

## COURSE PLAN

### FIRST: BASIC INFORMATION

#### College

College : University College – Al-Balqa Applied University  
 Department :

#### Course

Course Title : Field Training (8 Weeks Program)  
 Course Code : 020201291  
 Credit Hours : 3 (0 Theoretical, 3 Practical)  
 Prerequisite :

#### Instructor

Name \_\_\_\_\_  
 Office No. \_\_\_\_\_  
 Tel (Ext) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Office Hours : \_\_\_\_\_  
 Class Times


#### Text Book

Title \_\_\_\_\_

#### References

None

### SECOND: PROFESSIONAL INFORMATION

#### COURSE DESCRIPTION

This course directly connects the student to the labor market so that the student spends the specified hours in the related industries and companies to obtain the necessary experience in the field of specialty **after graduating**, under academic supervision and incorporation with the institutions to evaluate the student's performance. And, various vocational experiences and field adaptability are enhanced by experiencing and applying the technical knowledge obtained during study and develop their workplace skills to match high international standards.

#### COURSE OBJECTIVES

After studying this course, the student is expected to be able to achieve the following objectives:

1. The main objective is to improve graduate readiness for full-time employment upon graduation.
2. **Explain** the work environment in the specialized industries related to UC program.
3. Acquire the working knowledge, skills and attitude required in the specialized industries related to UC program.

4. Improve understanding of educational contents learned at UC in connection with Field Training.

### COURSE LEARNING OUTCOMES

On successful completion of this course, students are expected to be able to:

- CLO1. **Explain** the work environment of the related industries to the UC program  
 CLO2. **Explain** the work process based on experience in field training  
 CLO3. **Work safely in training through compliance with the rules**  
 CLO4. **Apply and enhance** the knowledge and skills learned at UC  
 CLO5. **Select** a suitable employment opportunity

### COURSE SYLLABUS

The below table is described an administrative procedure of the field training not course syllabus.

Week	Topic	Topic details	Remarks
Preparation of field training	Find and choose the field training company	<ul style="list-style-type: none"> <li>• Research the Industry</li> <li>• Explore the Industry</li> <li>• Select the field training companies</li> </ul>	- Continue to select and find good industries and develop a network(interconnection) between the industries and the UC by the industry linkage department of UC.
	Explain about field training	<ul style="list-style-type: none"> <li>• Introduction about the field training</li> <li>• Provide information of the field training activities and the Course credit</li> </ul>	<ul style="list-style-type: none"> <li>- Give a guide about the current condition of the industry to students by UC instructor(professor)</li> <li>- Create a plan for the field training activities and the grading system by UC instructor(professor)</li> </ul>
	Special lecture by an industry expert	<ul style="list-style-type: none"> <li>• Current situation in industries related to the UC programs</li> <li>• Technology and industry trends in neighboring regions and overseas</li> </ul>	- Conduct special lectures to provide job opportunities for students and to enhance the UC' overall image to the companies
	Students' selection of the filed training	<ul style="list-style-type: none"> <li>• Survey of student demand according to region and the sector of industry.</li> </ul>	<ul style="list-style-type: none"> <li>- Make a structured plan to avoid problems that might appear due to location of the industries and distance from UC including transportation, accommodation and etc.</li> <li>- Develop a cooperation plan between UCs and Industries by the industry linkage department of UCs.</li> </ul>
	Education before the field training	<ul style="list-style-type: none"> <li>• Education on workplace etiquette, work ethics, industrial safety, etc.</li> </ul>	- Inform the responsible person in the field training company to students
	Signed an agreement for field	<ul style="list-style-type: none"> <li>• Field Training Standard Agreement</li> </ul>	- Prepare a draft agreement(or MOU) for field training specifying industry safety and

Week	Topic	Topic details	Remarks
	training with industries (companies)		insurance matter between UCs and the field training company
Field Training 1 ~ 8 Week	Field Training	<ul style="list-style-type: none"> <li>• Conduct the field training in industries (companies)</li> <li>• Check the attendance and write training log (daily report) by student</li> </ul>	<ul style="list-style-type: none"> <li>- Field experiential learning is conducted in the form of direct participation in work or field trips.</li> <li>- Record the attendance and manage the training contents for the students by the person in charge of the field training company (field training supervisor)</li> <li>- Provide recruitment information including career path to the students for their career decision making and for expanding their knowledge by the field training supervisor</li> </ul>
	Field Guidance	<ul style="list-style-type: none"> <li>• Conduct field guidance twice a week by UC instructor (Professor)</li> <li>• Check and solve any related issues of field training</li> </ul>	<ul style="list-style-type: none"> <li>- The instructor (UC professor) visits the field training company twice a week during the field training period to create an organizational relationship with the industry.</li> <li>- Ensure the safety of trainees from industrial accidents and emphasizing safety importance</li> </ul>
After Field Training	Field Training Evaluation	<ul style="list-style-type: none"> <li>• Report the result of the field training by student</li> <li>• Practice evaluation by UC instructor</li> </ul>	<ul style="list-style-type: none"> <li>- Submit a field training (learning) results report to enhance the effect of field experience by students</li> <li>- Evaluate the processes and results of the field training for each student by UC instructor and field training supervisor</li> </ul>
	Field Training Fair	<ul style="list-style-type: none"> <li>• Presentation by student</li> </ul>	<ul style="list-style-type: none"> <li>- Do presentation by students for sharing the results of field training (learning) experience through holding field training fairs</li> </ul>

### COURSE LEARNING RESOURCES

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### ONLINE RESOURCES

Google search engine
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### ASSESSMENT TOOLS

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**THIRD: COURSE RULES****ATTENDANCE RULES**

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

**GRADING SYSTEM****Example:**

Grade	points
-	

**REMARKS**

{The instructor can add any comments and directives such as the attendance policy and topics related to ethics }

**COURSE COORDINATOR**

Course Coordinator  
Signature:  
Date:

Department Head:  
Signature:  
Date: