



المملكة العربية السعودية  
وزارة التعليم  
جامعة الجوف  
وكالة الجامعة للشؤون التعليمية

**Student Training Handbook at Al-Jouf University1442  
2020/**

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## INTRODUCTION

Student training forms an essential pillar of the academic programs at Al-Jouf University. Where it stems from the vision and mission of the university to improve its educational outcomes. Based on the university's vision of owning quality programs that graduate qualified community leaders that are in line with the needs of the labor market, and in line with its mission of providing educational outcomes.

In search of community development, the university has always been keen to achieve maximum compatibility between the skills of its graduates and what the labor market requires. From this standpoint, Al-Jouf University was keen on improving and developing student training, in order to achieve the desired goals. The importance of student training is to prepare students to engage in student life. To achieve interdependence and integration between the theoretical information acquired by students in colleges and the real 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 student training, design training programs, and define a list of appropriate training bodies. Some government and private sector officials can be invited to do so.

This guide contains several parts that govern the student training process at the university, beginning with the terms of the guide, passing through the vision, mission and objectives of student training, and ending with defining all the responsibilities of the parties to student training at the university and training destinations, as well as the most prominent features of the internal regulations for student training in colleges and the ethical framework for student training.

### **First: Terms of the Handbook**

**Student training:** It is a creative learning strategy through which the trainee acquires the knowledge and skills he needs after graduation. Where student training aims to create appropriate conditions for students to practice what has been acquired from the sciences during the academic study by applying that knowledge in the field of work in the various relevant institutions within an organized training plan that includes providing the student with the appropriate directions and guidelines to ensure positive outcomes.

**Training unit in the college:** a supervisory body on student training in colleges whose mission is to train and select extracurricular training courses for students in

coordination with relevant bodies such as the Skills Development Center, the Deanship of Student Affairs and the Academic and Student Advising Center at the university.

The executive guide for training in colleges: Each college prepares and approves the executive guide for training in the college (field - cooperative - privilege - summer). The guide is concerned with organizing the rules and procedures for training in the college where the executive procedures, evaluation mechanisms and related forms are indicated.

The internal regulations for student training in the college: It is a bylaw that includes all laws, regulations, and instructions related to training in the college.

Male / Female Student: The trainee or apprentice qualified for student training in accordance with the college's training regulations and systems.

Academic Supervisor: is a member of the teaching staff in the scientific department, which is the link between the university and student training sites, where the department or college appoints an academic supervisor for the trainees

Field Supervisor: represents the authority in which students are trained, and he must fulfill the required conditions in terms of experience, ability to qualify, train and evaluate students, and deal with the problems they face.

Training organization: It is the place where students train.

Cooperative Training: That the student be trained during the seventh or eighth semester, especially students who can only be trained in institutions where work is only during the academic year, such as government schools.

Student training: in the faculty laboratories for a number of courses.

Internship: Training in health facilities to spend the internship period (for medical specialties).

Summer training: That the student be fully trained in the summer semester for a period of six to ten weeks.

## **Second: The vision, mission and goals of student training at the university:**

1 -Training vision at the university: to reach the level of students to the highest degrees of practical and professional skills and competencies that are compatible with the requirements of local and regional societies and keep pace with the developments surrounding the labor market.

2 -Student Training Mission at the University: Building and developing a student training program inside the university and field training outside it as a solid link to create distinct and effective relationships in the field of student training between colleges of the university represented by its staff and students on the one hand and between the training sectors on the other hand. In order to supply the labor market with qualified and competent graduates.

### 3 -Student Training Objectives:

Training students on student tasks that are commensurate with the actual labor market requirements through field training before graduation.

Training students on job tasks in the labor market through familiarity with the tools and mechanisms of work of all kinds.

Students' familiarity with the obstacles and difficulties they face in the work environment and how to solve them.

☒ Training students to respect work regulations and adhere to all its procedures in order to reach a decent level of responsibility and enhance their self-confidence.

☒ Raising the level of students' skills related to communication of all kinds (verbal - written - non-verbal communication) to reach dealing with the work environment with a high level of an organized and realistic work environment.

Training and empowering students to write and draft various reports.

☒ Increasing students' chances of getting a suitable job within the institution in which they were trained after the training period ends.

Supporting and evaluating the positive relationship with the training bodies, through continuous communication processes that take place between the students' academic supervisors and officials in these bodies, in order to support building a positive mental image of the university and its graduates.

Achieving all learning outcomes related to the program's field experience activity.

Increasing students' awareness of the actual needs of society and training to analyze and discuss them in order to find scientific, realistic and final solutions to them.

#### **4- Student training learning outcomes:**

- A unified guide for student training at Jouf University that defines the general frameworks for training at the university.
- An executive guide for student training in each college.
- An executive committee headed by the dean of the college or the vice dean to follow up on student training and performance indicators.
- Performance indicators to measure the effectiveness of student training and alignment with learning outcomes and the needs of the labor market.
- A unified online platform for student training at the university.

Third: the responsibilities of the student training parties at the university

##### **1- Responsibility of the Student Training Unit in the College**

- Preparing an internal regulation for student training that is compatible with the general framework of the student training guide at the university, to be presented to the relevant councils, through the permanent committee of curricula, plans, and established books, and finalized by the university council.
- Preparing an executive guide for student training in the college, which includes regulations for student / field / summer / internship training, evaluation mechanisms and related forms.
- Emphasizing on holding a meeting - compulsory to attend for students of student training - to clarify everything related to student training, including procedures, tasks and responsibilities.
- Preparing rules and data of the names and addresses of training bodies.
- Providing training opportunities for students, in coordination with academic departments and training bodies.
- Direct supervision of student training in the college.
- Recommending to the relevant councils to conclude student training agreements with the training authorities, so that these agreements are based on mutual benefit between the university and the training authorities, in a way that preserves the rights of all (the university - the training body - the faculty member - the student).
- Recommending to honor training bodies and individuals who cooperated distinctively and made tangible efforts in student training, during the various university celebrations such as the graduation ceremony, the final ceremony of the college or university activities.
- Recommending the inclusion of some distinguished names from training bodies for the college advisory councils.
  
- The importance of allocating part of the evaluation of student training to field visits, which are carried out by academic supervisors from colleges.
- Providing the University Vice- Rectorate for Academic Affairs with quarterly reports on what has been achieved in scientific training.

##### **2- Responsibility of colleges and academic departments:**

- Preparing lists of the names of students eligible for training in each department of the college and sending them to the student training units in the colleges on the specified dates.
- Suggesting appropriate training bodies for college students.
- Setting criteria for selecting the training body to ensure the achievement of the targeted learning outcomes for students
- Achieving safety risks.
- Applying safety policy during field training.
- Determining the academic supervisors for each student and sending the relevant transcripts to the student training units in the colleges.
- Receiving student training requests submitted by students wishing to do it, and study them and sort them according to the training authority.
- Writing a letter to the Student Training Unit attached to the training requests, including the number of students and the names of the academic supervisors responsible for the students during the training period.
- Preparing a training program for students before starting training.
- Doing the follow-up of reports of academic supervisors on the progress of the training process.
- Forming committees to discuss the reports submitted by the training students.
- Departments approve the forms prepared from the training units in the colleges, with reports and recommendations submitted to the relevant councils at the end of each semester.
- Ensuring that there are at least two follow-up reports from academic supervisors.
- Emphasizing the existence of a mechanism for evaluating the student in the event that the academic supervisor and the field supervisor evaluation differ
- Preparing the internal regulations for student training in colleges, then submitting them to the permanent committee of curricula, plans and prescribed books; For approval, and any future amendment to the bylaw, it must follow the same steps (Department Council - College Council - Permanent Committee for Curricula, Plans and Textbooks).
- Preparing the executive guide for student training in the college.
- Preparing a survey for students, academic supervisors and field supervisors after each training course that includes axes on the performance of other parties, achieving the required learning outcomes, the safety and security procedures followed, then preparing an improvement plan for weaknesses and strengthening strengths.
- Determine the minimum visits of the academic supervisor for the trainee students.
- Each program is responsible for determining the start of training (after a certain number of hours and passing specific courses).

### **3- Responsibility of the Academic Supervisor:**

- Commitment to apply field experience specifications, in order to achieve learning outcomes.
- Holding an introductory meeting for students to review the training plan.
- Attending the coordination meeting held by the Student Training Unit at the college.
- Coordinating with the field supervisor to determine the training plan for the student in line with the training objectives and the capabilities of the training authority.
- Discussing the student's progress with the field supervisor and trying to overcome the problems and obstacles he faces.

