





المملكة العربية السعودية وزارة التعليم جامعة الجوف كلية العلوم

Field Training Manual

Department of Biology

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Preface

Field training is a core pillar of Jouf University's academic programs; It derives from the Biology program vision and mission by perfecting its educational outputs. Building on the program's vision of having qualitative graduate as qualified community leaders and adapted to the needs of the labor market, and in line with its mission to provide educational and research outputs for the development of society, the University has always ensured the utmost compatibility between the skills of its graduates and the demands of the labor market. It is in this spirit that the department of Biology has endeavored to improve and develop field training in order to achieve its objectives. Field training is essential to qualify students for student life; and to achieve coherence and complementarity between the theoretical information acquired by the student in department of Biology and the realistic practices in the labor market.

The training process includes a preparation phase in which workshops are held in all scientific departments in order to give a strong impetus to the importance of field training, design training programs and identify a list of appropriate training entities. Some government and private sector officials could be invited to do so.

Importance of field training

Contributes to the development of the skills of individuals involved in training, through their acquisition of training concepts.

- ✓ The trainee helps in early contact with the labor market and employment destinations.
- ✓ Helps support the practical aspect in the study subjects.
- ✓ Provide trainees with practical expertise, about the field in which they study, or will work in the future.
- ✓ Enhances collaboration among personnel involved in field training.
- ✓ It works to change the routine followed, in giving lectures.

Objectives of field training

Objectives of field training include:

- ✓ Acquire new knowledge and skills. An appropriate understanding of the subject, such as: clarification of the lesson's ideas.
- ✓ Developing students' capacity for self-learning and self-reliance.
- ✓ Provide trainees with the opportunity to gain practical experience to live the real and realistic atmosphere of work and thereby develop career opportunities in that institution if they demonstrate their abilities and skills.

Field Experience Learning Outcomes

Field Experience Learning Outcomes

	CLOs	Aligned ₋ PLOs
1	Knowledge and Understanding	
К1	Demonstrate the recent scientific developments in the fields of biology including techniques and applications of advanced fields of biology.	K2
2	Skills:	
S1	Formulate, and solve broadly defined scientific problems by applying knowledge of science to areas relevant to Biology.	S1
S2	Evaluate, develop and conduct biological experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions and make a criticism.	S3
S3	Communicate effectively with a range of audiences, work effectively with information technology, and library resources in related to the required biology disciplines.	S5
3	Values:	
V2	Collaborate effectively within teams via establishing goals, planning tasks, meeting deadlines, and analyzing risk and uncertainty.	V5

Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	Knowledge and Understanding		
K1	Demonstrate the recent scientific developments in the fields of biology including techniques and applications of advanced fields of biology.	 Interactive lecture: The supervisors of college academician and the training companies provide advice and guidance to the students about the work systems and procedure Training in the use of library and information resources on the Internet. The academic Supervisors visit the student several times to follow up the progress and extent of the guidance and instructions. 	Final Training report [Rubrics-based].Attendance and participationWeekly reports
2.0	Skills		
S1	Formulate, and solve broadly defined scientific problems by applying knowledge of science to areas relevant to Biology.		Final training report [Rubrics-based],Weekly reports
S2	Evaluate, develop and conduct biological experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions and make a criticism.	Field training in laboratory	 Final training report [Rubrics-based]. Weekly reports Final presentation Attendance and participation
S3	Work effectively with information technology and library resources in related to the required biology disciplines		Final presentationFinal training Reports
3.0	Values		
V2	Collaborate effectively within teams via establishing goals, planning tasks, meeting deadlines, and analyzing risk and uncertainty.	 The training supervisors discuss with student to provide advice and guidance to the trainee about his role as a member or chairman of the group in a discussion group. The opportunity to acquire the skills of communication and interaction with the Community institutions Self-learning to assign the trainee to study the issues directly related to his specialty, and advises him after giving him enough time to make Proposals about it. 	 Final training Reports Final presentation



Criteria for Selection of Training Center

The College or University Public Relations Committee coordinates with companies and institutions inside the Kingdom to create training opportunities for all students who are candidates for training. Sometimes there may also be a number of training entities visiting the college and interviewing student candidates. In the light of these interviews, students are selected who they wish to train. The Training Committee announces training opportunities and visits to training agencies in the last weeks of each semester after making the necessary arrangements by the Public Relations Committee. The student is also allowed to agree with the training agency directly provided that he obtains approval from both the training body and the training committee. In all cases, the student should review the training committee to complete the administrative procedures before leaving the university.

The following criteria are required for training center:

- ✓ The training center shall include a unit or department of laboratories or rooms associated with the trainee's specialization
- ✓ Be a government entity or private company with a regular trade record and high experience in specialization
- ✓ If the training provider is a qualified entity (private company), it must be characterized by high performance, efficiency and good reputation
- ✓ Provide an appropriate level of security and safety that ensures the required protection for all employees and all trainees.
- ✓ Provide trainers who are trusted, experienced and reputable

Centers where students of the Department of Biology are trained

	Training Centers
1	King Abdul Aziz Specialist Hospital - Sakaka
2	Prince Mutaib Bin Abdulaziz Hospital - Sakaka
3	Dumat Al Jandel Hospital
4	Health Center Planned - Sakaka
5	Al Rabwah Health Center - Sakaka
6	Health Center Allqait - Sakaka
7	Al Shalhoub Health Center - Sakaka
8	Health Center Planned - Sakaka
9	Food Safety Laboratory- Al Jouf Municipality
10	Soap & Cosmetic Factory –Dumat Al Jandel
11	Amass Medical Center- Sakaka
12	Vegetation Development Center-Sakaka

Students registration to Field Training

Duration of training:

The duration of the training is a full semester

Registration Steps:

Registration for training usually starts at the beginning of the third week of the second semester and lasts for four weeks.

Below are the registration steps:

- 1. The student submits a request to register for the training course via the registration link announced by the college.
- 2. The training coordinator in department of Biology handles the applications submitted by the students in his department.
- 3. The training coordinator in department of Biology takes the decision to accept or reject the training body, in coordination with the rest of the members of the training committee.
- 4. The Training Committee completes the rest of the registration procedures in coordination with Student Affairs in the college.

Field Training Rules

1- Deletion or withdrawal from the program

If the student has sufficient justifications to withdraw from the training after registering for it, he submits to the program coordinator to obtain his approval, then he fills out the deletion form and delivers it to the rapporteur of the Training Committee to implement the deletion procedures through the student affairs in the college.

2- Obligations of the student before the training period

- 1. The student should not have been dismissed from the college
- 2. Complete all academic procedures and requirements that may vary from one department to another.
- 3. The student must complete all procedures with the Training Committee, which include the following:
 - The student receives an official letter from the college to the training center. The letter includes an introduction to the student, his specialization, and evaluation forms during the training period.
 - Receiving a profile that contains information and instructions related to the training.
 - Signing a written or electronic pledge to abide by the training conditions. The student shall write down his full address curing the training period.
 - Refer to the program coordinator in the student's department to find out about other requirements for the academic department.

Field Training Rules

3- Obligations of the student during the training period

The student must spend the entire training period with the training entity approved by the Training Committee and not move to another training entity except after the approval of the college and the training destination.

Commitment to the work rules and regulations of the training entity

4- Obligations of the student after the training period

Refer to the training coordinator at the beginning of the semester that follows the training period to find out the date of the deadline for submitting the final report and the oral exam. In the event that the student breaches any of the obligations required of him, the committee may refuse to accept his training.

Field Training Rules

5- Obligations of the training center

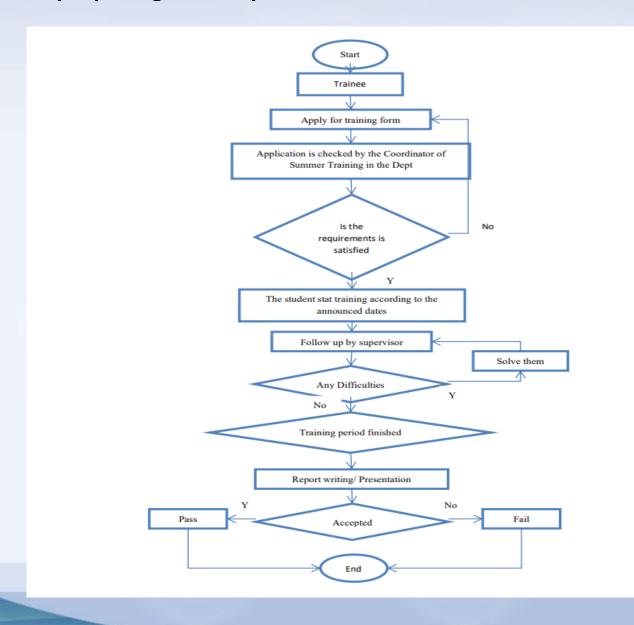
- 1. Provide the student with the appropriate job and not exploit the student's presence in the training center to carry out routine work that has nothing to do with the student's specialization.
- 2. The training center should provide the college with a report on the student's performance. The report will be sent at the end of the training period.
- 3. The training center should work to achieve the continuous relationship between the college and the student and allow Officials from the college may visit the student when necessary

6- Final report and periodic reports

The final report and periodic reports are a written presentation submitted by the student about his field experience in the training entity in the labor market during and at the end of the training. Students are informed of the need to write these reports through a pledge that they sign electronically when filling out the application for registration in the semester, and this is considered a notification officially him. The student prepares the following reports:

- ✓ Periodic reports to the field supervisor at each visit.
- ✓ The final report to the training supervisor in the specialty during the last week of training

The Follow-up to students in field training and procedures for preparing field expertise activities



Committee's objectives:

- ✓ Provide students with the opportunity to learn about the working environment and the regularity it requires within the training destination.
- ✓ Provide students with the opportunity to apply the theoretical sciences they obtained within the college and apply them within the working environment.
- ✓ Provide students with the opportunity to view the existing equipment in companies and institutions and try to link it to the equipment on which they learned
- ✓ Identifying job opportunities with training providers
- ✓ Students are used to taking responsibility, observing appointments, respecting others and listening to their opinions
- ✓ Students get used to working as a team

Field Training Committee Tasks:

- ✓ Planning and supervising training.
- ✓ Enrollment of students and ensuring that they meet training requirements.
- ✓ Selection of field supervisor and selection of places of training experience.
- ✓ Develop a plan for follow-up visits and support from faculty members for training places.
- ✓ Make recommendations to the authorities responsible for the development of the training system.
- \checkmark Workshops for students wishing to train and workshops for training bodies.



ثانياً: يلغي هذا القرار ما يتعارض معه من قرارات سابقة. ثالثاً: يُعمل بهذا القرار لمدة عام من تاريخه رابعاً: يبلغ هذا القرار لمن يلزم للعمل بموجبه.

صعيد كلية العلوم

. أحمد بن موسى السياط

Academic Supervisor

The Field Training committee coordinates with academic departments to distribute students in groups by training entities.

The assignment of a faculty member to academic departments as a field supervisor of students, whose most prominent tasks are:

- ➤ Visit students in the training course and ensure that students are in the training destination and are committed to working hours until the end of the period 4 visits during the field training period.
- ➤ Develop an action plan for students in coordination with the supervisor of the training center.
- Follow-up on the implementation of the Students' Plan with its objectives and tasks and the extent to which it achieves follow-up and visits to the Training Authority and updates through the receipt of weekly reports submitted by students.
- Assist students in any dilemma they face in the training area and encourage and guide them to take greater advantage of the training.

Evaluation Committee

The Evaluation Committee shall consist of four faculty members from the same scientific department to which the students belong depending on the student's specialization and the academic department.

The Committee shall be entrusted with the following tasks:

- > See the progress of the students' plan during the training period and then evaluate it based on the evaluation of the training body.
- > Evaluating the final report and discussing the evaluation of students' presentation of the training period and any other preconditions by the department.

Field Training Evaluation Forms

Weekly Report

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Oral Presentation Evaluation



KINGDOM OF SAUDI ARABIA MINISTRY OF EDUCATION JOUF UNIVERSITY

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Field Training Evaluation

Student Name : Student ID :

Training Location: Total: ----/100

Academic supervisor evaluation-report: /30 Academic supervisor evaluation-performance: /30

SKILLS		RATING	S (Level of Achie	vement)			
/ CATEGORY	20%	40%	60%	80%	100%	SCORE	Code
	Presentation is uninspired and/or monotonous and/or student reads from slides	Quality of presentation is mixed: sometimes clear, sometimes hard to follow.	Mostly clearly spoken. Sometimes monotonous in some places.	Clearly spoken in such a way that It keeps audience's attention.	Relaxed and lively though concentrated presentation. Clearly spoken in such a way that it keeps audience's attention.	/4	01
Oral	Language and interest of audience hardly taken into consideration.	Language and interest of presentation at a couple of points not appropriately targeted at audience.	Language and interest of presentation mostly targeted at audience.	Language and interest of presentation well-targeted at audience.	Take-home message is clear to the audience. Language and interest of presentation well- targeted at audience.	/4	02
presenta ion and ensedef	Timing not well kept (at most 40% deviation from planned time).	Timing not well kept (at most 30% deviation from planned time).	Timing is OK (at most 20% deviation from planned time).	Timing is OK (at most 10% deviation from planned time).	Presentation finished well in time.	/4	О3
/20	Student is able to answer only the simplest questions	Student answers at least half of the questions appropriately.	Student is able to answer nearly all questions in an appropriate way.	Student is able to answer all questions in an appropriate way, allhough not to-the-point in some cases.	Student is able to give appropriate, clear and to-the- point answers to all questions.	/4	04
	Presentation has unclear structure.	Presentation is structured, though the audience gets lost in some places.	Presentation has a clear structure with only few exceptions.	Presentation has a clear structure. Mostly a good separation between the main message and side-steps.	Presentation clearly structured, concise and to- the-point. Good separation between the main message and side-steps.	/4	05

