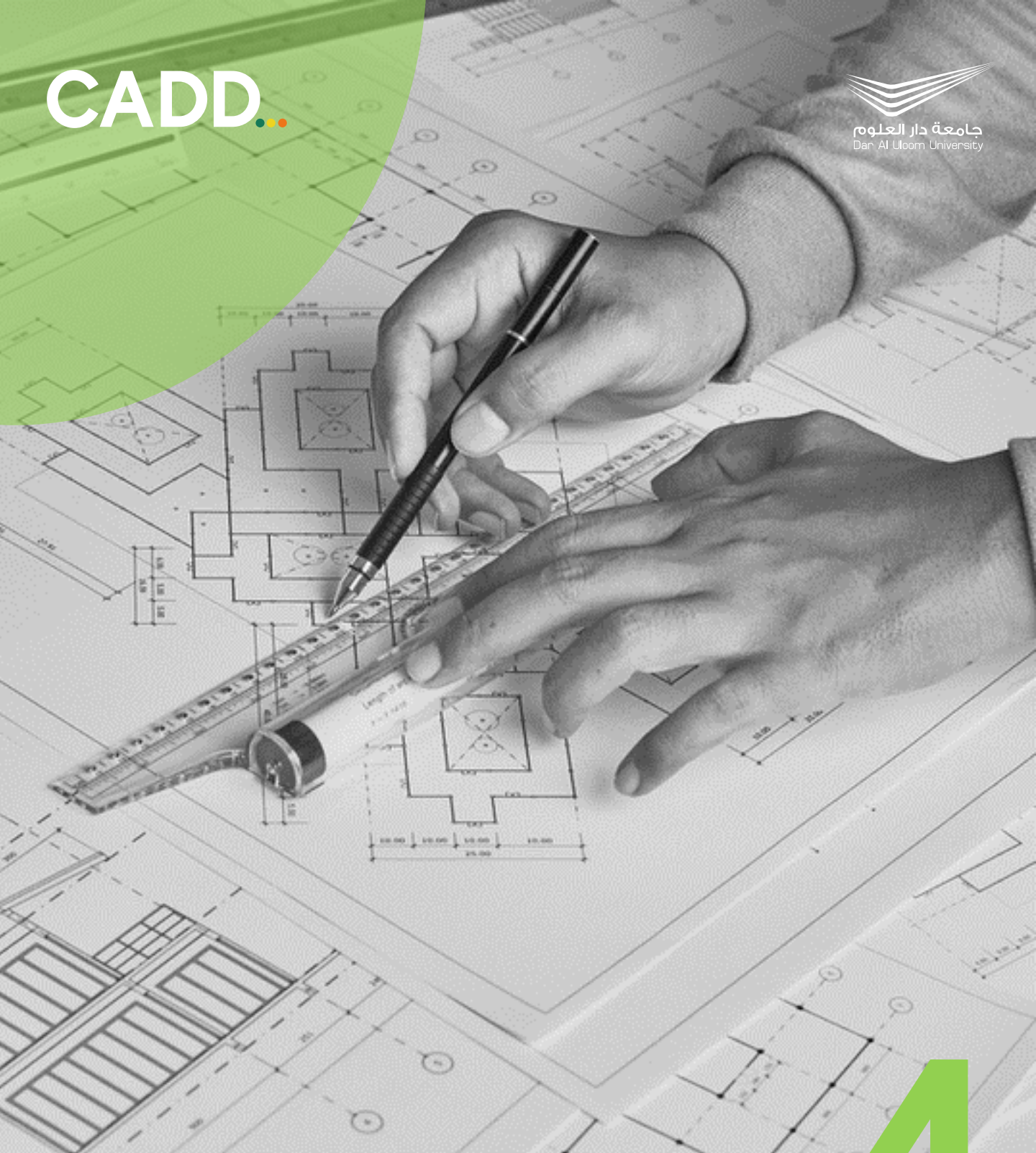
When students vie for field training opportunities in a specific area, the unit employs a meticulously designed points system to evaluate and make decisions. This system considers a range of factors, including the student's GPA, the number of credit hours completed, the student's location of residence, and any other relevant criteria determined by the unit. This comprehensive approach ensures that each student's unique circumstances are considered, leading to a fair and equitable allocation of field training positions among the competing students.

3.3. Course Dropping:

In this case, the field training course is dropped, the student's field training is deemed invalid, and subsequent administrative procedures are carried out to assess the degree of the breach and its impact on the field training. This information is taken into account when the student applies for future field training opportunities, underscoring the importance of commitment and responsibility in maintaining the integrity of the field training program.

Note: During field training, the student must be present for the specified periods. In the event of absence, the following measures will be taken:

1. If the student is absent for more than five consecutive days and is outside the initial period of field training, they will receive a deprived degree if they fail to provide a suitable excuse that the unit accepts. If the excuse is not accepted, the field training will be canceled, and the student will be placed on the reserve list for the next semester.
2. The student can be present for up to ten days. Suppose it is proven that the student exceeded the specified period of absence. In that case, they will be subject to monitoring and receive a deprived degree unless they provide a suitable excuse that the unit accepts. If the reason is accepted, the field training will be canceled for the student, and they will be placed on the reserve list for the upcoming semester.
3. If a student is absent for a period less than those mentioned above, with or without an excuse, their attendance will be considered when calculating the final grade.



4

Trainee Duties and Responsibilities

4.1. Trainee duties

To ensure compliance with the regulations of DAU University and the guidelines for field training, the following steps should be followed:

- Register for field training CADD 300 by the university's regulations.
- Complete the required forms specifically designed for field training.
- Represent DAU University well while interacting with the training institutions and adhering to professional ethics.
- Dedicate sufficient time and effort to the training process outside of regular study hours.
- Maintain confidentiality of any sensitive information encountered during the training.
- Regularly report the tasks performed in the training organization to the field training supervisor.
- Fill out the attendance sheet for field training (Form 2) and submit it electronically.
- Complete weekly reports (Form 3) and submit them electronically.
- Fill out the student evaluation form for the training organization (Form 4) after the field training period and submit it to the supervisor.
- Ensure the completion of the training process in a way that maximizes the learning experience from various training opportunities.
- Inform the training supervisor of any challenges or issues encountered during the training.
- Fill out (Form 5) to evaluate the training organization from the student's perspective and submit it to the training supervisor.
- Prepare a presentation to be delivered to the discussion committee after the conclusion of the field training.
- Fill out (Form 6) for the final evaluation of the field training experience from the student's perspective and submit it to the training supervisor.
- Fill out (Form 7) to express student satisfaction with the field training experience and submit it to the supervisor.



Field Training Plan and Mechanism

5

5.1 field training Plan

No.	Step	Date/Period
1	Publication of the field training handbook for students.	Week 3 from second semester.
2	Completion of registration forms by students for field training.	Week 4 from second semester.
3	Coordination with training companies or institutes to provide opportunities through the university website.	Week 5 to 8 from second semester.
4	Compilation and announcement of the list of eligible students for enrollment.	Week 8 from second semester
5	Initiation of student applications for field training opportunities via the website.	Week 9 to 10 from second semester
6	Evaluation and acceptance of field training opportunities through the website.	Week 11 from second semester
7	Approval of training opportunities for students who directly enroll with the training authority.	Week 12 from second semester
8	Organization of a guidance lecture for students in ARC, GDE, and IDE departments, along with the distribution of the field training handbook.	Week 13 from second semester
9	Collection of site contract information forms and plans.	First week from Field semester.
10	Ongoing supervision and monitoring of students by academic staff in the respective department.	Field semester
11	Handing over the trainee files stamped by the training company, along with the submission of final reports and evaluation forms from students.	First week from first semester
12	Formation of a committee to assess the performance of trainees, including report evaluation and oral presentations.	Week 1 from First semester
13	Evaluation of trainees through oral presentations in front of the committees, with the subsequent submission of grades to the field training committee.	Week 3 from First semester
14	Verification and endorsement of trainees' grades in their field training reports by ARC, IDE, and GDE chairmen, as well as the dean.	Week 4 from First semester
15	Transmission of grades to the academic field training committee at the college for official adoption of the results and completion of necessary procedures.	Week 5 from First semester

5.2. Field Training Mechanism

1. The respective supervisor in the architecture engineering, interior design, and graphic design departments provides a list of offices, companies, and institutions that students can contact to obtain approval for field training opportunities.
2. The training organization receives initial approval by completing Form 1.
3. The training organization specifies the direct supervisor responsible for training the student and provides the preferred communication methods.
4. A formal letter, signed by the committee coordinator, is prepared and sent to the training organization. This letter secures the agreement to train the student for 60 days, ensuring a clear and formal understanding between all parties involved.

First: Before Starting The Field Training:

The student applies for field training according to the following steps:

1. The unit conducts a workshop or meeting where students can obtain the field training registration application. This application can be obtained from the unit or the college's website during the first month of each semester. The deadline for submitting training requests to the committee is 30 days before the final exams commence that semester.
2. A departmental official identifies the names of eligible students for field training. They provide the students with a model outlining the field training requirements.
3. The student completes the form with the necessary information and ensures that all required documents are attached. The form must be submitted to the training unit in each department before the specified deadline. Only requests after the deadline are accepted if the unit agrees with a compelling excuse.
4. The dedicated team ensures the quality and integrity of the field training and verifies that the applicants meet the field training conditions. They meticulously review each application to determine each student's training destination. Then, the names of accepted students for field training and their information will be announced within two weeks after the application period ends. Students are given two weeks from the announcement date to review or modify their field training arrangements.

Second: During the field training Period:

During the field training period, the trainee student is committed to:

1. Start the training on the designated start date and complete the necessary student contact form (Form 1).
2. Adhere to the relevant institution's attendance regulations and guidelines (Form 2).
3. The supervisor must submit weekly reports and a training calendar to the department coordinator detailing all completed tasks within a given week (Form 3).
4. Accept advice and guidance from the field training supervisors designated by the authority.
5. Adhere to the field training program established by the authority.
6. Follow the safety protocols and regulations implemented by the field training authority.
7. Collaborate effectively with other employees and fulfill assigned responsibilities.
8. The trainee student must handle the property owned by the field training organization with caution and responsibility, exhibiting honesty and integrity in their actions.
9. Maintain confidentiality regarding any privileged information acquired during the field training and adhere to professional work ethics.
10. If there are unresolved issues, promptly contact the college supervisor for assistance.
11. Additionally, the student must document their daily activities in the field training book, including necessary photographs and other materials for preparing the final field training report.

Note: During field training, students are expected to be fully dedicated to the training without other commitments. Combining field training with different courses is not allowed, except in cases where only three or fewer credit hours remain for graduation. In such cases, one course may be exempted.

Third: preparation for final submission:

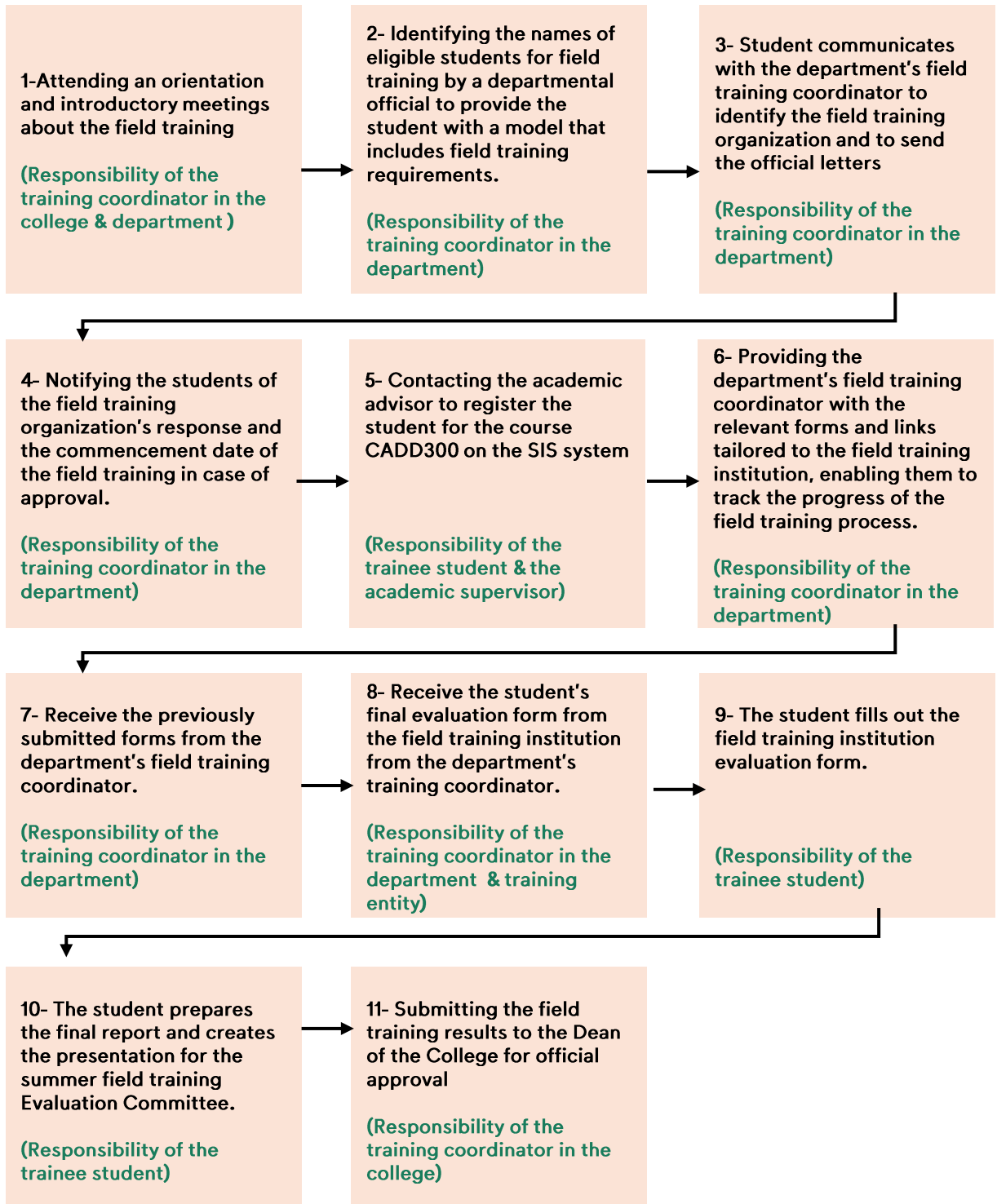
At the end of the field training period, the student is expected to fulfill the following commitments within one week:

1. Hand over all materials and resources belonging to the field training organization.
2. Complete the field training evaluation form (Form 4), which includes feedback from the field training supervisor and acknowledgment of any challenges encountered during the training.
3. Prepare the student field training report (Form 5) according to the provided template and submit it to the field training supervisor.
4. Provide the field training supervisor with a detailed record of daily activities carried out during the field training.

