



Field Training Regulations

Jubail University College



Contents

1. Introduction.....	3
2. Terminology.....	3
3. Field Training Objectives	4
4. Field Training General Regulations	4
4.1 Time and Duration of the Training.....	4
4.2 Placement of Trainees	4
4.3 Procedures for Registration	5
4.4 Follow-up of the Training.....	6
4.5 Field Training Absence Policy:.....	7
4.6 Evaluation of the Training.....	8
5. Specific Needs of the Academic Departments.....	10

Appendix A - Field Training Responsibilities	
Appendix B - Formal Agreement	
Appendix C - Academic Supervisor Visits Schedule Form	
Appendix D - Weekly Log Sheet	
Appendix E - Field Training Evaluation Report by The Company	
Appendix F - Field Training Report Format	
Appendix G - Field Training Report CD Cover Template	
Appendix H - Field Training Evaluation Report by the College	
Appendix I - Specific Needs of the Academic Departments	
Appendix J - Field Training Registration Form	
Appendix K - Company Data	
Appendix L - Supervisor feedback form	
Appendix M - Format of Certificate from supervisor	
Appendix N - Field Training Questionnaire	
Appendix O - Final Presentation Guidelines	



1. Introduction

Field Training is a compulsory subject for all programs offered by the Jubail University College. It involves placement of trainees at an approved private or government company/organization to acquire skills required in the real working environment. Trainees who encounter obstacles to be placed in a Field Training are directed to do a senior project instead (refer to the Senior Project Guide).

This manual encompasses the Field Training rules and regulations that must be applied at Jubail University College.

2. Terminology

These terms, mentioned in related text, will be identified with the following definitions:

- a. **College:** Jubail University College
- b. **Community Service Field Training Coordinator:** person who is assigned by the Managing Director.
- c. **College Field Training Coordinator:** person who is assigned by the Managing Director.
- d. **Department Field Training Coordinator:** Faculty member who is assigned by the Managing Director.
- e. **The Academic Supervisor:** Faculty member who is assigned by the Department Field Training Coordinator in consultation with the Department Chairperson.
- f. **Company/Organization Supervisor:** Person who is assigned by the company/organization to supervise trainees during the Field Training at the Company/Organization.

Responsibilities of Community Service Field Training Coordinator, College Field Training Coordinator, Department Field Training Coordinator and Academic Supervisor are attached (Appendix A).



3. Field Training Objectives

- To expose students to the professional work environment in order to have hands on experience so that students can relate and reinforce what has been taught at the college.
- To be acquainted with the organization structure, business operations and administrative functions.
- To acquire and apply knowledge, skills and attitude of practical nature that can be learned in an industrial/corporate environment.
- To foster cooperation and to develop collaboration between industry and the college in promoting a knowledgeable society.

4. Field Training General Regulations

4.1 Time and Duration of the Training

- Students are eligible for Field Training after completing all the degree's requirements with cumulative GPA not less than 2.00.
- In special cases, Students may register for one course (maximum) during the period of Field Training; however, it is still subject to approval by the management and the company/organization they will be training in.
- The Field Training takes place over a period of fifteen (15) weeks which is equivalent to six (6) academic credit hours, plus one week allocated to interviews aimed at discussing the final report.

4.2 Placement of Trainees

- The Community Service Field Training Coordinator is responsible for the placement of the trainees at suitable company/organization for Field training, according to their specialization.
- Training must be acquired in approved government or private company/organization.



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- c. The Department Field Training Coordinator should advise the companies/organizations with these specific needs (Appendix I).
 - d. A Formal Agreement including 15-week training schedule must be signed by company/organization supervisor, College Field Training Coordinator, department Field Training coordinator and by trainees to make sure that the trainees are placed in the right companies/organizations (Appendix B).
 - e. Trainees can seek training opportunities that are not offered by the college, inside the Kingdom or abroad. A trainee should consult the concerned academic department field training coordinator and should get a permission from Community Services Field Training Supervisor. A trainee needs to provide parental permission, and the company/organization has to be approved by the College.
 - f. Trainees who are interested in doing their training abroad must do their training within a period of 15 weeks.
 - g. The training company/organization cannot be changed without proper approval from the Community Service Field Training Coordinator, College Field Training Coordinator, Department Field Training Coordinator and Academic Supervisor. The trainees should provide documents stating the valid reason for this transfer.

4.3 Procedures for Registration

- a. At the beginning of every semester, the Registrar office sends a list of expected Field Trainees in the following semester to the Community Services office to arrange for training opportunities. An updated list of eligible trainees for Field Training is sent after the final exams.
- b. Students who are eligible for training are required to register online.
- c. The registered students shall communicate with the Community Service Field Training Coordinator for training placement.



