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|-----------------|-------------------|---------------------|-------|--------------------|------------|
| <b>Subject</b>  | On Field Practice | <b>Course Code</b>  | NT403 | <b>Theoretical</b> | 1hrs / wk  |
| <b>Semester</b> | 8                 | <b>Prerequisite</b> | None  | <b>Practical</b>   | 3 hrs / wk |

One of the requirements of Bachelor of Science Degree / Higher Diploma Degree in any major is the fulfillment of on field practice during the last term.

### Objectives

1. Expose the students to real working environments
2. Involve the students with job search of the available positions relating to their specialization
3. Teach students the skills needed in a team work
4. Raise the chances of graduates to be placed in a highly paid jobs related to their field of studies
5. Improve the presentation skills of students
6. Build a strong relationship between the faculty and the private and public sectors.
7. Refine the program curriculum with the needed skills required for today's technicians and engineers obtained from the inputs of the students and the feedbacks from the facilitators.

### Course Requirements

1. Class attendance: 2 hours/weekly in faculty with the instructor
2. One presentation during the semester arranged by the instructor
3. Complete a 60 hours on field job with a schedule approved by the instructor
4. Submit the *Proof of Completion Form* approved and signed by the facilitator
5. Submit a final report at the end of the semester(including one page feedback).

### Guideline for Grading

As any other course, the instructor grades the students work and submit the results.

| Assessed Activity                     | Mark % |
|---------------------------------------|--------|
| Class attendance                      | 10     |
| Presentation                          | 20     |
| On Field attendance                   | 20     |
| Facilitator Observations and feedback | 40     |
| Final Report                          | 10     |
| Total                                 | 100%   |

The student will be marked as (Fail) if:

- Received less than 50 % of the total mark.
- Failed to complete one of the requirements of the course.
- Submitted a forged document.

### **Procedures**

1. Students register for the class at the registrar office or the related departments as any other course.
2. In first class meeting, students obtains a Contract Forms by their names. They can choose from a list of participated companies or they may choose their own.
3. After job placement, students return Contract Forms signed by the facilitator to the instructor.
4. After a completion of 30 hours on field practice, students can give a presentation on their duties and he may invite co-workers and the facilitator to the presentation.
5. All presentations will be conducted during the class hours and students attendance is compulsory.
6. After completion field practice, the student submits the sealed Proof of Completion Form approved and signed by the facilitator along with the student final report summarizing his experience, duties, working environment, satisfaction, learning outcomes.

### **General Remarks**

1. Number of Forms: Contact Form and Proof of Completion Form
2. Students may suggest their own field practice location provided the approval of the instructor.
3. If Instructor is in doubt about the legitimacy of the company and the commitment of the student, he may pay a field visit and speaks to co-workers and the facilitator.
4. Occasional on-field visits must be stated clearly to students on the first day of classes and should be formally written in the Contact Form.
5. For privacy, the facilitator should seal Proof of Completion Form