5. Adhere to the unit's deadlines and follow the procedures to finalize the field training process.
6. Coordinate with the supervisor and ensure all required forms reach the field training organization according to the engineering field training instructions.
7. At the end of the course, the supervisor will evaluate the student's field training experience using an evaluation form (Form 6). The student will determine their field training experience by completing a satisfaction evaluation questionnaire of the field training program (Form 7) at the end of the course.
8. Prepare the final report and create a presentation to present at the final jury to the field training evaluation team
9. Submit the field training results to the Dean of the College for official approval.

Chart Number 1

Field Training Mechanism





6

Field Training Committee Duties

6.1. Field Training Unit Duties:

The field training unit, a pivotal entity within the College of Architectural Engineering and Digital Design, is entrusted by the college's administrative structure with the crucial task of managing all aspects of student field training. This comprehensive role includes overseeing the approval of field training opportunities, allocating students to training organizations, monitoring their progress, and compiling field training results. Moreover, the unit ensures that relevant departments receive information about their students and facilitates other field training-related tasks.

The responsibility of procuring an adequate number of field training opportunities for students lies with the field training unit at the college. The committee is entrusted with assigning each student to their preferred field training organization, provided that it aligns with their field of study. The correspondence between the unit and the students regarding this matter is as follows:

1. The unit reviews the previous year's list of existing organizations, considering adding new organizations or removing some based on training supervisor reports or the unit's perspective.
2. The unit follows a thorough process of preparing and submitting field training lists. The unit prepares letters to the appropriate organization, which the dean or their representative's sign. The required forms are attached, and the department training supervisor sends the letters. Subsequently, the unit communicates with the relevant authorities through telephone or fax to accelerate their responses. The unit provides all necessary forms, ensuring a smooth and efficient process. Field training lists, including any subsequent changes, are sent to the relevant organization before the training commencement date.
3. The lists of students enrolled in field training are submitted to the dean of admissions and registration to register them for the field training courses. It is important to note that the trainee student cannot combine other courses with field training. to combine any course with field training.

6.2. Duties of the Coordinator of the Field Training Unit:

The Coordinator of the Field Training Unit is a faculty member designated by the Dean to oversee and monitor field training activities within the college; their responsibilities include:

1. The Coordinator of the field training unit is responsible for implementing and adhering to field training regulations. They regularly review and update training instructions, suggesting necessary changes. These recommendations are then submitted for approval by the relevant authority.
2. Visiting reputable training agencies to seek field training opportunities, particularly those with a solid scientific and training background.
3. Collaborating with different departments within the college to select faculty members who will supervise students during field training. They assess the supervisors' qualifications and monitor the student's progress at their training sites.
4. Organizing a comprehensive orientation lecture for students participating in field training. During this lecture, guidance materials are distributed, and they can invite suitable individuals as guest speakers.
5. Working closely with field training supervisors to address issues during students' field training. They have the authority to take appropriate actions in the best interest of the student's overall experience.
6. Overseeing and coordinating with departments to evaluate and discuss students' field training performance.
7. Ensuring that the results of field training are appropriately documented and shared with the relevant authorities for monitoring purposes, which are then recorded in the student's academic records.
8. Address any challenges that hinder students' progress during field training and take necessary measures to resolve them, prioritizing the public interest.
9. Actively foster a positive relationship between field training organizations and the college to benefit the public.
10. Provide the field training unit with informative materials, such as brochures and leaflets, gathered during their visits to different destinations. Students can utilize these resources when needed.
11. Supplying each supervisor with approved evaluation forms for individual students and a list of the students under their supervision. The list includes student names, specialization areas, field training type, training destination, and relevant contact information. Additionally, they share information about coaching authorities, including their location, the training coordinator's name, and contact details.

6.3. Supervisor Duties From The Department:

The supervisor is a faculty member responsible for overseeing students and monitoring their field training throughout the designated period.

Towards the end of the second semester, a guidance lecture or workshop will be conducted for students, including the following topics:

- Conduct a lecture or workshop to emphasize the significance of field training and its guidelines. This session will also explain the required forms to be completed by the training organization or the student trainee, the evaluation process for field training, and the acceptance of its outcomes.
- Additionally, the session aims to facilitate discussion and dialogue and address any questions raised by the trainees. Students will receive letters of guidance containing essential information about the field training organization, including its location, contact details, the department supervisor, the college supervisor, and the supervisor designated by the sponsor for field training, along with their respective phone numbers.
- Furthermore, appropriate forms will be provided to be completed by either the student, the supervisor, or the field training organization.

6.4: Field Training Supervisor's Duties:

1. Implement and adhere to field training regulations, regularly review training instructions, suggest necessary changes, and submit recommendations for approval to the relevant authority.
2. Ensure students have a suitable field training program during the designated period.
3. Address queries from field training authorities or students regarding field training, its regulations, or the required forms.
4. Offer advice and guidance to students throughout their field training experience.
5. Conduct at least two field visits for each trainee during the field training semester. Complete the necessary documentation for these visits and request reimbursement for travel expenses after the training period ends, following the university's assignment regulations.
6. Coordinate and follow up with the field training organization to ensure student attendance and address any necessary communication in case of prolonged student absence, as outlined in the field training instructions.
7. Strengthen the relationship between training bodies and the college to benefit the public interest.
8. Complete evaluation forms and return them to the field training unit within one week after the field training period ends.

9. Evaluate field training reports for students and submit them to the field training unit within two weeks after the training period ends.
10. Arrange meetings with students to discuss their field training experience and evaluate their performance according to established rules.
11. Track the progress of all students in terms of the number of trainees and companies involved and the start and end dates for each student, as specified in the college's field training instructions.
12. In emergencies, the supervisor may change the student's field training location and must notify the college's field training unit in writing.
13. The supervisor's teaching workload is determined at 3 hours per student for dispelling engineering and design field training. The department can decide the required students each semester, assigning one supervisor for each academic department.
14. Provide recommendations and suggestions to the college's field training unit regarding:
 - The quality of field training agencies visited and potential future collaboration opportunities with them.
 - The specialties where these agencies can effectively train students and the suitable number of students in each specialty.
 - Proposals for enhancing field training based on input from relevant stakeholders and considering practical considerations.



Field Training Student Assessment

7.1: Field Training Student Assessment:

Grading system: The course grading system is based on a pass-or-fail evaluation.

General objectives for field training:

Field training enables students to acquire a variety of targeted skills through practical experiences, including:

