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ATTACHMENT 2 (i)

Field Experience Specification

Kingdom of Saudi Arabia

**The National Commission for Academic Accreditation &
Assessment**

T8. Field Experience Specification



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Field Experience Specifications

For direction on the completion of this template, refer NCAAA guidebooks.

Institution	Date of Report
College	Department
Program	Track

A. Field Experience Course Identification and General Information

1. Field experience course title and code			
2. Credit hours (if any)			
3. Name and title of faculty or teaching staff member responsible for the field experience.			
4. Dates and times allocation of field experience activities.			
a. Dates: _____			
b. Times: _____			
5. Level or year of the field experience.			
6. List names, addresses, and contact information for all field experience locations.			
	Name and Address of the Organization	Name of Contact Person	Contact Information (email address or mobile)
a.			
b.			
c.			
d.			
e.			

B. Learning Outcomes

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

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

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

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

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1			
1.2			
2.0	Cognitive Skills		
2.1			
2.2			
3.0	Interpersonal Skills & Responsibility		
3.1			
3.2			
4.0	Communication, Information Technology, Numerical		
4.1			
4.2			
5.0	Psychomotor		
5.1			
5.2			

C. Description of Field Experience Activity



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

2. List required assignments, projects, and reports.

a.

b.

c.

d.

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



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



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5. Supervisory Responsibilities.

	Student	Field Teaching Staff	Program Faculty and Teaching Staff
Student Activities			
a. transport to and from site			
b. demonstrate learning outcome performance			
c. completion of required tasks, assignments, reports, and projects			
Supervision Activities			
a. field site – safety			
b. student learning activities			
c. learning resources			
d. administrative (attendance)			
Planning Activities			
a. student activities			
b. learning experiences			
c. learning resources			
d. field site preparations			
e. student guidance and support			
Assessment Activities			
a. student learning outcomes			
b. field experience			
c. field teaching staff			
d. program faculty and teaching staff			
e. field site			
f. learning resources			

b. Explain the student assessment process.

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



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D Planning and Preparation

1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical)	List Safety Standards	List Specialized Criteria
a.		
b.		
c.		
d.		
e.		
Explain the decision-making process used to determine appropriate field experience locations.		

2. Identification of Field Staff and Supervisors

List Qualifications	List Responsibilities	List Training Required
a.		
b.		
c.		
d.		
Explain the decision-making process used to determine appropriate field staff and supervisors.		

3. Identification of Students

List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
a.		
b.		
c.		
d.		
Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities.		



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4. Safety and Risk Management.

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
a.			
b.			
c.			
d.			

Explain the decision-making process used to protect and minimize safety risks.

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

E. Evaluation of the Field Experience

1. Describe the evaluation process and list recommendations for improvement of field experience activities by:

a. Students
Describe evaluation process

List recommendations for improvement

b. Supervising staff in the field setting
Describe evaluation process

List recommendations for improvement

c. Supervising faculty from the institution
Describe evaluation process



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List recommendations for improvement

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

List recommendations for improvement

2. Action Plan for Next Semester/Year

Actions Recommended for Further Improvement (list from E.1. above)	Intended Action Points (should be measurable)	Start Date	Completion Date	Person Responsible
a.				
b.				
c.				
d.				
e.				

Name of Instructor: _____

Signature: _____ Date Report Completed: _____

Name of Field Experience Teaching Staff _____

Program Coordinator: _____

Signature: _____ Date Received: _____