Field Experience Specification

Course Title:	**Co-op Training**
Course Code:	**INE 4800**
Program:	**BSc. Industrial Engineering**
Department:	**Industrial Engineering**
College:	**College of Engineering**
Institution:	**King Khalid University**
Field Experience Version Number:	**2**
Last Revision Date:	**19-12-2025**

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A. Field Experience Details:

1. Credit hours: (04).		
2. Level/year at which Field Experience is offered: (8TH Level/ 4th Year).		
3. Time allocated for Field Experience activities		
(15) Weeks	(75) Days	(6-8) Hours
4. Corequisite (or prerequisites if any) to join Field Experience		
Completion of 120 Credit Hours		
5. Mode of delivery		
☒ In-person/onsite	☐hybrid (onsite/online)	☐Online

B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	**Knowledge and understanding**				
1.1	Identify organizational structures, operational systems, and work environments in industrial organizations	K1	On-the-job training Industrial supervision Academic supervision Reflective learning and reporting	• Supervisor observation • Technical report Presentation	Teaching Staff Field Supervisor
1.2	Explain professional standards, safety regulations, and ethical practices in engineering workplaces	K2			
2.0	Skills				
2.1	Apply Industrial Engineering tools and techniques to real-world problems	S1	• Field visit and real life problems to illustrate steps involved in analysis and design; • Engage students to use different software and modern tools	• Individual demonstration • Supervisor observation	Teaching Staff Field Supervisor
2.2	Analyze industrial processes and systems to identify improvement opportunities	S2			
2.3	Use data collection and analytical methods to support engineering decisions	S3			
2.4	Communicate technical findings effectively	S4	Group discussion, student's participation in PowerPoint presentation,	• presentations • Supervisor observation	

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	through reports and presentations		observation his performance in classroom interaction.		
3.0	Values, autonomy, and responsibility				
3.1	Demonstrate professional ethics and responsibility in the workplace	V1	• Ask to submit professional reports. • To engage students in project management process and continuous evaluation process to submit design project. • Discussion and Motivation	• Presentations • Supervisor observation • Attendance form	Teaching Staff Field Supervisor
3.2	Work independently and collaboratively in a professional environment	V2			
3.3	Comply with workplace regulations, safety standards, and professional conduct	V3		• Supervisor observation	
3.4	Demonstrate commitment to continuous learning and professional development	V4	To give interdisciplinary or multidisciplinary tasks during training	Presentations Technical report Supervisor observation	

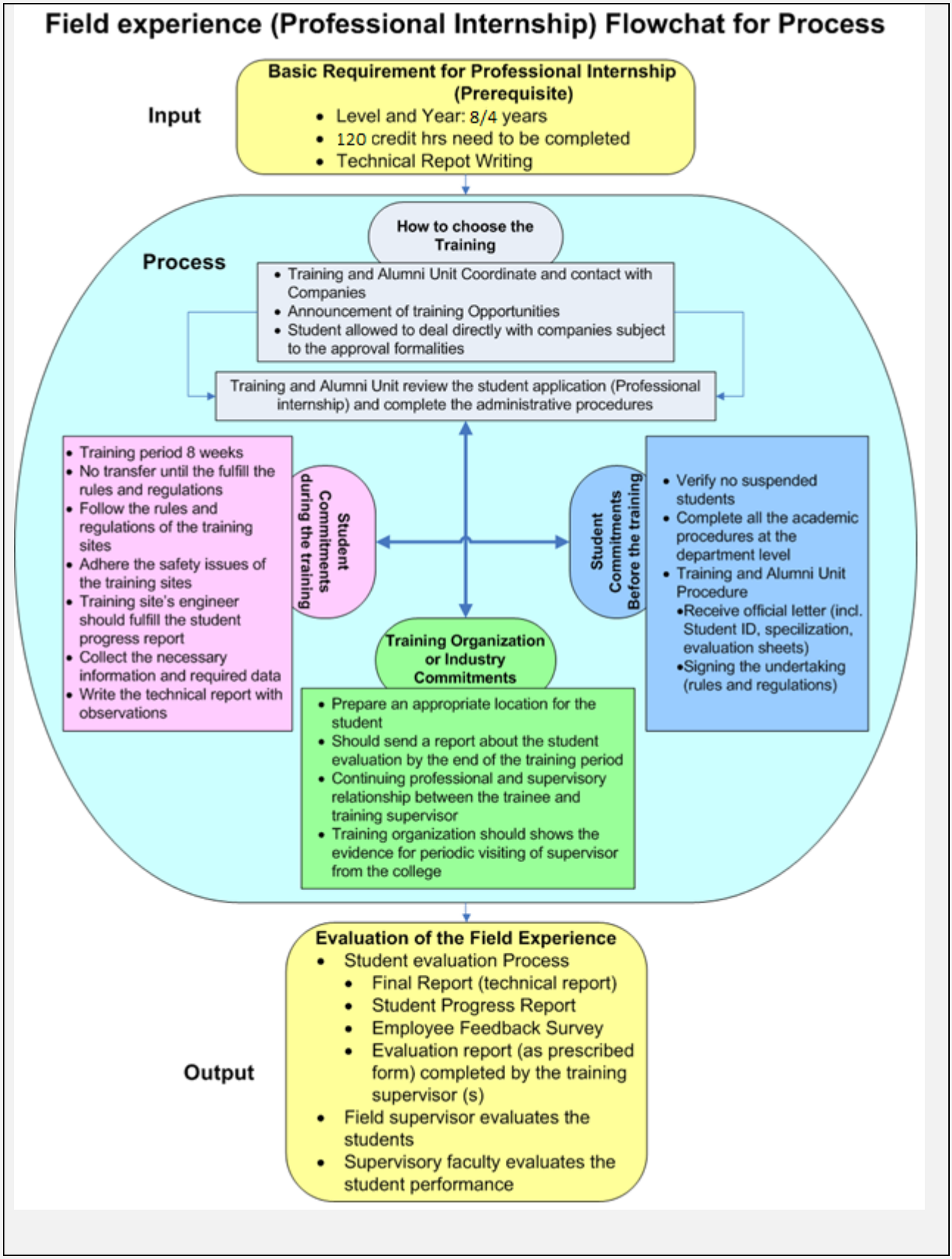
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).

