



Field Experience Specifications

Course Title:	Cooperative Education
Course Code:	FIN 492
Program:	BSc. Finance
Department:	Finance
College:	Business Administration
Institution:	Prince Sultan University

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A. Field Experience Identification

1. Credit hours: 10
2. Level/year at which this course is offered: Final Semester in the Finance program
3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: (28) weeks overall • Number of days: (5) days a week • Number of hours: Average of (8) hours per day
4. Pre-requisites to join field experience (if any): <ul style="list-style-type: none"> • Completion of all coursework of 125 credit hours in the Finance program, • Maintain a minimum GPA of 2.00, or with the approval of the University based on the recommendation of the Dean of CBA

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Relate finance concepts and theories to real-world decision-makings.	1
1...		
2	Skills:	
2.1	Apply knowledge in core finance areas including financial management, investment, financial markets and institutions, international finance, and derivatives in solving business problems.	1, 4a, 4b
2.2	Participate in organizational/business operations and decision-making process.	2, 4a, 4b
2.3	Develop oral and written communication, technology, and quantitative reasoning skills.	2, 3, 4a, 4b
2...		
3	Values:	
3.1	Develop organizational and teamwork skills in completing assignments and projects.	5a
3.2	Cultivate a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.	5b
3.3		
3...		

2. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Relate finance concepts and theories to real-world decision-makings.	Organization assigns related tasks to students according to the work plan. Students will apply related concepts and	Monthly reports Midway evaluation report Final evaluation report

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
		theories in completing the tasks assigned.	
...			
2.0	Skills		
2.1	Apply knowledge in core finance areas including financial management, investment, financial markets and institutions, international finance, and derivatives in solving business problems.	Organization assigns related tasks to students according to the work plan. Students will add to their understanding and knowledge in related finance areas by performing those tasks.	Monthly reports Midway evaluation report Final evaluation report Final report Final presentation
2.2	Participate in organizational/business operations and decision-making process.	Organization assigns related tasks to students according to the work plan, and students show the ability to learn and improve their skills in real business decision makings.	Monthly reports Midway evaluation report Final evaluation report
2.3	Develop oral and written communication, technology, and quantitative reasoning skills.	Organization assigns students tasks related to writing and communicating or presenting, e.g. minutes of meeting, daily or weekly report, meeting with clients, presentation to the team or supervisor, etc. Students prepare and submit COOP final report, and present to a panel of examiners.	Monthly reports Midway evaluation report Final evaluation report Final report Final presentation
...			
3.0	Values		
3.1	Develop organizational and teamwork skills in completing assignments and projects.	Organization assigns students with tasks to be completed as a team including job rotations, team meetings, team projects, etc.	Monthly reports Midway evaluation report Final evaluation report
3.2	Cultivate a solid work ethic and professional demeanor, as well as a	Organization assigns students with tasks	Monthly reports

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
	commitment to ethical conduct and social responsibility.	and observes students' ability to perform professionally, responsibly and ethically in completing the tasks.	Midway evaluation report Final evaluation report
...			

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Midway evaluation report and Final evaluation report	Midway through the training program, and at the end of the training program	50%
2	Meeting work plan requirements including submission of all periodic reports including commencement report, work plan, monthly report, etc.	At the beginning of COOP, at the end of every month, at the end of the training program	20%
3	Final Training Report	Submitted at the end of COOP program prior to the presentation	15%
4	Presentation	At the end of COOP program, following the submission of the written report	15%
5			
6			
7			
8	Total		100%

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	Meeting work plan requirements including submission of all periodic reports
2	Field Supervisor	Final Evaluation Report (Organization)
3	Others (specify) - Three examiners appointed from faculty members	Final Training Report and Presentation

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Any public or private organizations (including semi-private) which can offer students training in areas related to any finance areas such as investment, corporate finance, financial advisory, financial markets, banking, insurance, real estate, risk management, etc.	IT hardware and software	By the organization based on the nature of the work
	Office	Safe environment for students
	Access to the internet and databases.	Awareness of Ethical Code of Conduct by the company or any laws associated with the industry

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

In general, arrangements are made via the Co-op training coordinator at the Department of Student Affairs, with the cooperation of the Co-op coordinator of CBA.

- The Field experience workplace should be approved by the COOP office considering the suggestions from the CBA COOP coordinator and the Department of Finance, as well as inputs from the students themselves.
- The most important factor is that the field experience workplace must be relevant to the student area of study, i.e. Finance.
- The work plan should be aligned with the student area of study. It should not be office desk job.
- Work environment – the workplace should be safe, engaging, and supporting our students' learning.
- Easy to access – both by students and the faculty supervisor, which also allow students to easily communicate with their supervisors and the university.
- The workplace should be following the governmental rules and regulation for employees.
- The training place should have standard working hours, especially for female students.

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2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Any senior or experienced staff of the organization who will be directly supervising the students during the training program	Full-time Finance department's faculty members
Selection Criteria	Decided and appointed by the organization	Appointed among Finance department's faculty members

b. Qualification and Training of Supervisory Staff

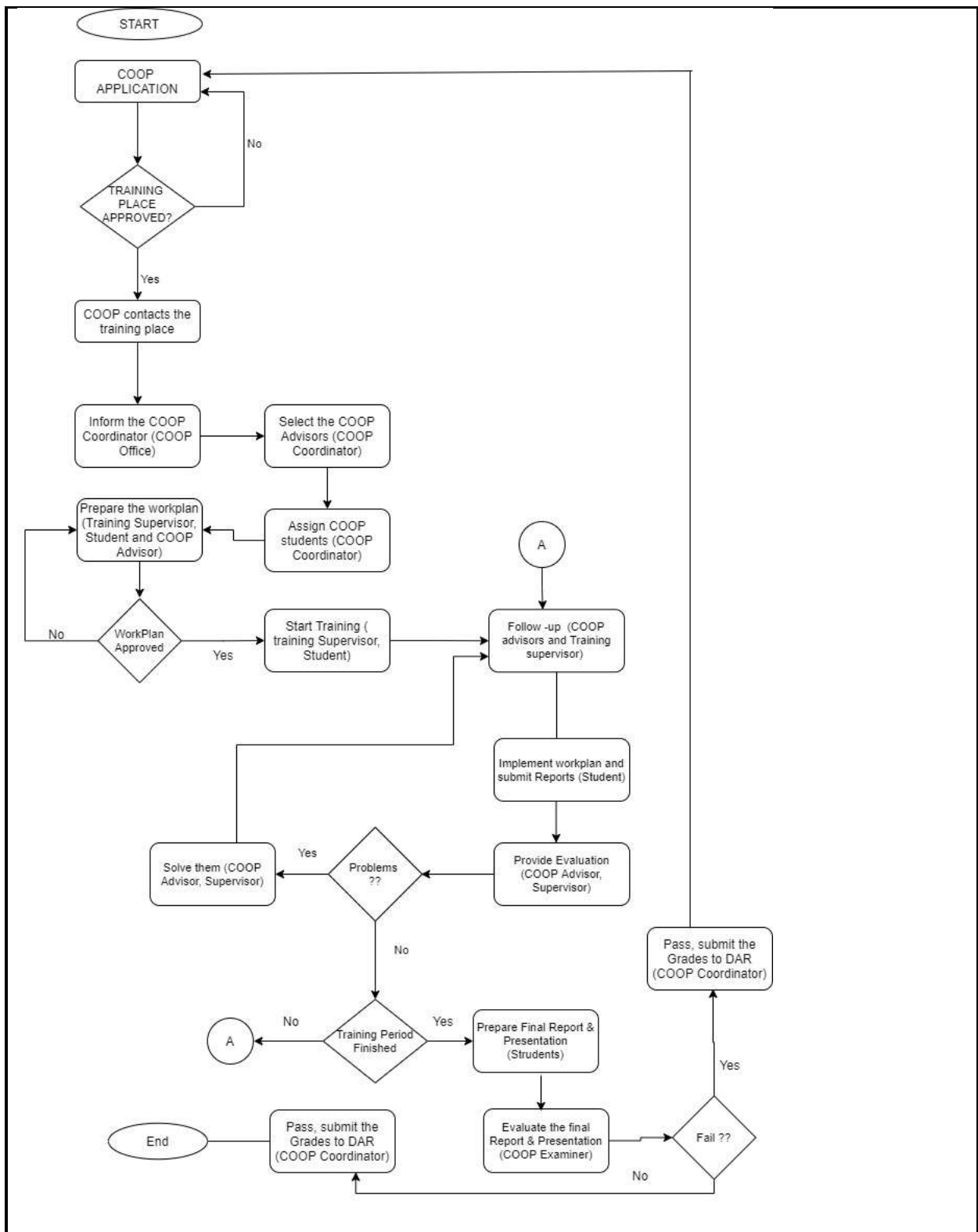
(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

