



# Field Experience Specification

Course Title: Summer Field Experience

Course Code: **FIN 394**

Program: **Bachelor of science in Business Administration/Finance**

Department: **Finance**

College: College of Business & Tourism

Institution: University of Prince Mugrin

Field Experience Version Number: *1*

Last Revision Date: 30 May 2024



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## A. Field Experience Details:

### 1. Credit hours: ( ).

3 Credit Hours

### 2. Level/year at which Field Experience is offered: (.....).

Level/Year 3

### 3. Time allocated for Field Experience activities

(Weeks: 8)

Days :40

Hours: 320

### 4. Corequisite (or prerequisites if any) to join Field Experience

Students should have successfully completed at least 94 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	Explain the connection between the academic theories and practical applications.	K1	<ul style="list-style-type: none"> <li>Attend and observe departmental meetings.</li> <li>Assist in preparing financial reports and analyzing financial data.</li> </ul>	<ul style="list-style-type: none"> <li>Written report on how academic theories apply to observed practices.</li> <li>Supervisor evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Academic Training Advisor</li> <li>Company supervisor</li> </ul>
2.0	Skills				
2.1	Apply financial management concepts and tools to various situations	S2	<ul style="list-style-type: none"> <li>Perform financial analysis using company tools and software.</li> <li>Assist in the preparation of budgets and financial forecasts</li> <li>Participate in financial audits and report findings.</li> </ul>	<ul style="list-style-type: none"> <li>Performance evaluations based on practical tasks.</li> <li>Supervisor's assessment of analytical skills.</li> <li>Presentation on a completed financial analysis project.</li> <li>Written report &amp; Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Academic Training Advisor</li> <li>Company supervisor</li> </ul>
2.2	Establish rapport and communication with colleagues and the supervisor.	S3	<ul style="list-style-type: none"> <li>Participate in regular team meetings and discussions.</li> <li>Maintain open communication with the supervisor for feedback and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Peer and supervisor feedback.</li> <li>Final presentation</li> </ul>	<ul style="list-style-type: none"> <li>Academic Training Advisor</li> <li>Company supervisor</li> </ul>



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>				
3.1	Demonstrate a high level of Ethical and responsible behavior of professional conduct.	V1	<ul style="list-style-type: none"> <li>Follow the organization's code of ethics and professional conduct guidelines.</li> <li>Engage in tasks requiring ethical decision-making.</li> <li>Attend training sessions on compliance and corporate responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor's evaluation of ethical behavior.</li> <li>Completion of any required compliance training.</li> </ul>	<ul style="list-style-type: none"> <li>Academic Training Advisor</li> <li>Company supervisor</li> </ul>
3.2	Take responsibility of own learning in practical environment.	V3	<ul style="list-style-type: none"> <li>Set personal learning objectives and review them periodically with the supervisor.</li> <li>Proactively seek and implement feedback.</li> <li>Document learning progress and reflect on areas of improvement regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Learning journal documenting progress.</li> <li>Mid-term and final review meetings with supervisor.</li> <li>Self-assessment report on goal achievement and learning outcomes.</li> <li>Final written report</li> </ul>	<ul style="list-style-type: none"> <li>Academic Training Advisor</li> <li>Company supervisor</li> </ul>
...					

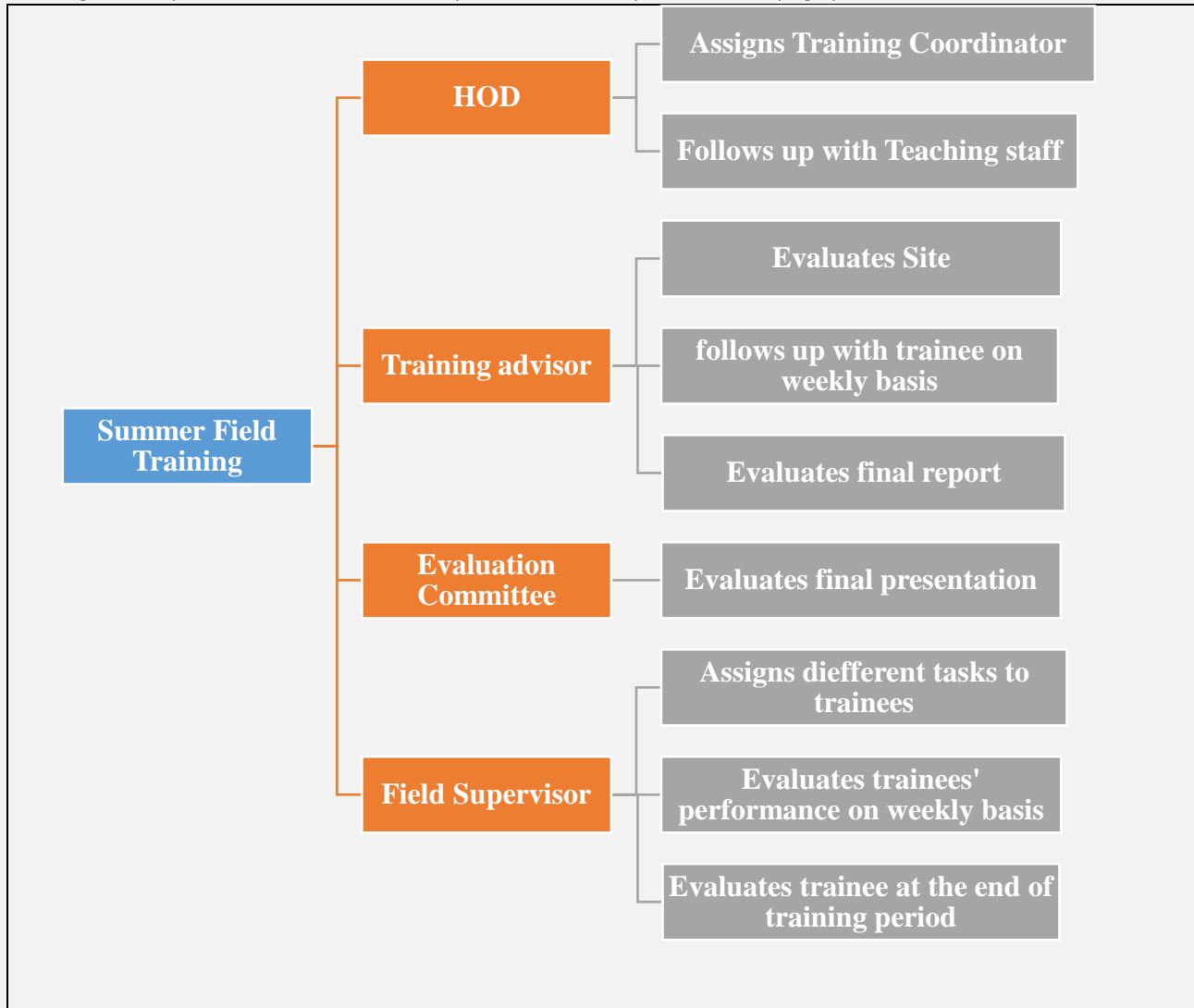
\*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).



## C. Field Experience Administration

### 1. Field Experience Flowchart for Responsibility

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



### 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				√	√





Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
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**
Open	The institution should have a dedicated accounting and finance department	The institution should have a dedicated accounting and finance department

\*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

Follow-up mechanisms are applied to ensure the implementation of the field experience:

### 1. Student Responsibilities:

- Completing all allocated tasks by the training site
- Attending meetings/workshops/orientations related to the course
- Recording the attendance hours.
- Submitting training reports and forms

### 2. Field Supervisor Responsibilities:

- Fill out and sign the necessary Documents.
- Assign the trainee work duties and responsibilities.
- Supervise the trainee's work behavior and attitude.
- Provide training and guidance.
- Maintain attendance records.
- Evaluate the trainee at the end of the training.

### 3. Training advisor Responsibilities:

- Hold regular meetings with trainees for orientation, training, follow-up up and guidance
- Conducts visits (whenever needed) and formal regular communication with the field supervisor for follow-up, assessment, and supervision
- Maintain a progress log on each trainee's performance at the work site
- Evaluate the trainee at the end of training

## 5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
NA	NA	NA

## D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
1. Extent of achievement of course learning outcomes (CLOs)	Instructor	Direct Assessment (rubrics)
2. Extent of achievement of course learning outcomes (CLOs)	Students	Indirect Assessment (Course evaluation survey)





Evaluation Areas/Issues	Evaluators	Evaluation Methods
3. Effectiveness of Training and Assessment	Instructor	Direct Assessment (rubrics)
4. Effectiveness of Training and Assessment	Students	Indirect Assessment (Course evaluation 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	ACCT & FIN DC
Reference No.	ACCT&FIN_DC_3_23-24
Date	15 DEC 2023