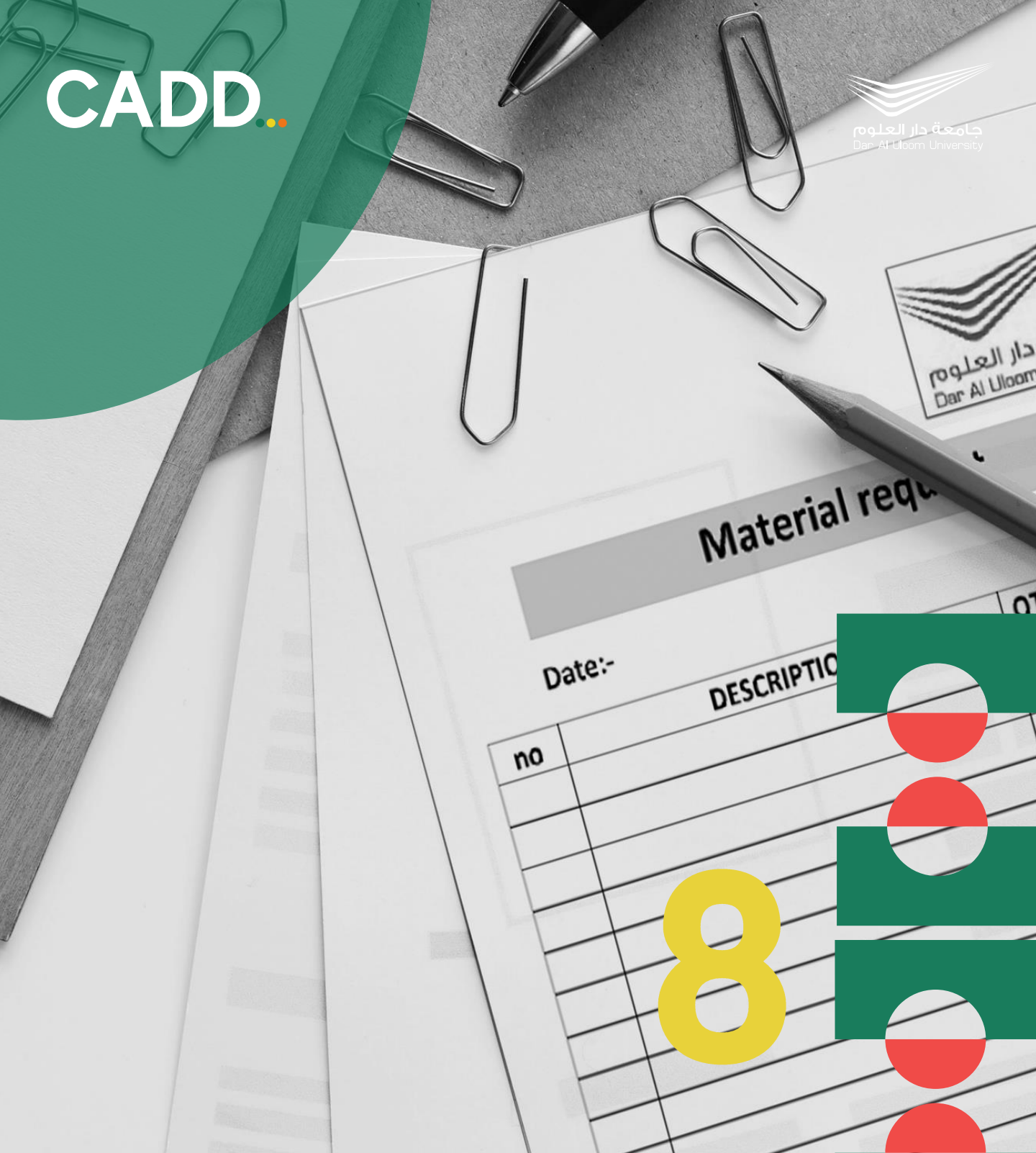
- The field training process in the College of Architectural Engineering, Interior Design, and Graphic Design at DAU University contributes to achieving the university's goals and the academic objectives of the program.
- Field training allows students to acquire practical skills aligned with the job market demands. These skills enable students to participate in the workforce and contribute meaningfully and actively to society.
- Field training helps students develop interpersonal skills, such as effective communication and teamwork.
- Through field training, students understand the importance of professional behavior and discipline in their chosen field.
- Field training provides students with valuable expertise that assists them in making informed decisions about their future careers.

- Provide students in the department with various opportunities to apply theoretical knowledge in real-world work environments.
- Field training also documents and strengthens the department's relationships with the labor community, positively influencing the study plans and curriculum.
- Foster students' comprehension of labor market needs and strive for successful alignment with those needs.
- Adhere strictly to professional work standards, including compliance with designated working hours.
- Maintain punctuality in attendance.
- Timely completion of tasks assigned by the supervisor or employer.
- Adherence to regulations established by respective institutions.
- Acceptance of guidance and direction from supervisors.
- Regular submission of progress reports.
- Exhibit practical communication skills by demonstrating positive interpersonal communication abilities.
- Display information accurately and effectively.
- Utilize appropriate techniques to convey communication messages in information and communication contexts.
- Establish effective communication with various internal and external audiences.
- Demonstrate efficiency in task performance, including the ability to work independently or collaboratively, shoulder work responsibilities within the team, take responsibility for assigned tasks, and contribute to the smooth functioning of the group.

7.2 Field Training Is Assessed As Follows:

1. field training report & Discussion of field training (presentation) (25 marks).
2. field training supervisor field (25 marks)
3. Final field training evaluation (25 marks) (Form 6)
4. Detailed record of daily field training activities (25 marks)
5. The final score is calculated as follows: Total (1+2+3+4)

No.	Item	Max Mark
Company Supervisor/25		
1	General ethical behavior of the student during the field training period	6
2	Cooperation of the student with others	6
3	Productivity and quality of assigned work	6
4	Application of theory to job problems	7
College Supervisor/25		
1	Weekly Reports	12
2	Visits and the performance during the field training	13
Presentation & Discussion Evaluation/25		
1	Attractiveness of presentation (i.e. ppt. file)	5
2	The presentation material matches the weekly field training program	5
3	The degree of presentation skills (oral presentation, coherent, and smooth item transfer)	5
4	Answering a question: Which courses/subjects are the most related to the field training field (Power, communication, control... etc.)	5
5	Answering general questions related to the field training)	3
6	Answering questions about the report ensures that it's the student's report.	2
Report Evaluation/25		
1	The report matches the template format and structure.	4
2	Correctness of language, spelling, Grammar, vocabulary, etc.	3
3	Technical contents and specifications of instruments are covered accordingly.	3
4	In your opinion, what is the impact of your field training in the global context?	3
5	Compare the device status of your field training field with the up-to-date state-of-the-art technologies from an economic point of view. Is the latest technology used or old? Do you suggest to them to replace the devices they have? What's your suggestion about specifications? And economic prices?	3
6	What is the effect of your field training field on the environment? Is there pollution, a noisy atmosphere, smoking, etc.?	3
7	In your opinion, what is the impact of your field training on society? Specify this impact on society. Does society benefit from it, and to what extent? "For example, if a student spends his field training period in a communication company, he can say that society has benefited from mobile phones and computers because people do not depend on messengers, which is the main business of this company."	3
8	Briefly describe one of the contemporary topics related to your field training field.	3




Appendix A: Field Training Forms

Form (1)

Site contact information form:

To be filled by site supervisor and trainee



جامعة دار العلوم
Dar Al Uloom University
لعلوم توابك العصر

SITE CONTACT INFORMATION FORM

Complete and send this form to:
CHAIRMAN, CO-OP INTERNSHIP COMMITTEE
DAR AL ULOOM UNIVERSITY, COLLEGE OF ARCHITECTURAL ENG &
DIGITAL DESIGN
P.O. BOX 2440, RIYADH, SAUDI ARABIA
Fax: 011-4949490

Section A: Student Information during Internship

NAME: _____ DAU ID: _____
FACULTY ADVISOR: _____ DEPARTMENT: _____

What is your mailing address and phone number during your internship?

Number Street

City Province / State Postcode / P.O. Box

Local Phone # (Home): () (Work): ()

Cell Phone #: ()

Private email: @

When would the supervisor like the Faculty Advisor to call him?

Section B: Internship Site Information

Please provide the following information about the internship site.

Employer's Name:

Department (if applicable):

Number Street

City Province /State Postcode/ P.O. Box

Employer's Main Phone #: Fax: ()

Employer's Webpage:

SITE CONTACT INFORMATION FORM

Section C: Site Supervisor Information

Please provide the following information about your Site Supervisor.

Site Supervisor's Name:

Site Supervisor's Title:

Supervisor's Phone #:

Fax: ()

Supervisor's email:

@

Section D: Internship Duration

Internship Starting Date: ___/___/20___ Internship Ending Date: ___/___/20___

Section E: Type of Internship Position: (Please check (√) the appropriate box.)

Voluntary

Paid (As a paid position, the rate is S.R./ \$_____ per _____.)

Section E: Intern Job Description

Attach a copy of the job description (supplied by the employer) which lists all the activities and responsibilities associated with this internship position.

SIGNATURES

Intern

Date

Site Supervisor

Date

Please return to the Internship Director upon completion. Thank you.

Faculty Advisor

____/____/20____

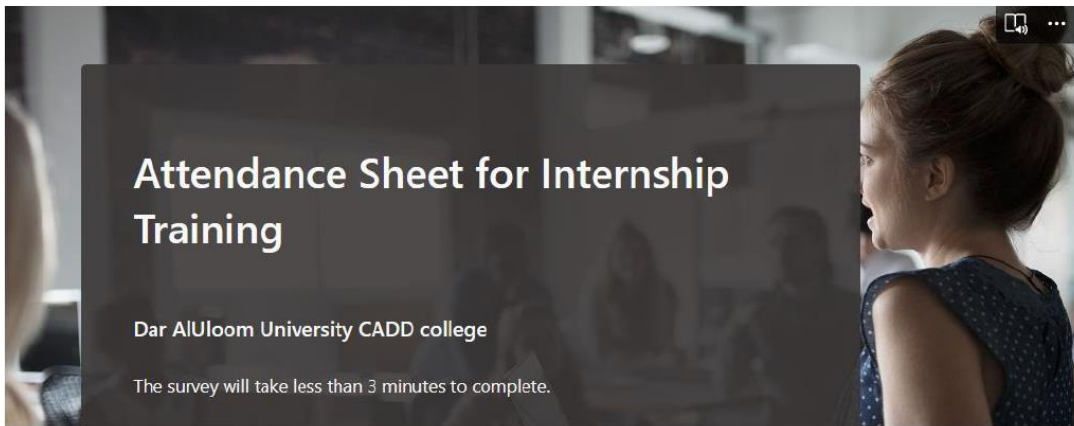
Date Received

Form (2)

Attendance Sheet for field training

To be filled by trainee

▶ Attendance Sheet For Internship:



Start now

Attendance Sheet for Internship Training

* Required

1. **بفركة التدريب**
Training Co. *

Enter your answer

2. **اسم المشرف الميداني**
Field supervisor name *

Enter your answer

3. **اسم الطالب**
Student Name *

Enter your answer

4. **الأسبوع الأول (عدد الأيام)**
1st Week (No. of days)

1 Day

2 Days

3 Days

4 Days

Other

5. **إجمالي الساعات في الأسبوع**

5. إجمالي الساعات في الأسبوع
Total Hours per week []

Enter your answer

6. الأسبوع الثاني (عدد الأيام)
2ed Week (No. of days) []

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- Other

7. إجمالي الساعات في الأسبوع
Total Hours per week []

Enter your answer

8. الأسبوع الثالث (عدد الأيام)
3ed Week (No. of days) []

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- Other

10. الأسبوع الرابع (عدد الأيام)
4th Week (No. of days)

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- Other

11. إجمالي الساعات في الأسبوع
Total Hours per week

Enter your answer

12. الأسبوع الخامس (عدد الأيام)
5th Week (No. of days)

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- Other

13. إجمالي الساعات في الأسبوع
Total Hours per week

Enter your answer

2 Days

3 Days

4 Days

Other

17. إجمالي الساعات في الأسبوع
Total Hours per week

Enter your answer

18. الأسبوع الثامن (عدد الأيام)
8th Week (No. of days)

1 Day

2 Days

3 Days

4 Days

Other

19. إجمالي الساعات في الأسبوع
Total Hours per week

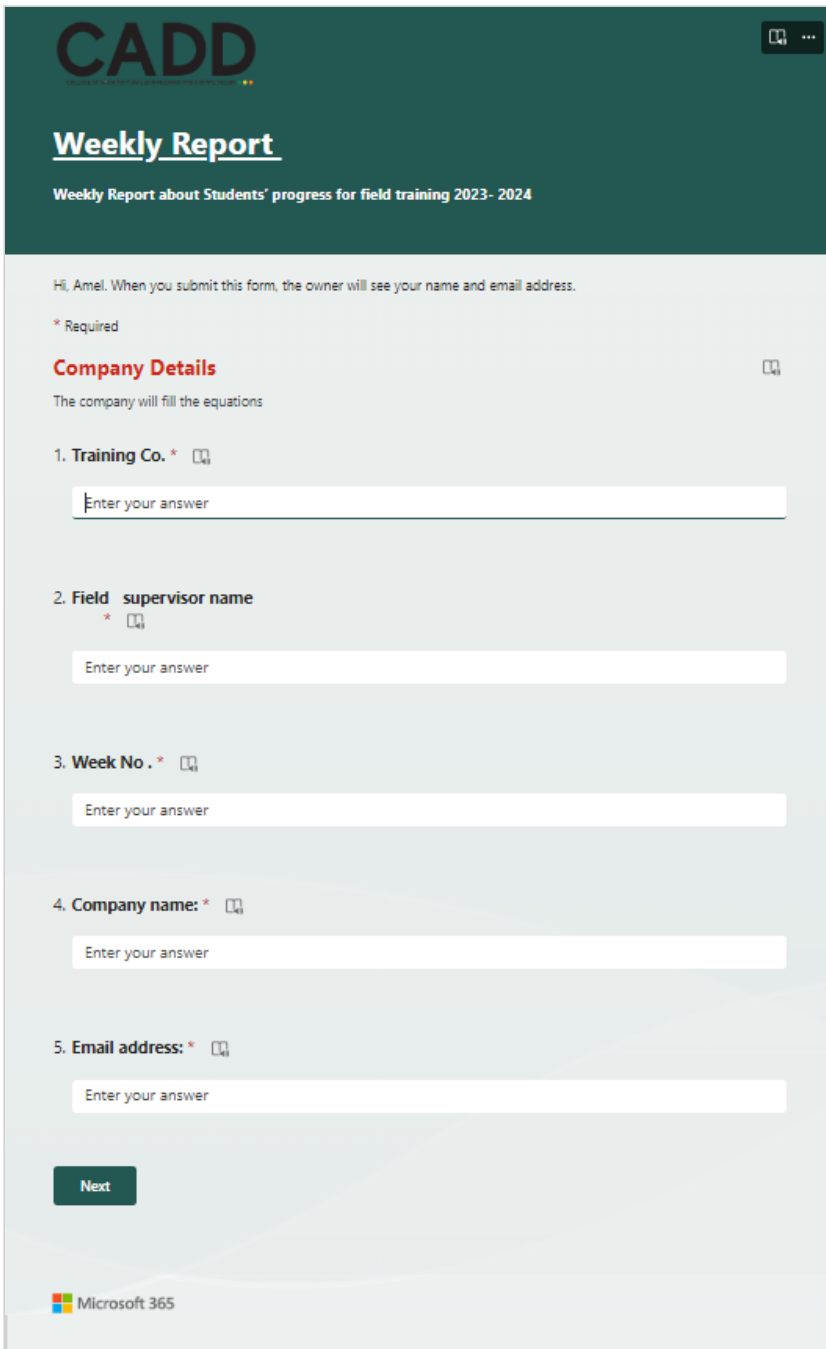
Enter your answer

Next

Form (3)

weekly progress report

weekly report is to be completed and signed by the Intern every week.