- The Finance department selects a faculty member as the COOP advisor and assigns a number of students to be supervised by each faculty.
- The COOP advisor must be a full-time faculty of the Finance department.
- The COOP Coordinator organizes a meeting every academic semester for the COOP Advisors, explaining the purpose of the Cooperative Education Programs and the relevant rules and regulations to be adhered by the students, university, and the training organization.
- The field supervisor is selected by the training place, from among its senior and experienced staff who will be directly monitoring the students during the training period.
- The COOP advisors meet field supervisors as necessary during the COOP training period to discuss the performance of the students or any issues related to the training program.

3. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.



b. Distribution of Responsibilities for Field Experience Activities

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	X		X		

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

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

See Appendix A which describes the roles and responsibilities of the COOP Director, COOP Coordinator, COOP faculty/advisor, training organization and the student in terms of supervision and submissions of reports and evaluation. (Source: COOP Handbook)

b. Student Support and Guidance Activities

See Appendix A which also describes the student's support and guidance activities during the COOP training period. (Source: COOP Handbook)

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Workplace does not assign suitable tasks related to the field of Finance	Suitable selection should be done before the COOP starts	COOP academic advisor will contact and discuss with the workplace supervisor, and request the organization to assign the students Finance-related tasks. If this does not work, then the COOP office will arrange for the student to be transferred to another workplace.
Students are not accepted at any organization for COOP training	The Department, College or the COOP office should help the students in selecting training organizations	Find COOP opportunities at organizations outside of Riyadh or KSU.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student's Academic and Professional Characteristics	Training Supervisor	Midway and Final Evaluation using pre-defined Rubrics
Quality of COOP activities and reports	Training Supervisor COOP Advisor	COOP Monthly Reports
Quality of the work, oral and written Communication Skills	COOP Examiner	Final Presentation COOP Final Report
Quality of the COOP Program	Training Supervisor	COOP Employer Satisfaction Survey
COOP Program Learning Experience	Student	COOP Student Satisfaction Survey
CLO Assessment	COOP Coordinator	Rubric Course Exit Survey

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	
Reference No.	
Date	

Appendix A: Supervision and Follow-up Mechanism

Responsibilities of a COOP Director

1. The COOP Program Directors at both campuses shall take the lead in organizing the training for the students for the programs offering the COOP program at PSU.
2. The COOP Director shall collect the name of every department COOP coordinator from the colleges at PSU.
3. Each College shall nominate a department COOP coordinator per campus, who will be responsible for making the COOP plan for the students belonging to his/her department during the current academic semester.
4. The COOP director shall convene a meeting of the Department coordinators three months prior to the start of the COOP program session where each Department coordinator shall present his/her requirements.
5. The COOP director shall consolidate the needs of the various colleges and assign responsibility to the department coordinators for interaction with the Training Organizations. Review meetings shall be called periodically by the COOP director till the completion of the program.
6. The COOP Director shall ensure that all the prospective COOP students should start their COOP training in time.
7. The COOP Director should collect the joining report of every COOP student by the end of the first week.
8. The COOP Director should also receive the names of the COOP students who will be selected for the full-bridge program for one month. Such students will start the COOP program after one month of the COOP period.
9. The COOP Director is responsible for collecting the Field Experience Specification and the Annual Field Experience Report from the academic Departments. If a program is offered at two campuses, a unified specification and the report should be submitted by the department.
10. The COOP Director is responsible for ensuring that satisfaction surveys for the 3 main COOP stakeholders i.e. COOP employers, COOP students, COOP advisor are being administered according to the weeks mentioned in the QA Calendar.
11. The COOP Director is responsible to coordinate with the department coordinator and resolve any issue that may arise between the COOP student and the COOP advisor or the training supervisor/organization.
12. In case a COOP student asks to change the training organization due to the issues related to work plan or work ethics, the COOP director is responsible to arrange a new training place. This is possible only in the early period (within 2 months) of the COOP program, otherwise the request cannot be entertained.

13. The COOP Director is responsible for submitting a unified annual report for the COOP program mentioning the best practices, problems faced by the various departments, Key performance Indicators identified for the COOP office.
14. The COOP Director is responsible for approaching various Companies and establish an agreement for accepting COOP students from PSU.
15. The COOP Director is responsible for creating a risk management plan for the COOP program.

Department Coordinator Guidelines

The COOP coordinator is responsible for the following tasks:

A. Pre-Training Guidelines

1. Prepare the course learning outcomes of the COOP program(s).
2. Map the COOP set of learning outcomes to the appropriate Program Learning Outcomes
3. Prepare the Field Experience Specification for the program(s).
4. Estimate the number of expected students for the COOP in his/her department.
5. Identify the training organization according to the student profile.
6. Arrange the students' placement according to their field of study.
7. Identify the academic advisors in the department. The academic advisors should be the faculty members.
8. Allocate academic advisors to each student, who will supervise and evaluate the students during the training period.
9. Organize a meeting for the COOP Program with the COOP students and Academic Advisors, explaining the purpose of the Cooperative Education Programs and the relevant rules and regulations.
10. Prepare a Report for the Head of the Department containing:
 - a. the available training positions in each organization
 - b. the list of the students qualified for the Cooperative Education Program in addition to their assignments
 - c. the names of organizations where the training is going to be conducted.
11. The Department Coordinator is responsible for handing over the list of students chosen by the departments and the location of the training programs to the respective selected academic advisor and the respective training supervisors.
12. Contact the prospective training organization to coordinate the training.
13. Allot the training location to the students based on GPA. In case a student applies own his/her own, the COOP coordinator should approve the company after consultation with the department chairperson and the COOP office.
14. Prepare the COOP calendar for the COOP presentations and inform the advisor as well as the COOP students about it.
15. Provide all the relevant and up-to-date forms and documentation for an effective implementation of the COOP program.

B. During the Training

1. Resolve any issue that may arise during any COOP student's period of training. The issues may be between a COOP student and an advisor or a training supervisor.
2. Seek approval from the department Chairperson for nominating the faculty for the examiner committee for the COOP presentation and the COOP report of every student.

C. Final Evaluation

1. The department sets an appointment for the student to present the final report in the form of a slide show (Power Point). Invitation to the show should be open for anyone to attend, in addition to the examining committee selected by the department.
2. The examining committee determines the trainee's final grade and hands it to the administration of registration.
3. Collect the evaluation forms from the examiner, COOP advisor and the training organization and prepare the COOP final evaluation form for every student.
4. Take signatures from the COOP advisor and the department chair and submits to the COOP office.
5. The Academic Advisor should submit the Final Evaluation Report (U05).
6. Collect feedback about the training from the
 - a. academic advisors (COOP Academic Advisor Survey).
 - b. COOP students (COOP Student Satisfaction Survey).
 - c. COOP employer (COOP Employer Satisfaction Survey).

D. Post Training+

1. Evaluate the achievements of the co-op learning outcomes using suitable Rubrics, which should be filled by the COOP examiners selected by the department.
2. Submit the COOP grades approved by the department to the Admission and Registration Office.
3. Prepare the COOP (Field Experience Report). This report based on the previous academic year should be submitted by the department to the Quality Assurance Centre (QAC) by week 6 of 1st semester of the academic year.

Guidelines for the Training Organization:

The following are the guidelines for the training organization during different training periods:

A. Pre-Training Guidelines

1. Advise PSU about available training positions. (**Inquiry Form -T01**)
2. Prepare a contract for the selected students.
3. Prepare a work plan for the trainee during the first week of his/ her training. The work plan should be related to his/her field of study and agreed upon by the COOP advisor and the trainee. (**Work Plan-T02**)

B. Guidelines during Training

1. Provide each selected trainee with the preset tasks, fulfilling all the clauses agreed upon in the original contract.
2. Assign suitable tasks to the trainee and refrain from asking him/her to perform routine tasks that have nothing to do with his/her major, such as telephone operator, file registrar ...etc.
3. Provide the Administration of the Cooperative Education Program at the University with the following required forms:
 - a. A prepared work plan for the trainee during the first week of his/her training. (T02).
 - b. A sealed and stamped copy of Monthly Attendance Report (**Monthly Attendance – T03**)
 - c. A sealed and stamped copy of Monthly Evaluation Report (**Monthly Attendance – T04**)
 - d. A sealed and stamped copy of Midway Evaluation Report in the 14th week. Midway report does not have a specific format. It contains just a summary of what has been performed during the first half of the program and the plan for the remaining period. (**Midway Report- T04**)
 - e. A sealed and stamped copy of the Company final student evaluation report (**T05-E**) at the end of the program.
4. Strengthen the cooperative relations between the training organization and the administration of the cooperative education program by notifying the administration of any negligence in the trainee's performance. Maintain relations between the University and the students by allowing Cooperative Education Program supervisors to perform periodical and, when-necessary, field inspections to check on the students.