- Continuous follow-up of students and communicate with the field supervisor at the workplace (as they are responsible for directing, following up and evaluating students).
- In the event that the attendance of the trainee students fails, then the student training unit in the college is submitted, the reasons are raised and the department is informed of approval or rejection regarding the reason for the delay, and then the student completes the training, cancellation or change the training body.
- Conducting field visits to various training places during the training period, to ensure the seriousness of the training and the regularity of the trainee student.
- Following up on the student and evaluating his ability to achieve the required learning outcomes.
- Evaluating students during the training period, and keeping a complete file on the student, including forms and documents proving attendance and regularity, periodic reports submitted by students, and the academic and field supervisors evaluation form.
- Providing the department head with training files for the students he supervises, including a copy of the final report.
- Holding meetings with male and female students to define the available places for training and how to enter desires on the website (especially for internship students)
- Communicating with the different training places about the number of male and female students, the capacity of the training site, and the available training days (for field student training).
- That all messaging of the academic supervisor with students and with the field supervisor be through official channels (university e-mail).
- Evaluating students during the training period, and keeping a complete file on the student, including forms and documents proving attendance and regularity at the training agency, periodic reports submitted by students, the academic and field supervisors' evaluation form, and a summary of student cases in field training.

#### **4- Student responsibility:**

- Adherence to the rules and regulations for student training at the university, as well as the rules and regulations of the training authority.
- Submitting the training request during the specified registration period.
- Attending the qualifying program for training held by the college or the training unit in the college before starting training.
- Starting training on the specified dates, and fully comply with all tasks and duties set by the training authorities.
- Students shall abide during the training period in good behavior, and the work rules of the training agency.
- Maintaining the confidentiality of the information that is shared with the trainee at the training sites.
- Absence from training is not allowed for any reason, and in the event of absence due to illness or a compelling excuse, the training authority and the academic supervisor must be informed immediately.
- Students are not allowed to change the training body, except in the extent of absolute necessity, and after the approval of the Academic Supervisor and the Training Unit at the College.

- In the event that the student faces any problem, the academic supervisor must be informed, who in turn refers to the Student Training Unit at the college; To find solutions and to take action.
- The student is obligated to submit a report every two weeks during the training period, in coordination with the training authority and send it to the academic supervisor on the specified dates, and it includes what the student has accomplished with the training.
- The student submits a presentation of his final report at the end of the training period.
- Submitting the student's desires and data electronically so that he can register in the training database (for internship students).
- After the training period ends, students enter the link sent to them from the training unit to evaluate the training agency.

\* Commitment to the college's training unit regulations.

\* Preventing the student from cheating or using the work of others and showing them as a purely personal effort for him, and prohibiting all forms of scientific betrayal and adherence to the law and adherence to the principles of the ethical framework that governs the practice of the profession, as well as adherence to all institutional policies, rules and regulations.

\* Preventing participation in financial transactions inside the training venue during the training period.

\*The student must follow the safety and security rules of the training location.

### **5- Responsibility of the field supervisor**

\* Coordination and cooperation with the academic supervisor to determine the training plan for students in line with the training objectives and the capabilities of the training provider.

\* Solving and addressing the problems and difficulties that may face the student training plan.

\* Attending as many sessions as possible between the student and the academic supervisor.

\* Filling out a form directly for the trainee and submitting it to the academic supervisor.

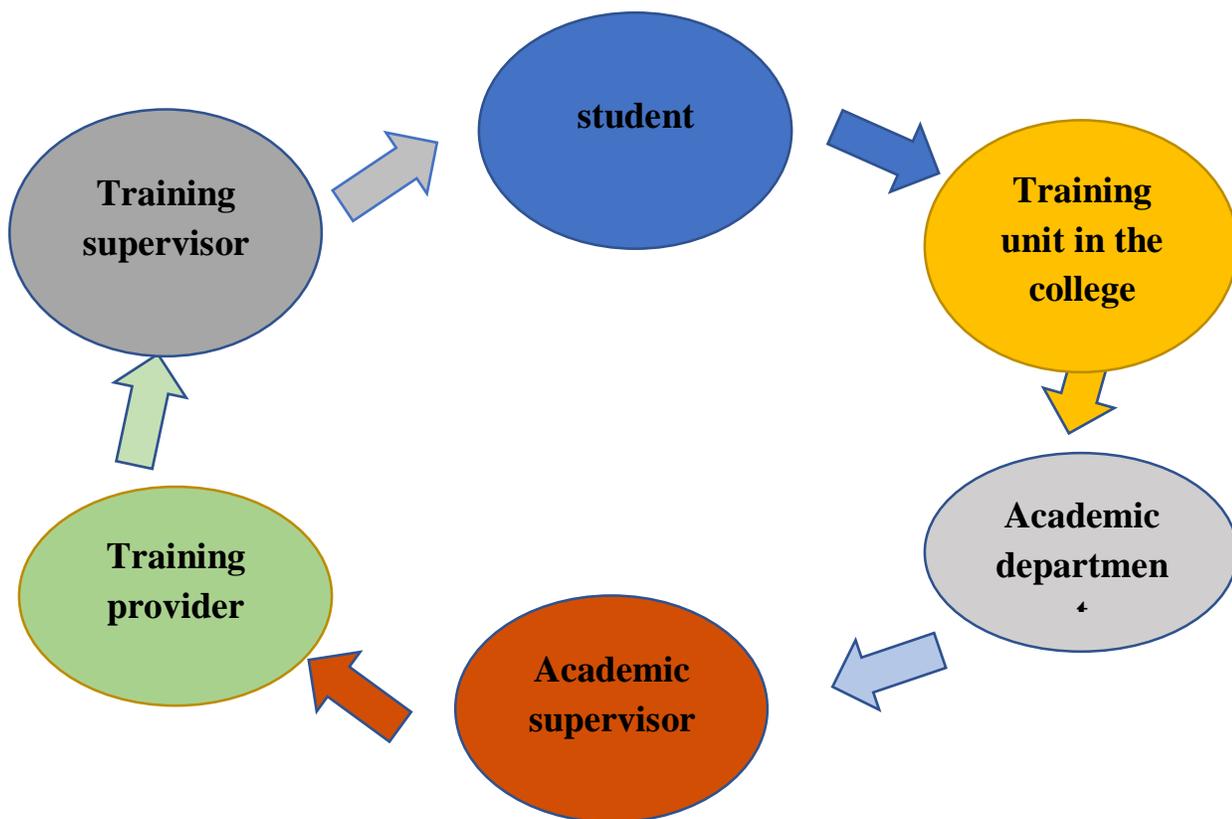
\* Filling out the field supervisor's evaluation form for each trainee under his supervision, and deliver it to the academic supervisor at the end of the training period.

\* Communicating with the academic supervisor about any difficulties or problems facing male and female students during training, which require a decision by the academic supervisor.

\* Following up on the student's progress in the training process and ensuring that the student has mastered the practical skills entrusted to him, as he has direct supervision over him throughout the training process (especially for internship students)

\* Not giving full powers to students in order to identify and evaluate their skills and abilities by dealing with them and discussing them during the training period.

#### **Fourth: Steps for conducting student training in the university**



#### **Fifth: The internal regulations for student training in the college must include the following:**

1- Introduction to student training.

- 2- The vision and mission of student training.
- 3- A list of terms mentioned in the guide.
- 4- Objectives of student training.
- 5- Student training learning outcomes.
- 6- The organizational form and structure of the student training unit in the college.
- 7- Responsibility of the different parties with regard to student training.
- 8- The supervisory burden for a faculty member.
- 9- Academic requirements for registering student training courses.
- 10- The conditions and controls for registering in student training must be clear, such as the number of hours required to be passed to register for student training, or the requirements of the courses.
- 11- Visits of academic supervisors from colleges to training places
- 12- Preparing students for training by informing them of the student training plan and procedures.
- 13- Absence and delay policies.
- 14- Procedures for registration in student training, the beginning and end of registration, and everything related to registration and the dates of deletion or withdrawal from student training.
- 15- Student training evaluation and grading system.
- 16- Determining the learning outcomes of student training, and the mechanism for measuring them.
- 17- Attaching all training forms.
- 18- Mechanism for reviewing field training activity.

19- Mechanism for reviewing recommendations and procedures for modifications in field experience based on the report of the field experience rapporteur.

20- Criteria for selecting training places to meet the learning outcomes of the programs.

21- Risk management plans during the training period, by making a list of risks and the procedures to be followed when they occur.

22- Plagiarism.

23- Criteria for selecting training bodies, and ensuring the availability of equipment, facilities and devices at the training sites.

24- Security and safety standards at training sites.

1-7 The following should be taken into consideration in the student training models:

1- Placing the university logo at the top of the page.

2- The name of the university, college, department, student / summer training / internship will be placed in the upper right corner.

3- Contact information, e-mail, office phone, etc. are placed in the margin of the page.

Sixth: the ethical framework for student training

Just as the professional skills and experiences of the trainee students are acquired and developed during the student training period, providing them with the development of work ethics and training them to practice it is no less important than other aspects, as the ethical framework for student training is of great importance in understanding the foundations, principles, responsibilities and roles that fall on the shoulders of all student training parties. . The ethical framework focuses on several axes that focus on commitment to professional ethics , including:

- Regularity in work and following all rules and regulations in the institution.
- Professionalism and proficiency at work.
- Honesty and sense of responsibility.
- Justice and fairness.
- Managing time properly and not using it for personal interests.

- Respecting and appreciating the institution's employees, regardless of their religious, ethnic, social and cultural backgrounds.
- Maintaining the confidentiality of information.
- Maintaining the workplace and its facilities.

God grants success