The screenshot shows a web form titled "Weekly Report" on a dark green header. The header also contains the CADD logo and a user icon. Below the header, the form title "Weekly Report" is underlined, followed by the subtitle "Weekly Report about Students' progress for field training 2023- 2024". A message reads: "Hi, Amel. When you submit this form, the owner will see your name and email address." A note indicates "* Required" fields. The form is divided into a section titled "Company Details" with a sub-note: "The company will fill the equations". There are five numbered input fields, each with a "Required" asterisk and a copy icon: 1. Training Co. *, 2. Field supervisor name *, 3. Week No. *, 4. Company name: *, and 5. Email address: *. Each field contains the placeholder text "Enter your answer". At the bottom of the form is a dark green "Next" button and a Microsoft 365 logo.

CADD
Weekly Report
🗨️ ...

* Required

Students Details 🗨️

The company will fill the equations

6. **Students name** * 🗨️

Enter your answer

7. **Attendance days** * 🗨️

Enter your answer

8. **Absence days** * 🗨️

Enter your answer

9. **Works done by student through the week** * 🗨️

Enter your answer

10. **Supervisor comments** * 🗨️

Enter your answer

11. **Supervisor Signature** (Non-anonymous question) * 🗨️

📎 Upload file

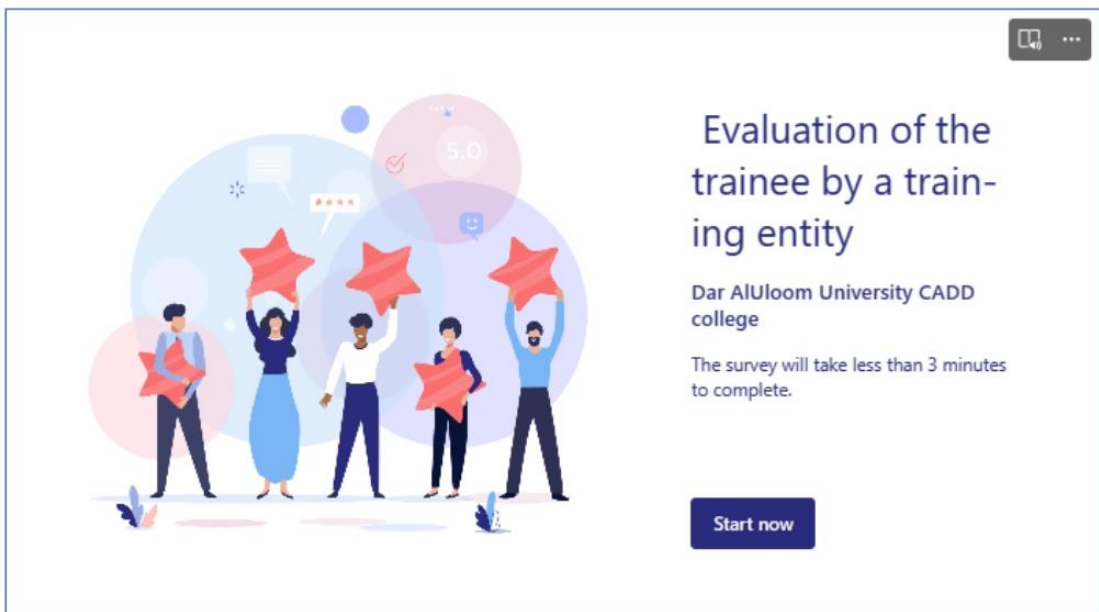
File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Form (4)

Student Evaluation of field training Site

To be filled by training entity

► Evaluation of the trainee by a training entity:



Evaluation of the trainee by a training entity

* Required

1. Trainee's name: *

Enter your answer

This question is required.

2. Training entity *

Enter your answer

This question is required.


3. Training location/department *

Enter your answer

This question is required.

Next

⚠ 3 question(s) need to be completed before going to next page: Question 1, Question 2, Question 3.

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* Required

Data from the field supervisor for summer training 📄

4. Name of the field supervisor * 📄

Enter your answer

5. القسم * 📄

Enter your answer

6. E-mail * 📄

Enter your answer

7. Office Phone * 📄

Enter your answer

8. Training start date * 📄

Please input date (M/d/yyyy) 📅

9. Training end date * 📄

Please input date (M/d/yyyy) 📅

Back Next

Evaluation of the trainee by a training entity 📄 ...

* Required

Evaluation criteria 📄


10. Work performance * 📄

	excellent	very good	good	acceptable	weak
Attendance and punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fulfilling the requirements of the business plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability and enthusiasm for learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to apply knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work produced (productivity)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Execute instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of prepared reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work in an organized manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


11. Personal traits * 📄

	excellent	very good	good	acceptable	weak
Behavior and discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
sense of responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Work in an organized manner

11. Personal traits * 

	excellent	very good	good	acceptable	weak
Behavior and discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
sense of responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-confidence and independence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to solve problems and make decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
general look	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborate with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. After completing the training period, do you have a desire to employ the trainee after graduation? * 

yes

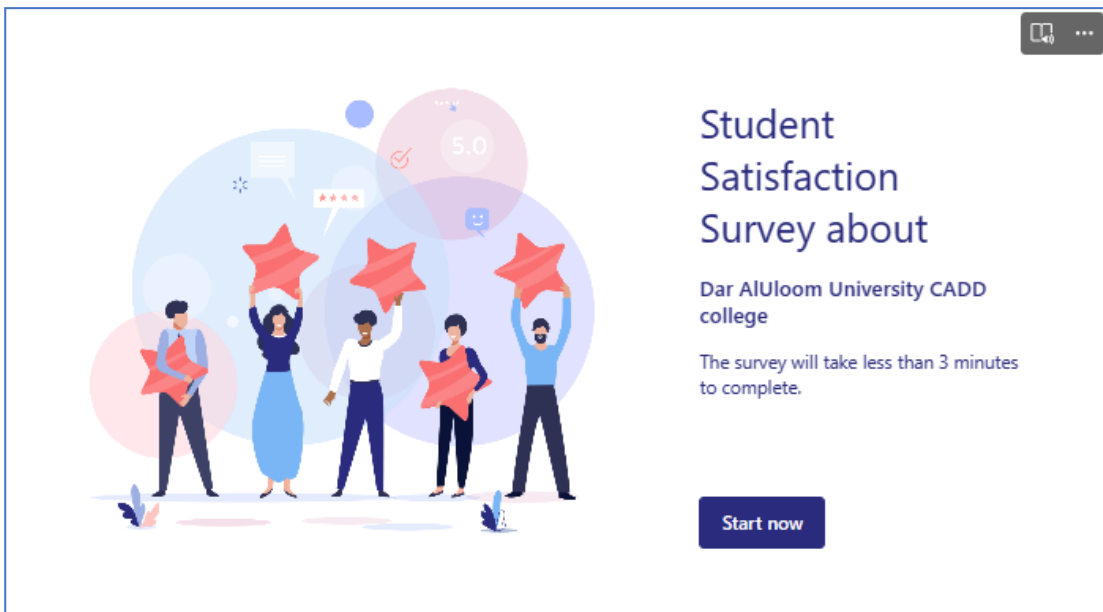
no

Form (5)

Student Evaluation of field training Site

To be filled by trainee.

▶ Student Satisfaction Survey:



Student Satisfaction Survey about

Dar AlUloom University CADD college

The survey will take less than 3 minutes to complete.

