

**KINGDOM OF SAUDI ARABIA**

**Royal Commission For Jubail & Yanbu**

**Royal Commission in Jubail**

**Jubail University College**



المملكة العربية السعودية

الهيئة الملكية للجبيل وينبع

الهيئة الملكية بالجبيل

كلية الجبيل الجامعية

# **Students (Trainees) Guide**

**On**

**Field Training**

**At**

**Jubail University College**



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## 1. Introduction

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

This manual encompasses the Field Training program regulations and rules 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. **Committee:** Field Training Committee at Jubail University College. The members of Field Training Committee include:
  - i. **Community Service Field Training Coordinator:** person who is assigned by the Managing Director and College Deputy to be a head of Field Training Committee.
  - ii. **College Field Training Coordinator:** person who is assigned by the Deputy for Academic Affairs.
  - iii. **Department Field Training Coordinator:** The Department Coordinator in Field Training Committee.
  - iv. **The Academic Supervisor:** Person chosen to supervise trainees seeking Field Training and to evaluate their performance through a previously designed plan which includes calls for inspection on location.
  - v. **Company/ Institution Supervisor:** Person who supervises trainees during the Field Training at the Company/ Institution.



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

- a. To expose Students to the real work environment and be acquainted with the organization structure, business operations and administrative functions.
- b. To have hands on experience so that Students can relate and reinforce what has been taught at the college.
- c. To acquire and apply knowledge, skills and attitude of practical nature that can be learned in an industrial environment.
- d. 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

- a. Eligible Students at the college are required to go for Field training after completing all the degree's requirements with GPA not less than (2.00).
- b. In special cases and for graduation purpose, 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 they will be training in.



- c. The Field Training takes place over a period of (15) weeks which is equivalent to (6) accredited academic hours, plus one week dedicated to interviews aimed at discussing the final report.

#### 4.2 Placement of Trainees

- a. Community Service Field Training Coordinator is responsible the placement of the trainees at suitable locations for Field training. Trainees share the responsibility of finding appropriate placement with the Field Training committee.
- b. Training must be acquired in approved government or private institution.
- c. Facilitating the training based on the needs of the trainees, each department has to provide the updated training objectives and regulations including Field Training Intended Learning Outcomes (ILOs).
- d. The Department Field Training Coordinator must advise the companies/institution with these specific needs.
- e. A Formal Agreement including 15 week training schedule must be signed by company/institution supervisor, College Field Training Coordinator, department Field Training coordinator and by trainees to make sure that the trainees are placed in the right companies/institutions (**Appendix B**).
- f. Trainees can seek training opportunities that are not offered by the college, inside the Kingdom or abroad. A trainee must get a permission from Community Services Field Training Supervisor. A trainee needs to provide parental permission, and the company has to meet the standards that the college has required.
- g. Trainees who are interested in doing their training abroad must do their training within a period of 15 weeks.



- h. The college does not sponsor trainees training abroad
- i. The training place cannot be changed until the trainee gets an 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 for this transfer.
- j. All forms must be signed by the Academic Supervisor and approved by the Department Chairperson confirming the eligibility of the trainees for training.

#### 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 student is referred to the Community Service Field Training.

#### 4.4 Follow-up of the Training

- a. The Academic Supervisor will visit/check the trainees during the training to discuss the work assignment and meet with the company supervisor.
- b. The visits should be timed by the concerned Academic Department according to the training plan of the trainee.
- c. At least two visits should be made; the first one within Week 3 to 5. It is primarily to see that the training is proceeding as planned. The second visit should take place within week 9 to 11. It 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.



- d. The Academic Supervisor should make the necessary arrangements with the company (e.g. issuing permission) prior to the visit.
- e. The Department Field Training Coordinator should fill in the Academic Supervisor’s Visits Schedule Form (**Appendix C**) for the whole semester. Visiting trainees outside Jubail shall take place during Week 4 and 10. The Academic Supervisors should adhere to the scheduled visits. In case of unexpected cancelation, the Department Field Training Coordinator should make the necessary arrangements to reschedule the visit.
- f. The Academic Supervisors should meet both the company supervisor(s) and the trainees to discuss their progress. If there are any concerns, the Academic Supervisor should report that to the Department Field Training Coordinator.
- g. Trainees or company supervisors should send a scanned copy of trainees’ weekly report (graded and signed by them) to academic supervisor. Weekly reports without the company supervisor’s evaluation and/or signature should not be accepted (**Appendix D**).
- h. The company 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 Department Field Training Coordinator should keep a record of the Academic Supervisor’s visits. A specific form should be filled out by the Academic Supervisors with the following details:

Academic Supervisor Name	Visit Date	Visited?		Signature	Feedback (positive or negative)
		Yes	No		



- j. The Academic Supervisor should send a brief report to the Department Field Training Coordinator after every visit. Also, the College Field Training Coordinator should be informed about any arising issues immediately.
- k. Trainees must adhere to the company's training procedures and company regulations to make sure that they get all the required knowledge and skills.

#### 4.5 Field Training Absence Policy:

- a. Absence during the training is not allowed. Emergency leaves should be made up. 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. Trainees are not allowed to be absent more than 5 days, without medical excuse (6.7% of the total training days).
- c. The trainee should bring his/her medical excuse the first day he/she is back.
- d. The trainee has to make up for the days he/she was absent, 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 allowed.
- f. The Company Supervisor is required to report the absence of a trainee as soon as it happens to the trainees' Academic Supervisor. The Academic Supervisor reports it immediately to the Community Service Field Training Coordinator.

#### 4.6 Evaluation of the Training

- a. The performance of the trainees will be graded as any other course.





- b. The grades must be posted by Academic Supervisor during the time of final examination of the semester.
- c. The company/institution will review the weekly log sheets of the trainee recorded during the training, the grades therein and comments of the concerned company/institution supervisor made on them. Based on this Final Field Training Evaluation, a form will be completed by the company/institution supervisor, which will be marked out of 50. See **(Appendix E)**. A sealed copy of the completed evaluation form should be sent to the Academic Supervisor.
- d. For the assessment by college, the trainees will be requested to submit Field Training Report (FTR) to their departments. The report will mainly focus on the skills acquired during training and contain a brief profile of the company/institution 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)**.
- e. All trainees should submit 2 hard copies of the FTR besides a soft copy saved on a recordable CD in Week 16. Here are the submission 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. Final FTRs should be submitted on the day of the final presentation (Week 16).
  - iv. The CD Cover Template should be used (Appendix G). The required information should be typed. No handwritten covers will be accepted.
- f. 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 trainees will be called to a presentation and an interview in week 16.

- g. A Trainee will not be allowed to perform make up presentation until the he / she gets an 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.
- h. 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.
- i. 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)**.

- j. The trainees' performance will be graded based on:
  - i. End of training evaluation by the company/ institution.
  - ii. Evaluation of report and presentation by the college.
- k. The college and the company/institution where the training took place should equally share the final grading of the trainees.
- l. The College Field Training Coordinator should review the final grades before they are entered into the SIS.
- m. On completion of the above the Department Field Training Coordinator enters the trainees' final grades into the SIS.



- n. The two hard copies of the FTR and the CD should be submitted to the Department Field Training Coordinator. One of the FTR copies is to be kept in the Academic Department and the other is to be archived along with the CD.

## 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).

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