C. Post Training Guidelines

1. Provide trainees, who complete the practical part of the program successfully, a training certificate specifying the following:
 - a. The trainee's position or job title.
 - b. Tasks assigned to the trainee during the training period.
 - c. Any original or distinguishable traits the trainee may have.
 - d. Certificate of approval carrying the official stamp of the organization or corporation.
2. Participate (when possible) in celebrating the success of graduating trainees and acknowledging outstanding trainees at the university at the end of each school year.

Guidelines for the Academic Advisor:

The following are guidelines for the Academic Advisor during different training periods:

A. Pre-Training Guidelines

1. Each academic supervisor will be allotted a minimum of 3 students equivalent to 1 credit hour/ week or a maximum of 9 students during the COOP Program equivalent to 3 credit hours/semester.
2. Inform the students of the functions, location etc. of the organization where they are going to work.
3. Send students with the forms to the training organization.
4. Help students to prepare a tentative COOP plan in the first two weeks. In addition, help the student in updating the plan regularly.

B. Guidelines during Training

1. Apprise the Department Coordinator of the various activities during the COOP program.
2. Organize regular meetings with their assigned students. Meetings should be monthly or if there is a need.
3. Fix an appointment with the Training Supervisor before going to the organization.
4. Make sure that students are utilizing their time and activities in technical areas related to his/her field of study. In case that the company did not assign relevant tasks to students then the COOP advisor should contact the company's supervisor or the administration and request for assigning the students with tasks related to their field of study in relation to the training organization's activities.
5. Resolve issues, should any arise, between the students and the organization.
6. Visit the trainee twice during the training so as to remain informed of the progress of training and assess the commitment of the trainee to the pre-set work plan. The Academic Advisor is to discuss all these matters with the Training Supervisor.
7. The visit should be made preferable in the beginning and the middle of the COOP program.
8. The COOP advisor should make additional visit to the training organization in case of resolving any issue that may arise during a COOP student's training period.
9. The COOP advisor should receive the following reports from the training organization:
 - a. A preliminary work plan form for the student's training in the first week of the training (**Work Plan Form-T02**).
 - b. A trainee attendance report submitted by the Training Supervisor every four weeks (**Attendance Form-T03**).

- c. A monthly evaluation for the trainee every four weeks plus (**Monthly Evaluation Form-T04**).
 - d. A sealed and stamped copy of Mid-way Evaluation Report Midway report (**T04**) in the 14th week. Midway report does not have a specific format. It contains just a summary of what has been performed during the first half of the program and the plan for the remaining period. (**Mid-way Report- T04**)
 - e. A sealed and stamped copy of the Company final student evaluation report T06-E at the end of the program
10. Receive the following reports from the COOP student:
- a. A final work plan form for the student's training in the first week of the training (**Work Plan Form-T02**).
 - b. A monthly progress report from the student every four weeks (**Monthly report - S03**)
 - c. A mid-way Progress report from the students after 14 week.
11. Submit the following Reports to the Department COOP Coordinator
- a. Mid way Feedback Report (**U01 COOP Advisor Midway Feedback Report**)
 - b. Final Evaluation Report (**U04 COOP Final Evaluation (old X004)**)

C. Post Training Guidelines

The COOP advisor should:

1. help students to prepare their final report according to the attached standard template.
2. help students to prepare their presentations.
3. The COOP Advisor should receive the following:
 - a. The final evaluation report from the Training Supervisor one week after the training ends (**T05-E Final Evaluation Report**).
 - b. A final training report from the COOP student one week after the training ends.
4. The filled COOP satisfaction survey from the training supervisor.
5. The filled COOP satisfaction survey from the COOP student
6. Submit the evaluation forms to the COOP Coordinator.