[Start now](#)

Student Satisfaction Survey about internship


* Required

1. اسم المتدرب
Intern Name: *

2. الرقم الجامعي
ID : *

3. جهة التدريب
Internship site *

Next

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📄 ...

Student Satisfaction Survey about internship

* Required

محاور الاستبيان Questionnaire topics

4. نرجو الاجابة على ال ٤ نقاط التالية * 📄

	excellent	very good	good	acceptable	weak
الرضا عن بيئة التدريب Satisfaction about internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
رضاك عن توفر الإمكانيات والمصادر اللازمة للتدريب Availability of resources & facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
رضاك عن وقت ومدة التدريب Period and time of internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
معدل رضاك الكلي عن تجربة التدريب لهذا العام Overall satisfaction rate about this year internship experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back
Submit

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Form (6)

Final field training Evaluation

This form must be completed by the on-site supervisor.



FINAL INTERNSHIP EVALUATION

CHAIRMAN, OF INTERNSHIP
DAR AL ULOOM UNIVERSITY, COLLEGE OF ARCHITECTURAL ENG &
DIGITAL DESIGNC
P.O. BOX 2440, RIYADH, SAUDI ARABIA
Fax: 011-4949490

Name of Intern: _____ DAUID _____
Name of Employer: _____
Name of Faculty Advisor: _____
Academic Department: _____

The onsite supervisor must complete this form during the student's last week with the employer. The results should be shared with the intern and then returned to the field training Director, who will pass it on to the Faculty Advisor for review. **It must be no later than the Sunday of the week following the end of the student's field training.** The evaluation determines the intern's overall performance and development since the start of his field training.

Section A: Intern's General Performance

Please check (v) the appropriate box.

Performance Category/Criteria	A	B	C	D	E	
	Excellent	Above Average	Average	Below Average	Unsatisfactory	Not Applicable
1. Professional Behavior:						
Professional appearance (e.g., neatness, appropriate dress)						
Seeks responsibility						
Demonstrates initiative						
Dependability (e.g., punctual, carries work through to completion)						
Accepts direction and constructive criticism						
Ability to work independently						
Motivation (e.g., enthusiasm, attitude towards duties)						
Resourcefulness (e.g., use of resources, varied approaches/ideas)						
Offers opinions and suggestions						

Form (7)

Questionnaire For The field training Program

This form must be completed by trainee.

...

الإدارة العامة للتخطيط والتطوير وضمان الجودة
 إدارة ضمان الجودة
 وحدة البحوث المؤسسية والإحصاء

استبيان تقييم الطالب لبرنامج التدريب الميداني

عزيزي الطالب : نشكرك على وقتك الذي ستقضيه لتعبئة هذه الاستبانة. حيث أن رأيكم في غاية الأهمية. وستوفر معلومات تفيد في تقويم برنامج التدريب الميداني. وستعامل بياناتك واستجابتك بسرية تامة. وستجمع استجابات جميع الطلاب وتستخدم خلاصة النتائج في التخطيط للتحسين. فنرجو التفضل بالإجابة عن جميع الأسئلة.

لاحظ أن :

مستوى الرضا (5) تعنى أوافق بشدة
 مستوى الرضا (4) تعنى أوافق
 مستوى الرضا (3) تعنى محايد
 مستوى الرضا (2) تعنى لا أوافق
 مستوى الرضا (1) تعنى لا أوافق بشدة

* Required

المعلومات العامة

1. الاسم Name *

2. النوع Type *

ذكر

أنثى

3. الكلية College *

- كلية الطب البشري College of Medicine
- كلية طب الاسنان College of Dentistry
- كلية الهندسة المعمارية والتصميم الرقمي College of Architectural Engineering and Digital Design
- كلية إدارة الأعمال College of Business Administration
- كلية الحقوق College of Law
- كلية الصيدلة والعلوم الطبية التطبيقية College of Pharmacy and Applied Medical Sciences

4. البرنامج *

- التسويق Marketing
- المالية والبنوك Finance and Banking
- الموارد البشرية Human Resources
- بكالوريوس المحاسبة Accounting
- بكالوريوس القانون Law
- الهندسة المعمارية Architectural Engineering
- التصميم الداخلي Interior Design
- التصميم الجرافيكي Graphic Design
- الطب Medicine
- طب الاسنان Dentistry
- التمريض NU
- العلاج التنفسي RSP

5. جهة التدريب *

Enter your answer

6. مدة التدريب *

The value must be a number

7. اسم المشرف الأكاديمي *

Enter your answer

8. اسم المشرف الميداني *

Enter your answer

9. العام الأكاديمي *

The value must be a number

10. الفصل الدراسي *

- الأول
- الثاني
- الصيفي



استبيان تقييم الطالب لبرنامج التدريب الميداني

* Required

بنود الاستبيان - المحور الأول: تقييم الطالب لجهة التدريب

11. مدى توافق البرنامج التدريبي مع التخصص.

 1 2 3 4 5

12. مدى الاستفادة من التطبيق العملي للمقررات التي تم دراستها.

 1 2 3 4 5

13. محتوى البرنامج التدريبي مناسب لفترة التدريب الميداني.

 1 2 3 4 5

14. إلتزام جهة التدريب بالخطة التدريبية.

 1 2 3 4 5

15. جدية التدريب.

 1 2 3 4 5

16. مساهمة فترة التدريب في تطوير مهاراتي المهنية والتخصصية.

 1 2 3 4 5

17. توفير الوسائل والأجهزة اللازمة للتدريب.

1

2

3

4

5

18. مساعدة العاملين في جهة التدريب على اكتساب مهارات جديدة.

1

2

3

4

5

19. سهولة التعامل مع الجهاز الفني والإداري والعملاء في بيئة التدريب.

1

2

3

4

5

20. سهولة الوصول للوائح وقوانين تنظيم العمل بجهة التدريب.

1

2

3

4

5

21. توفير وسائل الأمن والسلامة المتعلقة بالعمل.

1

2

3

4

5

22. أوصي بالاستمرار في التعاقد مع هذه الجهة لتوفير فرص تدريبية للطلاب.

1

2

3

4

5

Back

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استبيان تقييم الطالب لبرنامج التدريب الميداني

* Required

المحور الثاني: تقييم الطالب للمشرف الميداني في جهة التدريب

23. وضع لي متطلبات التدريب الميداني.

1	2	3	4	5
---	---	---	---	---

24. لديه إلمام كامل بمحتوى التدريب.

1	2	3	4	5
---	---	---	---	---

25. المتابعة المستمرة طوال فترة التدريب.

1	2	3	4	5
---	---	---	---	---

26. تقديم التغذية الراجعة بشكل مستمر لتحسين الأداء المهني.

1	2	3	4	5
---	---	---	---	---

27. معالجة الصعوبات والمشاكل التي واجهتني أثناء التدريب.

1	2	3	4	5
---	---	---	---	---

28. يتقبل الأفكار والمقترحات بإيجابية ويعززها.

1	2	3	4	5
---	---	---	---	---

29. المساعدة في تنمية مهاراتي العملية والشخصية في الحوار والمناقشة *

1

2

3

4

5

30. توجيهي للمصادر التي تساعدني في حل ما يطرأ من مشكلات أثناء تدريبي *

1

2

3


4

5

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استبيان تقييم الطالب لبرنامج التدريب الميداني

* Required

المحور الثالث: تقييم الطالب للمشرف الأكاديمي في الكلية

31. توافرت لي كافة المعلومات الخاصة بخطة التدريب الميداني والأماكن المتاحة للتدريب قبل بدء برنامج التدريب

1	2	3	4	5
---	---	---	---	---

32. تم توضيح أهداف التدريب الميداني والمسؤولية الخاصة بي طوال فترة التدريب

1	2	3	4	5
---	---	---	---	---

33. المتابعة من خلال الزيارات المستمرة طوال فترة التدريب

1	2	3	4	5
---	---	---	---	---

34. تقديم التغذية الراجعة والنصح والمشورة لتحسين أدائي خلال فترة التدريب

1	2	3	4	5
---	---	---	---	---

35. التواصل بصفة مستمرة مع المشرف الميداني لمتابعة مدى تقدمي في خطة التدريب

1	2	3	4	5
---	---	---	---	---

36. التنسيق مع المشرف الميداني لتذليل الصعوبات التي واجهتني أثناء التدريب

1	2	3	4	5
---	---	---	---	---

استبيان تقييم الطالب لبرنامج التدريب الميداني

* Required

المحور الرابع: مدى الاستفادة العامة للطالب من التدريب الميداني

37. ساعدني التدريب على إكتساب الخبرة العملية والتدريبية والتعرف عن قرب على سوق العمل.

 1 2 3 4 5

38. ساعدني التدريب في تحسين قدرتي على التخطيط لكيفية أداء العمل.

 1 2 3 4 5

39. ساعدني التدريب على فهم أنظمة عمل المؤسسة واللوائح والقوانين المعمول بها داخل المؤسسة.

 1 2 3 4 5

40. ساعدني التدريب على إنشاء علاقات مهنية مع الآخرين.

 1 2 3 4 5

41. ساعدني التدريب على تحمل المسؤولية واكتساب المهارات وتطويرها.

 1 2 3 4 5

Back

Next

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استبيان تقييم الطالب لبرنامج التدريب الميداني

المحور الخامس : الملاحظات والاقتراحات

42. ما أكثر الايجابيات التي اكتسبتها من التدريب الميداني؟

Enter your answer

43. ما أكثر الصعوبات التي واجهتك خلال فترة التدريب الميداني؟

Enter your answer


44. أهم مقترحاتك لتحسين التدريب الميداني؟

Enter your answer

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Submit

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Appendix B: Selected field training agencies

Appendix B: Selected Field Training Agencies

- 1- ARC selected partners
- 2- IDE selected partners
- 3- GDE selected partners

Field Training Partners

The student can receive their field training in one of the engineering areas. The private sector is open to students choosing what suits them. After the entity's approval, a letter of signature from the dean is sent to the government agencies listed below or the private sector. Both are available to students as follows:

ARC

ARCHITECTURE ENGINEERING DEPARTMENT

selected partners

Governmental agencies	private sector
<ul style="list-style-type: none"> ▪ Ministry of Municipal and Rural Affairs. ▪ The Royal Commission for the Development of Riyadh ▪ Royal Commission for Jubail and Yanbu ▪ Saudi Aramco ▪ The Ministry of Economy and Planning. ▪ The Ministry of Finance. ▪ The Ministry of Trade and Industry. ▪ The Ministry of Culture and Information. ▪ General Presidency for Youth Welfare. ▪ Ministry of Agriculture. ▪ The Ministry of Civil Service. ▪ Ministry of Health. ▪ The Ministry of Education. ▪ The Ministry of Higher Education. ▪ Ministry of the Interior. ▪ Ministry of Water and Electricity. ▪ Ministry of Labor. ▪ The Ministry of Justice. ▪ The Ministry of Transport. ▪ The Ministry of Social Affairs. ▪ Ministry of Petroleum and Mineral Resources. ▪ Communications and Information Technology Commission. ▪ The Ministry of Post, Telegraph and Telephone. ▪ The General Directorate of Civil Defense. ▪ Tourism and Urban Heritage Commission 	<ul style="list-style-type: none"> ▪ The Chambers of Commerce and Industry. ▪ Public Investment Fund. ▪ King Abdullah Research Center. ▪ Institute of Public Administration. ▪ Saudi Geological Survey. ▪ The General Directorate of Civil Defense. ▪ King Abdulaziz City for Science and Technology. ▪ Food and Drug General Authority. ▪ Saudi Standards, Metrology and Quality Organization ▪ The High Commission for the Development of Makkah, Madinah, and the Holy Places. ▪ The High Commission for the Development of Riyadh Region. ▪ The High Commission for the Development of Hail. ▪ King Abdulaziz University Research Center. ▪ Research Center, King Fahd University of Petroleum and Minerals. ▪ King Abdullah Institute for Research and Consulting Studies at King Saud University. ▪ Al-Rashed Company Al-Shuaibi Office ▪ Zuhair Fayeze office and its associates ▪ The Chamber of Commerce and Industry in each region ▪ Daily newspapers. ▪ Organizers of scientific conferences and seminars. ▪ The private sector, its institutions and its various activities. ▪ Buildings Company ▪ Parsons Saudi Arabia Ltd. ▪ Constructive Engineering Consulting Office ▪ Saudi Engineering Consulting Company - Saudi Consult ▪ Engineering Project Management Office at Altif University ▪ Structural Integration Company for Trade. ▪ Bert Engineering Consulting Office ▪ Taif Najd Group Company ▪ Al-Nahda Center for Research Studies

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selected partners

Governmental agencies	private sector
<ul style="list-style-type: none"> ▪ General Entertainment Authority ▪ Communications and Information Technology Commission. ▪ Tourism and Urban Heritage Commission ▪ The Ministry of Economy and Planning. ▪ The Ministry of Finance. ▪ The Ministry of Trade and Industry. ▪ The Ministry of Culture and Information. ▪ General Presidency for Youth Welfare. ▪ Ministry of Agriculture. ▪ The Ministry of Civil Service. ▪ Ministry of Health. ▪ The Ministry of Education. ▪ The Ministry of Higher Education. ▪ Ministry of the Interior. ▪ Ministry of Water and Electricity. ▪ Ministry of Labor. ▪ The Ministry of Justice. ▪ The Ministry of Transport. ▪ The Ministry of Social Affairs. ▪ Ministry of Petroleum and Mineral Resources. ▪ The Ministry of Post, Telegraph and Telephone. ▪ The General Directorate of Civil Defense. ▪ Saudi Aramco 	<ul style="list-style-type: none"> ▪ The Chambers of Commerce and Industry. ▪ Public Investment Fund. ▪ King Abdullah Research Center. ▪ King Abdulaziz City for Science and Technology. ▪ Food and Drug General Authority. ▪ Saudi Standards, Metrology and Quality Organization ▪ The High Commission for the Development of Riyadh Region. ▪ The High Commission for the Development of Hail. ▪ The Chamber of Commerce and Industry in each region ▪ Daily newspapers. ▪ Organizers of scientific conferences and seminars. ▪ The private sector, its institutions and its various activities. ▪ Fonjan Creative Studio ▪ J. Walter Thompson ▪ UBrand Branding Solutions, Advertising ▪ Shaddah Design Studio ▪ Genesis Middle East ▪ X element ▪ Wabil Company ▪ District M advertising for publishers ▪ Triggers digital marketing ▪ Zad Group ▪ Tatweer Co. for Educational Services ▪ Elm information security company ▪ Ghaliah Redefining Media company ▪ NewTech company ▪ Dic (Direct Influence company) ▪ Smart Touch company ▪ Eye of Riyadh company Balances Score company ▪ Promoted Advertising Specialist Seemat company ▪ TrendMENA ▪ Akeel Saatchi & Saatchi Advertising ▪ Pencil agency ▪ Leo Burnett ▪ Stc ▪ Mobily

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