Final Report Evaluation



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SKILLS		RATING	S (Level of Achie	vement)		L AVERTAGE	118811
/ CATEGORY	20%	40%	60%	80%	100%	SCORE	Code
	Formulation of goals and framework is not clear.	Formulation of goals and framework is clear, but link between tasks and goals is not clear.	Formulation of goals and framework is clear, but link between tasks and goals is not always clear.	Formulation of goals and framework is clear.	Clear formulation of goals and framework. Both are well linked with all aspects of the internship.	/4	R1
	There is some discussion of underlying theories, but the description shows serious errors.	Student has found the relevant theories, but the description has not been billiored to the project at hand or shows occasional errors.	Student has found the relevant theories, and has been partially successful in tailoring the description to the internship at hand. Few errors occur.	Student has found the relevant theories, makes a synthesis of those	Clear, complete and coherent overview of relevant theories.	/4	R2
Report	Only a couple of refevant literature references in the reference list	Some relevant literature in reference list but also significant body of irrelevant literature.	Relevant literature in reference list but some references are less relevant.	Used liferature is relevant for the goal of the internship. An occasional reference may be less relevant.	Used iterature is relevant for the goal of the internship.	/4	R3
/20	Insufficient information on methods and insufficient analysis of the information.	Some aspects of the project regarding methods and analysis of information are described insufficiently.	Description of methods and analysis of information/data is lacking in a number of placed.	Description of methods and analysis of information/data is mostly complete, but there are lacking some details.	Description of methods used and analysis of the information is appropriate, complete and clear,	/4	R4
	Conclusions are drawn, but in many cases only address part of the goals. Conclusions merely repeat results or conclusions are not substantiated by results.	Conclusions are linked to the goals, but not all goals are addressed. Some conclusions are not substantiated by results or merely repeat results.	Most conclusions well-linked to goals and substantiated by results. Conclusions mostly formulated clearly but some vagueness in wording.	Clear link between goals and conclusions. All conclusions substantiated by results. Conclusions are formulated exact.	Crear link between goals and conclusions. Conclusions substantiated by results. Conclusions are formulated exact and concles. Conclusions are grouped/ordered in a logical way.	/4	R5

cademic supervisor:	
epartment Head:	



Security and Safety Policy at Field Training Center

Security, safety and addressing potential risks in field training are among the most important dimensions of field experience.

It includes the dissemination of preventive awareness and safety procedures that everyone must follow at training sites.

Follow-up on all matters related to occupational security and safety in field training sites, to ensure the safety of trainee students in order to reach the highest quality standards in security and safety

Security and Safety Policy at Field Training Center

Policy:

Jouf University is committed to providing security and safety standards in all field training activities sites for both students and academic supervisors.

Policy implementation procedures:

- 1. Apply the highest quality standards related to occupational security and safety and pay risk when choosing field training sites.
- Distribution of the Field Training Manual at Jouf University to Field Training Students and Supervisors Academics that include the section on safety standards and potential risk management in Pre-training sites.
- 3. Scan security and safety tools in field training sites, see how to handle Risks in the training area through the training units in each college.
- 4. Prepare publications on safety and risk management methods at training sites and distribute them to students before and during training.

Security and Safety Policy at Field Training Center

- 5. Students are trained in how to deal with risks at field training sites before starting training, and are involved in the process of assessing and analyzing potential risks at field training sites.
- 6. The obligation of students and supervisors of academics to wear personal protective equipment while in field training sites.
- 7. Follow up on training units in colleges for local and international reports and research specializing in occupational safety, to keep abreast of current developments and developments.
- 8. The obligation of students in training centers to wear safety devices such as lab coat, gloves, goggles and protective shoes.
- 9. Familiarization of students of the hazardous substances and waste disposal protocol.

Security and safety standards

There is a close relationship between the training center and security and safety, as it must provide a certain and appropriate level of security and safety that secures the required protection for all employees and trainees alike.

- ✓ Put security and safety instructions and instructions in a clear place so that all trainers, trainees and visitors can see them.
- ✓ Placing a first aid box in an easily accessible place with valid medical supplies to use
- ✓ There is an emergency evacuation plan, with a place for emergency exit, with indications available.
- ✓ There is an appropriate number of fire extinguishers suitable for use, and workers must be trained to use them.
- ✓ The availability of sufficient information to ensure the ease and speed of contacting the
 ambulance and fire brigade.

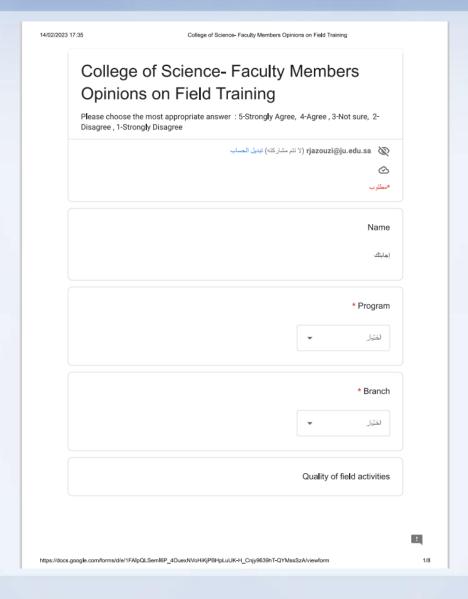
Risks management plan

List of anticipated risks

During the training, the student is expected to be exposed to the risks that will be presented in the following table, attached to the established procedures.

Risk	Procedure
The training venue was exposed to fire	The Training Center's risks management plan is implemented
The student suffered a work injury at the training center	The training supervisor shall be informed to assess the injury and lift the matter to the responsible authorities in the department. The student shall apply the procedures followed at the duty training center in this case.
The student underwent a healthy cake during the training period	The student submits an official medical report to the training supervisor and a copy of it to the training center

Students and faculty Members Opinion on Field Training



35 College of Science- Faculty Members Opinions on Field Training	02/2023 17:35
* Field activities helped students acquire scientific knowledge -1	
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree 🔘	
* Field activities helped students acquire technical skills-2	
Strongly Agree 🔘	
Agree 🔘	
Neutral O	
Disagree 🔘	
Strongly Disagree	
* Field activities contributed to the development of students' skills to work within -3 a team	*
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree	

* Field activities contributed to refining the student's personality -4	
Strongly Agree	
Agree	
Neutral O	
Disagree 🔘	
Strongly Disagree 🔘	
Relationship between field activities and academic program	
Selected training institution is specialized in the same fields of student's -1 * specialization	*
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree	

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College of Science Escully Members Opinions on Field Training	2/2023 17:3
College of Science- Faculty Members Opinions on Field Training	212023 17:3
Some of the activities and programs offered during training have a direct -2	
relationship with some program courses	
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree	
* The learning outcomes acquired by the student facilitated communication -3	
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree O	
Student has an idea about the latest technologies and concepts related to his-4 specialization	
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree	

College of Science- Faculty Members Opinions on Field Training	23 17:35
Risks	
he academic supervisor gave the student an idea of the most important risks-1 to consider before starting the training	*
Strongly Agree 🔘	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree 🔘	
* The student has an awareness of the most important risks to be avoided -2	
Strongly Agree 🔘	
Agree 🔘	
Neutral 🔘	
Disagree O	

College of Science- Faculty Members Opinions on Field Training	02/2023 17:35
The student was introduced to the risks that could be encountered within the -3 training area and how to avoid them	,
Strongly Agree	
Agree 🔾	
Neutral O	
Disagree 🔘	
Strongly Disagree	
e training institution provides the necessary tools and equipment for security -4 and safety	,
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree 🔘	
* The student has respected the safety rules within the training establishment-5	
Strongly Agree	
Agree 🔘	
Neutral 🔘	
Disagree 🔘	
Strongly Disagree	

14/02/2023	17:35	College of Science- Faculty Members Opinions on Field Training
		أراء و مقترحات
		إجابتك
	محو النموذج	إرسال
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