4.4 Follow-up of the Training

- a. Trainees must adhere to the company's/organization's training procedures and regulations to make sure that they get all the required knowledge and skills.
- b. The Academic Supervisor shall visit/check the trainees during the training to discuss the work assignments and also to meet with the company/organization supervisor.
- c. The visits should be scheduled by the concerned Academic Supervisor according to the training plan of the trainee.
- d. At least two visits should be made. The first one is within Week 3 to 5, which is primarily to see that the training is proceeding as planned. The second visit should take place within week 9 to 11, which is to check that the training plan agreed upon during the first visit is adhered to. Trainees outside the Eastern Province shall be followed up by phone/email.
- e. The Academic Supervisor should make the necessary arrangements with the company/organization (e.g. issuing permission) prior to the visit.
- f. The Department Field Training Coordinator should fill in the Academic Supervisor's Visits Schedule Form (Appendix C) for the whole semester. The Academic Supervisors should adhere to the scheduled visits. In case of unexpected cancelation, the Academic Supervisor/Department Field Training Coordinator should make the necessary arrangements to reschedule the visit.
- g. The Academic Supervisors should meet both the company/organization supervisor(s) and the trainees to discuss their progress. If there are any concerns, the Academic Supervisor should report to the Department Field Training Coordinator. Also, the College Field Training Coordinator should be informed about any arising issues immediately.
- h. The company/organization supervisor and/or the Academic Supervisor should report any



incident to the Department Field Training Coordinator immediately in order to take the appropriate action.

- i. The Academic Supervisor should prepare a brief report to the Department Field Training Coordinator after every visit.
- j. Trainees or company/organization supervisors should send a scanned copy of trainees' weekly report (Appendix D), graded and signed by them, to academic supervisor. Weekly reports without the company/organization supervisor's evaluation and/or signature should not be accepted.

4.5 Field Training Absence Policy

- a. Absence during the training is not allowed, with the exception of emergency leaves. Emergency leaves should comply with the college's and company's regulations. Whenever trainees face any problem, they must get advice from their Academic Supervisor.
- b. The emergency leaves should not be more than 5 days (6.7% of the total training days).
- c. The trainee should bring his/her medical excuse at the first day he/she is back in training.
- d. The trainee has to make up for his/her unexcused absences, before the training period/semester is finished, in order to fulfill this requirement for graduation.
- e. The trainee gets a DN grade for the Field Training course, if he/she exceeds the 5-day-absence without excuse.
- f. The company/organization Supervisor is expected to report the absence of a trainee as soon as it happens to the trainees' Academic Supervisor (Appendix D). The Academic Supervisor reports it immediately to the Community Service Field Training Coordinator through Department Field Training Coordinator and College Field Training Coordinator.



4.6 Evaluation of the Training

- a. The performance of the trainees will be graded as any other course.
- b. The company/organization supervisor shall review the weekly log sheets of the trainee recorded during the training, the grades therein and comments of the concerned company/organization supervisor made on them. Based on this Final Field Training Evaluation, a form will be completed by the company/organization supervisor, which will be graded out of 50 (Appendix E). A sealed copy of the completed final field training evaluation form should be sent to the Academic Supervisor.
- c. For the assessment by college, the trainees will be requested to submit Field Training Report (FTR) to their respective department. The report will mainly focus on the skills acquired during training and contain a brief profile of the company/organization reflecting the trainees understanding of its basic functions, its principal areas of interests and the ways in which its manpower resources have been distributed into different sectors (Appendix F).
- d. All trainees should submit the FTR with the following procedures:
 - i. The deadline for the first draft submission is the end of Week 12.
 - ii. The Academic Supervisors should review the FTR before the final submission.
 - iii. The final FTR should be submitted at least one (1) day before the final presentation. The trainees should bring:
 - a. Two (2) hard bound copies, and
 - b. One CD containing the scanned FTR with all required signatures. (The CD Cover Template should be used (Appendix G). The required information should be typed. No handwritten cover will be accepted.)
 - iv. The distribution of the copies of the FTR is as the following:
 - a. One (1) copy will be returned to the student.



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- b. One (1) copy with original weekly reports will be retained by the department, which will be archived along with the FTR evaluation report form (Appendix H).
- c. The softcopy of the FTR on the CD will be kept by the department and the department shall select three (3) best scanned copy and submit them to the library through the College Field Training Coordinator.
- e. The Department Field Training Coordinator will set up an interview committee including two other faculty members. Each member should go through the report and produce documented assessment of the report. The duration of the oral presentation is 20 minutes. The trainee will be given 15 minutes to present his/her work followed by question answer round by the interview committee for 5 minutes.
- f. A Trainee will not be allowed to perform make up presentation without approval from the Community Service Field Training Coordinator, College Field Training Coordinator, Department Field Training Coordinator and Academic Supervisor; and provides documents stating the valid reason(s).
- g. Final presentation schedules should be submitted and sent to the trainees by the end of Week 14 to provide them ample time to get prepared.
- h. The college will mark the trainees on the following:
- | | |
|--|------|
| i. Skills acquired during the training | 20 % |
| ii. Quality of the report | 15 % |
| iii. Performance on presentation | 15 % |
- The criteria for assessment and the grading in each of the above areas are given in Appendix H.
- i. The trainees' performance will be graded based on:
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| i. End of training evaluation by the company/organization. |
| ii. Evaluation of report and presentation by the college. |



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- j. The college and the company/organization where the training took place should equally share the final grading of the trainees.
- k. The Department Field Training Coordinator should enter the marks in SIS. The College Field Training Coordinator should review the marks and the Chairperson should confirm the final marks in SIS upon authorization by the Deputy of Academic Affairs.

5. Specific Needs of the Academic Departments

Due to the different nature of specializations, the training needs of the various Academic Departments are bound to be different. Therefore, it is important that each department should identify its own training needs (Appendix I).

NOTE: For the details of Appendices J, K and L refer to Field Training Responsibilities (Appendix A).