C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.

The Field Experience Committee arranges student placements in training organization for field experiences. The Field Placement Agreements serve as a contract between the University and training organization. These agreements are negotiated annually and must be approved by the chairman of the Industrial Engineering Department and each organization Superintendent. Students work for 15 weeks during eighth semester in the selected public or private organization in the related field. The supervisor at the workplace is responsible for guiding and assigning tasks to the student as well as reporting the student's progress to the supervisor in the Industrial Engineering Department. Where general guidelines about what kinds of tasks the student is supposed to practice are provided by the department.


Field experience (Professional Internship) Flowchat for Process
Input
Basic Requirement for Professional Internship (Prerequisite)
Level and Year: 8/4 years
120 credit hrs need to be completed
Technical Repot Writing
Process
How to choose the Training
Training and Alumni Unit Coordinate and contact with Companies
Announcement of training Opportunities
Student allowed to deal directly with companies subject to the approval formalities
Training and Alumni Unit review the student application (Professional internship) and complete the administrative procedures
Training period 8 weeks
No transfer until the fulfill the rules and regulations
Follow the rules and regulations of the training sites
Adhere the safety issues of the training sites
Training site's engineer should fulfill the student progress report
Collect the necessary information and required data
Write the technical report with observations
Student Commitments during the training
Student Commitments Before the training
Verify no suspended students
Complete all the academic procedures at the department level
Training and Alumni Unit Procedure
Receive official letter (incl. Student ID, specilization, evaluation sheets)
Signing the undertaking (rules and regulations)
Training Organization or Industry Commitments
Prepare an appropriate location for the student
Should send a report about the student evaluation by the end of the training period
Continuing professional and supervisory relationship between the trainee and training supervisor
Training organization should shows the evidence for periodic visiting of supervisor from the college
Output
Evaluation of the Field Experience
Student evaluation Process
Final Report (technical report)
Student Progress Report
Employee Feedback Survey
Evaluation report (as prescribed form) completed by the training supervisor (s)
Field supervisor evaluates the students
Supervisory faculty evaluates the student performance

2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√			√	
Selection of supervisory staff	√			√	
Provision of the required equipment				√	
Provision of learning resources				√	√
Ensuring the safety of the site			√	√	
Commuting to and from the field experience site			√		
Provision of support and guidance		√			√
Implementation of training activities (duties, reports, projects ...)		√			√
Follow up on student training activities		√			√
Monitoring attendance and leave		√			√
Assessment of learning outcomes		√			√
Evaluating the quality of field experience		√			√
Others (specify)					

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Depends on the field site	Depends on the field site	Depends on the field site

*E.g. provides information technology, equipment, laboratories, halls, housing, learning sources, clinics … etc.
** E.g. Criteria of the institution offering the training or those related to the specialization, such as safety standards, dealing with patients in medical specialties … etc.

4. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience

- Student training unit will coordinate the task and contact with companies to create training opportunities for all students' candidates for summer training.
- The office of student training mission announcement of training opportunities and some training views visits in recent week of each semester.
- Students are allowed to deal directly with the training provided it gets the approval of both training and student training office, which will provide them with formal approval and other information requested by the training.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Injury of the trainee during training	Every trainee has a supervisor which should be informed in case of safety problems. Every student should have his student card which includes an assurance to be accepted by all government hospitals Attend safety workshops in companies and in KKU.	Workshop on safety in companies and in-site for both students and supervisors
Expulsion of the trainee	Supervise the students and get a report every week about his situation and solve the problems at the beginning.	Workshop about rules and regulations of summer training and motivation of trainees
Students risk to do not find a summer training	Contact more companies and sign contracts with them, the number of companies should be always more than the required.	Workshop about the importance of bridging the gap between the university and the industry through field experience
Financial problems especially for students having summer training outside KSA.	Increase the budget of summer training	---

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	Students, Supervisory Staff	Surveys, report, presentation
Extent of achievement of course learning outcomes	Students, Supervisory Staff	Surveys, report, presentation
Quality of learning resources	Students	Surveys

Evaluation areas (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Supervisory Staff, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

E. Specification Approval Data

Council /Committee	**REVIEWED BY CURRICULUM COMMITTEE** **APPROVED BY QUALITY COMMITTEE**
Reference No.	**9-6-47**
Date	25/06/1447