

## DAU 3-8 Field Training Policy

Policy Code	Policy Name		
DAU 3-8	Filed Training Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Deanship of Admission, Registration & Student Affairs - Community Engagement and industry linkage committee (CE&ILC) - College staff and faculty members	10/2023	10/2027	

### 1. Policy Purpose

DAU's field training aims to bridge the gap between academics, the community, and the workplace. It provides students with valuable opportunities to gain real-world experience and apply their knowledge.

### 2. Policy Scope

This policy applies to all undergraduate students and academic programs.

### 3. Policy Statement

Field training is an integral part of DAU's academic programs. The total credit and contact hours of the field training course vary among DAU academic programs depending on the requirements of each academic program. During field training, the student is simultaneously supervised by a faculty member and a professional in the respective field. Students receive guidance, feedback, and evaluations from both.

The student must fulfill the following requirements to enroll in field training:

- Completed at least 65% of the academic program study plan's credit hours.
- Earned Cumulative and Major GPA of 1.0 or above.
- Completion of any special departmental requirements.
- Not subject to dismissal for academic causes.
- Be completely devoted to field training without other commitments. Other courses may not be combined with field training. One course may be exempt if the remaining credit hours to graduate are three or less.

### 4. Policy Procedures

- Academic programs need to identify potential training sites that are relevant to the program's curriculum, learning objectives and learning outcomes. Training sites can be nominated by students if they meet the program's eligibility requirements and are not owned by them or their family members.
- Evaluate the potential training sites to ensure that they meet the program's standards for safety, quality, and supervision.
- Contact the potential training sites to discuss the possibility of a partnership.
- Negotiate and sign a field training agreement with the approved training sites.
- Inform students about the field training opportunity through program orientations, informational sessions, or course syllabuses.
- Provide students with details about the field training objectives, expectations, and requirements.
- Field training placements are assigned to eligible students based on their interests and learning objectives.

- Prior to field training, students must attend orientation sessions. It provides an overview of the field training program, safety protocols, expectations, and any additional guidelines or regulations they may need to follow.
- A faculty member is assigned as field training academic supervisor for each student, and an industry professional on-site is assigned as a field supervisor.
- Training plans should be developed by the field supervisor in coordination with the academic supervisor.
- Students' progress and learning are evaluated throughout the field training period through regular check-ins and site visits by field supervisors to assess students' performance and provide feedback.
- Upon completion of the field training experience, the academic program chair should form a committee of at least two members.
- The student trainee presents a detailed report outlining what the student has learned during the training period and the extent to which they have achieved the goals and learning outcomes of the field training course. The report also includes their accomplishments, as well as the challenges they encountered during the training period.
- The academic supervisor and committee members evaluate the performance of the students during the field training and determine the appropriate grade or score.

#### 5. Related Policies/ Documents/ Forms

[Field Experience Report.docx](#)

[Field Experience Specifications.docx](#)

#### 6. Document History

Version	Issue/ Rev. Date	Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy