



Majmaah University
كلية العلوم

In the Name of Allah, the Most Gracious, the Most Merciful

Kingdom of Saudi Arabia

Ministry of Education

Majmaah University

College of Sciences



جامعة المجمعة
Majmaah University
كلية العلوم

**Kingdom of Saudi
Arabia**

Ministry of Educa

Al Majmaah Unive

Field Training Manual

Biology Department

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Introduction:

Training is a means of preparing department students through field training to develop scientific and practical skills in areas related to their specialization. This helps enhance their competencies, expand their knowledge, and strengthen their abilities. Therefore, the department is committed to providing and organizing effective training programs to achieve the desired objectives.

Mission:

To provide optimal training opportunities for department students that bridge academic learning with practical application and align with the needs of the labor market.

Goals of the Training:

- To achieve alignment between the department's outcomes and the requirements of the labor market.
- To introduce students to the work environment, helping them acquire practical skills and develop professional competencies in their field of specialization.
- To deepen students' understanding of scientific knowledge by linking theoretical learning with practical application in the workplace.
- To enable students to gain practical experience that enhances their skills and improves their employment opportunities.
- To train students in assuming responsibility, maintaining discipline at work, and adhering to regulations and laws.
- To develop teamwork skills and the ability to collaborate effectively with colleagues.
- To enable government and private organizations to identify students' skills and recruit them for potential employment.
- To promote community service through students' participation in providing services to public and private entities.
- To foster the exchange of experiences and strengthen channels of cooperation between the college and training institutions.

Glossary of terms:

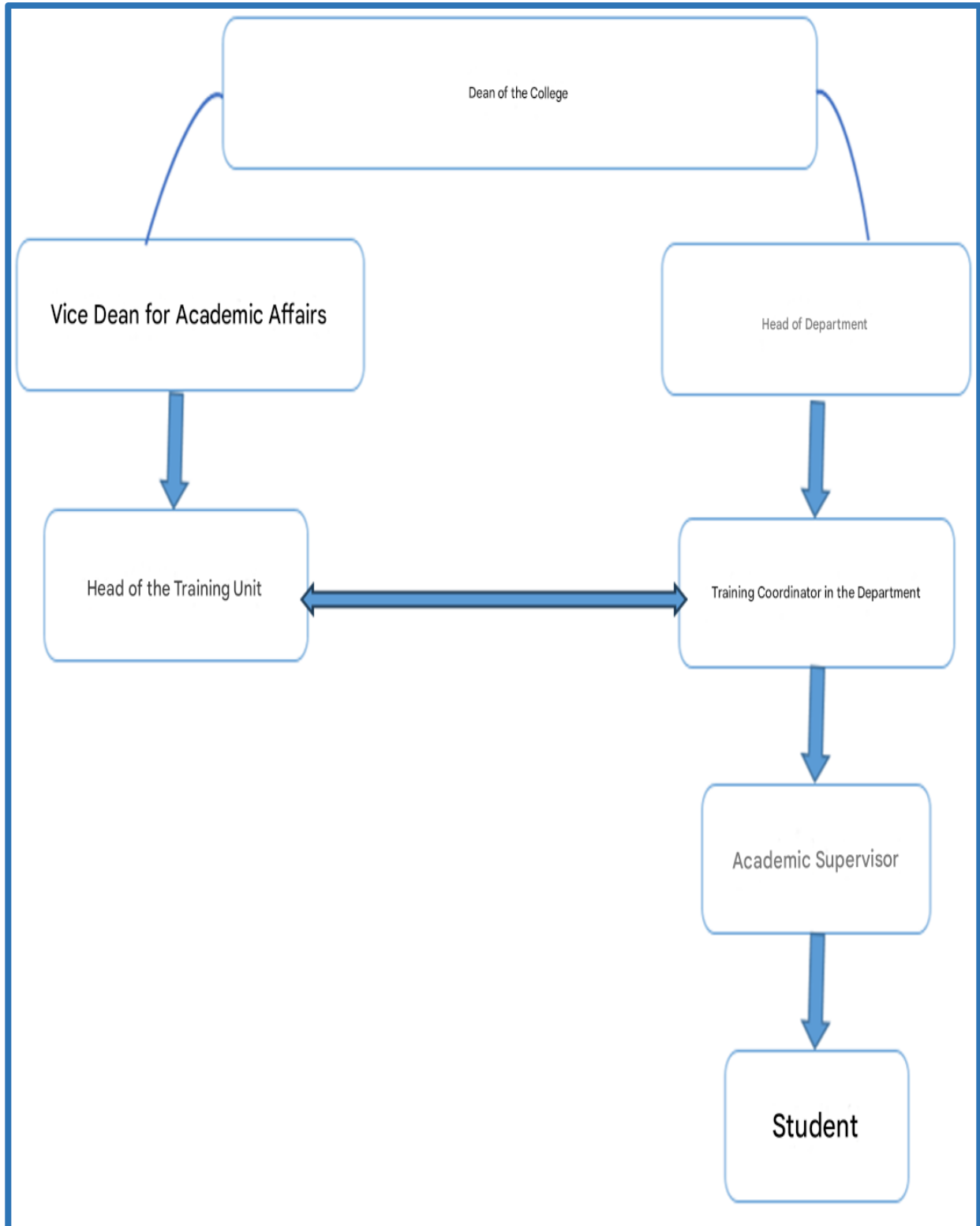
- **Field Training Unit:** The unit responsible for overseeing field training within the department.
- **Academic Supervisor:** A department member assigned to supervise and evaluate the trainee student.
- **Field Supervisor:** The person responsible for monitoring trainees and helping them acquire skills at the approved training sites.
- **Trainee:** A student who has met the prerequisites for field training in his or her program plan.
- **Training Entity:** The organization that provides training opportunities, including hospitals, government agencies, companies, and private institutions.

Defining the Student Training Administration:

The Student Training Administration is one of the technical departments under the University Agency for Educational Affairs. It works to enhance and develop the academic and practical skills of university students across various disciplines and programs—both theoretical and applied—in cooperation with the training coordinators of the academic programs at the university level. Its goal is to refine trainees' skills and achieve the intended learning outcomes of the academic programs while strengthening the characteristics of the graduates. This, in turn, supports the graduation of qualified students who can meet the demands of the labor market.

Biology program provides training in a wide array of fields, including core disciplines like botany, zoology genetics, cell biology, anatomy ecology, microbiology, biotechnology, molecular biology, biochemistry.

FTU Organizational Structure:



Academic Requirements for Training:

- The student must have successfully completed the prerequisite course or requirements for field training as outlined in the program plan.
 - The student must undertake training at authorities or organizations relevant to their specialization, which are registered on the university's cooperative training platform.
-

Training Plan:

- **Duration:** Thirteen weeks (approximately two months) with 30 working hours per week.
 - **Training Forms:** Students must obtain the necessary training forms from the university's cooperative training platform.
 - **Progress Reports:** Students are required to submit three progress reports during the training period.
 - **Final Submission:** At the end of the training, the student must submit a final report and deliver a presentation summarizing their training experience.
-

Training Phases and Regulations:

Preparation Phase for Field Training

1. **Student Registration:** Count and confirm students registered for field training.
2. **Orientation Meeting:** Conduct a meeting to provide students with a comprehensive understanding of the training, including procedures and expected learning outcomes.
3. **Registration Guidance:** Explain the steps for registering for training via the Cooperative Training Platform using the Student Guide provided.

4. **Training Letters:** Issue field training letters from the student's department, certified by the college, to enable the student to begin training at the designated institution.
 5. **Evaluation & Reporting:** Clarify the evaluation mechanisms, responsible monitoring bodies, and procedures for submitting the required reports to the evaluation team through the Training Platform, Blackboard, or direct submission.
-

Training Implementation Phase:

- The student must commence training only after submitting the training letter to the designated training authority.
- All rules, regulations, and policies governing the training, as set by the college or training entity, must be strictly followed.
- Students must adhere to the dress code or uniform required by the training institution.
- Students are expected to commit to the designated daily or weekly training schedule, including the required number of hours.
- Students must follow the instructions and guidance of both the Academic Supervisor and the Field Supervisor.

The supervisor has to

- Ensure that students begin their training only after receiving the approval letter from the training authority. Any excuses for absence or delay in training are not accepted unless formally approved by the department.
- Evaluate students' training activities according to the agreed-upon standards and in accordance with the timetable announced to students in advance.

Post-Training Phase:


- **Submission of Reports:** Students must submit all required reports according to the program's specified outputs.
- **Evaluation by Academic Supervisors:** Academic supervisors evaluate trainees based on the pre-determined grading criteria.
- **Communication with Training Institutions:** The results of the trainees' evaluations are sent to the respective training institutions.
- **Student Feedback:** Students provide evaluations of their trainers to ensure feedback on training quality.
- **Final Evaluation:** The training committee, together with academic supervisors, completes the final evaluation of trainees, which includes presenting and discussing a final presentation.
- **Program Improvement:** Training effectiveness is assessed through a student survey (questionnaire) to identify areas for improvement and further development of the program.

Summer Training Assessment:

The student is evaluated during the summer training based on the evaluation criteria shown in the table below:

No	Evaluation	Percentage
1	Attendance and discipline:	10 %
2	Three Progress reports	30%
3	Performance evaluation report by the training authority	20%
4	Academic Supervisor Evaluation of Final Report	30
5	Presentation	10%
6	Total	100%

Training Models:

<p>Kingdom of Saudi Arabia Ministry of Education Majmaah University College of Science Filed Training</p>	 <p>Majmaahs University Faculty of Science</p>	<p>Kingdom of Saudi Arabia Ministry of Education Majmaah University Faculty of Science Field training</p>
<p>-----</p> <p>commitment</p>		
<p>----- I, the student, pledge-----</p>		
<p>----- By regularly attending training sessions with me.</p>		
<p>I understand that the training period is 15 weeks and consists of 30 hours of training, and I agree to all of the terms.</p>		
<p>..... Regulations governing the training course within the department's study plan</p>		
<p>----- Student's name.</p>		
<p>----- the date</p>		
<p>----- Student's signature.</p>		

Contact Directory Form (To be completed by the student upon arrival at the training location)

Contact Directory	
Contact guide	
Data to be completed by the student	
Information Provided by Student	
Student Name	Student Name
Student ID	University ID Number
Major	Major
Home Phone	Personal Mobile Number
Work Phone	Work Phone Number Email
E-mail	Student
Mailing Address	Mailing Address
Name of the training institution	Name of Training Location
Phone	Training Location Phone Number Email
E-mail	Training Location Mailing Address
Mailing Address	

Data to be completed by the training supervisor	
Information Provided by Training Supervisor	
Supervisor Name	Name of Training Supervisor
Position	Job Title
Starting Date of Training:	Student Training Start Date
Phone	Mobile Number
E-mail	Supervisor Email
Mailing Address	Mailing Address

Please complete the form shown above and return it via email



Kingdom of Saudi Arabia
Ministry of Education
Majmaah University
College of Sciences
Field Training



Form No. (1)

Comments	Sign Out	Time	Date	Sign In	Day	م
			Week 1			1
			Week 2			2
			Week 3			3
			Week 4			4
			Week 5			5
			Week 6			6
			Week 7			7
			Week 8			8
			Week 9			9
			Week 10			10
			Week 11			11
			Week 12			12
			Week 13			13
			Week 14			14
			Week 15			15

Academic supervisor

Form (2) Progress Report During Summer Training

(To be completed by the student during training)

Progress Report No.											
Student name:.....	I.D number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Major:	Date:										

Brief description of the activities, assignments, projects, and training the student involved in:

Supervisor Name: <small>Supervisor's Name</small>	Signature:
Position:	Job Title: Date:
Company/Organization: <small>(Please affix company stamp)</small>	<small>Company Name:</small> Phone: <small>Training Organizing Entity's Stamp</small> Fax: E-mail:

Important Instructions	Important Instructions
<ol style="list-style-type: none"> 1. This form have to be fill by the student and approval by his supervisor at work. 2. This form is to be fill for three periods: after 5, 10, and 15 weeks. 3. The original approved three progress reports must be attach to the final report to be submitting to the department. 4. In case you need to type or extend this form, the supervisor should sign any additional pages. 	<p style="font-size: small; margin: 0;">The student must complete this form and have it approved by the supervisor at work.</p> <p style="font-size: small; margin: 0;">This form is to be completed for the following three periods: after 5, 10, and 15 weeks.</p> <p style="font-size: small; margin: 0;">The original certified copies of these three reports must be attached to the complete final report submitted to the department.</p> <p style="font-size: small; margin: 0;">If you wish to add to or print the attachments, the supervisor must approve them.</p>

Academic supervisor

Form (2) Summer Training Progress Report

To be completed by the student during training

Progress Report No. _____									
Student name:	I.D number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								
Major: _____	Date: _____								

Brief description of the activities, assignments, projects, and training the student involved in:

Supervisor Name: _____	Supervisor's Name	Signature: _____
Position: _____	Job Title	Date: _____
Company/Organization: (Please affix company stamp)	Company Name Training Organizing Entity's Stamp	Phone: Fax: E-mail: _____

Important Instructions	Important Instructions
<ol style="list-style-type: none"> 1. This form have to be fill by the student and approved by his supervisor at work. 2. This form is to be fill for three periods: after 5, 10, and 15 weeks. 3. The original approved three progress reports must be attach to the final report to be submitting to the department. 4. In case you need to type or extend this form, the supervisor should sign any additional pages. 	<p>The student must complete this form and have it approved by the supervisor at work.</p> <p>This form is to be completed for the following three periods: after 5, 10, and 15 weeks.</p> <p>The original certified copies of these three reports must be attached to the complete final report.</p> <p>If you wish to add to or print the attachments, the supervisor must approve them.</p>

Academic supervisor

Student Evaluation Form During Field Training

To be completed by the supervisor at the training entity

Summer Training Student's Evaluation (Confidential)	Student Evaluation in Summer Training <small>(Confidential)</small>										
Student name: I.D number: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>											
Major: Starting Date of Training:											
Brief Description of the Training Job:											

Please rate the student for the following items on a scale from 0 to 10 score:

	Score	
• Enthusiasm and interest in work		Enthusiasm and desire to work ↓
• Attitude towards delivering accurate work		Accuracy in delivering the required work ↓
• Quality of work output		Quality of performance
• Initiative in taking tasks to complete		Initiative in completing tasks
• Dependability and reliability		Self-confidence and ability to achieve ↓
• Ability to learn and search for information		Ability to learn and research information
• Judgment and decision making		Judgment and decision-making ↓
• Maintain an effective relations with co-workers		Effective interaction with others at work
• Ability of reporting and presenting his work		Ability to write and present reports
• Attendance		Contribution to attendance
• Punctuality		Attendance

Overall rating for the student's performance	Poor <input type="checkbox"/>	P Marginal <input type="checkbox"/>	Good P <input type="checkbox"/>	V. Good <input type="checkbox"/>	Excellent <input type="checkbox"/>	<small>Overall Student Performance Evaluation</small>
Comments:						

Supervisor Name:	<small>Supervisor's Name</small>	Signature:
Position:	<small>Supervisor's Job Title</small>	Date:
Company/Organization: <small>(Please affix company stamp)</small>	<small>Company Name</small> <small>Training Organizing Entity's Stamp</small>	Phone: Fax: E-mail:

Platform Training Entities (Examples):

1	Al-Zulfi General Hospital
2	King Khalid Hospital in Al Majmaah
3	General Directorate of Occupational Health
4	King Faisal Specialist Hospital & Research Center
5	King Abdulaziz City for Science and Technology
6	National Pharmaceutical Factory Company
7	Al Majmaah University Health and Basic Colleges Research Center
8	Office of the Ministry of Environment, Water and Agriculture in Al-Majma 'a
9	Al Yamamah Hospital
10	Prince Nasser bin Saad Al-Sudairi Hospital
11	Hayat Water Factory Co., Ltd.
12	Ministry of Environment, Water and Agriculture Office in Zulfi Governorate
13	Al Aqeed Plastic Factory

Platform Student Guide



Coordinator's Guide