Appendix B: Student Support and Guidance Activities

Guidelines for COOP Students:

The following are the guidelines for the students during different phases of a training period:

A. Pre-Training Guidelines:

1. Request registration for the COOP Education Program (**COOP Registration Form S01**).
2. Register for a specialized area within the COOP Program.
3. Attend all seminars, presentations or workshops on the COOP Program.
4. Understand the goals of the COOP training period.
5. Write a complete resume that includes relevant information, skills, expertise and hobbies (see sample Form-**Appendix E**).
6. Learn about the organization and specify fields where the student may want to work during the training period.
7. Know the name(s) of the training supervisor(s) under whose supervision he/she shall be working during training.
8. Construct a work plan for the COOP Program with the Academic Advisor and the Training Supervisor (**COOP Work Plan T01**).
9. Learn about the tasks assigned to the trainee by the organization based on the work plan.
10. Identify the requirements of the training course/project.
11. Learn the skills and knowledge required from the trainee.
12. Pinpoint the benefits that the trainee expects to gain during the training period.

B. Guidelines during Training

1. Submit the original copy of the joining report to the COOP office at PSU (**S02 COOP Joining Report**). The report should be signed by the training supervisor and the student. It should reach to the COOP office by the end of the first week of the COOP program.
2. Provide the Academic Advisor with a final work plan before the end of the first week of training (**COOP Work Plan -T01**).
3. Attend the entire training program (28 weeks) at the selected organization.
4. To be punctual and follow the rules and regulations observed at the training venue. The student should always remember that he/she is representing the University at the training organization.
5. Ensure that the tasks assigned are particularly related to the area of study.
6. Work according to the work plan and the coop calendar so that the tasks assigned to the student are accomplished in a timely manner.

7. Ensure that the training program is planned so that the student may gain maximum benefit from it.
8. Learn the basics of the job conducted at the training organization. This can be achieved by asking questions.
9. Students need to stay in touch with their academic COOP advisors and reply to their emails and any request.
10. Students have to meet their academic COOP advisors at least once a month where they bring the reports based on preset instructions and COOP calendar (See Appendix- B). The
11. Submit the following forms to the Academic Advisor during the Trainings:
 - a. Training work plan before the end of the first week (**COOP Work Plan-T02**).
 - b. Monthly Progress Report (**S03-Monthly Progress Report**).
 - c. A Midway Progress Report in the 14th week. Midway report does not have a specific format. It contains just a summary of what has been performed during the first half of the program and the plan for the remaining period.
12. The COOP student is responsible for confirming that the organization sends the evaluation and attendance reports.
13. A COOP student should report any problems they encounter at the organization to the Academic Advisor in writing. He or she can request the COOP Director for a change of training place in the early weeks of the COOP period due to the issues related to the work plan or work ethics.
14. In case of illness, students should produce a medical certificate to the Academic Advisor to justify his/her absence.
15. A COOP student can apply for an emergency leave for a maximum of 2 weeks, which should be approved first by the training organization and then the COOP-Office. The reason for applying for a leave should be justified. The student has to make up the period by extending the COOP period by 2 more weeks.

C. Post Training Guidelines

16. At the end of the program, the COOP students have to do the following tasks:
 - a. Students should collect the information and necessary items to compile the Cooperative education report according to applicable standards. Examples of necessary materials are:
 - Names of resources, books, articles or web sites.
 - Analytical, design or visitation reports.
 - Records of meetings.

- b. A COOP student is required to visit the academic advisor at the beginning of the academic term which follows the end of the training period to discuss the first draft of the cooperative education report and to find out the deadline for handing in the final draft and the date of the presentation.
 - c. Do all the necessary modifications to the final report as suggested by the advisors and the examiners.
 - d. Two copies of final report (one via e-mail the second in hard copy to the Academic Advisor) to the COOP Advisor according to the attached standard template shown in **S04- Final Report template**. The final report should not be less the 30 pages in length. Refer to **Appendix – D: Guidelines** for writing a Final Training Report
 - e. Present his/her work done in the COOP program on the scheduled date.
 - f. Answer the questions of the examining faculty members.
 - g. Get the approval on the final report (Final Report -S03) from the examiners and the advisors.
 - h. Submit **two hard covered copies** of the final report to the COOP Director according to the standard format given in (**S04- Final Report template**)
17. A COOP student shall complete the Program Evaluation and COOP Evaluation survey organized by the department in coordination with the Centre of Statistical Unit (CSI).