Field Experience Specification
— (Bachelor)

Course Title: Interior Design Internship (Summer Training)
Course Code: IND 672
Program: Interior Design Program
Department: Architecture Department
College: College of Engineering and Information Technology
Institution: Onaizah Private Colleges
Field Experience Version Number: Third Version
Last Revision Date: 2025-05-20

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A. Field Experience Details:

1. Credit hours		
3 Credit Hours		
2. Level/year at which Field Experience is offered		
Sixth Level / Third Year		
3. Time allocated for Field Experience activities		
(8) Weeks	(60) Days	Hours: It depends on the training Organization
4. Corequisite (or prerequisites, if any) to join Field Experience		
Passing 85 credit hours from the study plan.		
5. Mode of delivery		
☒ In-person/On-site	☐ Hybrid (On-site/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**				
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2.0	**Skills**				
IND 672. CLO. S.1	Apply sustainable materials and furnishing resources using real designs available in the market for projects	S.1(برنامج التصميم الداخلى Interior Design)	Primary: Fieldwork Additional: Presentations (Individual or Group)	Formative: Research Assessment (Rubric) Summative: Fieldwork Assessment (by FE supervisors)	Teaching Staff Field Supervisor
IND 672.	Demonstrate ability to perform BOQs	S.1(برنامج التصميم الداخلي	Primary: Group Work (competitive or	Formative: Observation (Instructor/	Teaching Staff Field Supervisor

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
CLO.S.2	and cost calculation by multiplying the amount of work and the unit price	Interior Design)	cooperative / Online or F2F) Additional: Tutorial	Students/ Committee) (Rubric) Summative: Short Reports (Individual or Group) (Rubric)	
IND 672.CLO.S.3	Design sustainable enrich environmental quality interior projects using eco-friendly materials	S.2(برنامج الداخلى التصميم Interior Design)	Primary: Discussion (or similar active learning strategies) Additional: Tutorial	Formative: Student Portfolio Summative: Presentation (Individual or Group) (Rubric)	Teaching Staff Field Supervisor
IND 672.CLO.S.4	Create the sustainable drawings and documents of interior design projects of buildings using designing applications on computers	S.5(برنامج الداخلى التصميم Interior Design)	Primary: Project or Research (Individual or Group) Additional: Discussion (or similar active learning strategies)	Formative: Project Assessment (Rubric) Summative: Student Portfolio	Teaching Staff Field Supervisor
IND 672.CLO.S.5	Communicate effectively graphically, orally, and in writing with other professionals and with clients using	S.5(برنامج الداخلى التصميم Interior Design)	Primary: Presentations (Individual or Group) Additional: Case Study (Individual or Group)	Formative: Observation (Instructor/ Students/ Committee) (Rubric) Summative: Short Reports (Individual or	Teaching Staff Field Supervisor

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	creative tools of interior design technology			Group) (Rubric)	
3.0	Values, autonomy, and responsibility				
IND 672. CLO. V.1	Respond the main principles of safety previsions and precautions in building design	برنامج(V.2 الداخلى التصميم Interior Design)	Primary: Discussion (or similar active learning strategies) Additional: Lab Work/Experiment	Formative: Observation (Instructor/ Students/ Committee) (Rubric) Summative: Fieldwork Observation (by supervisors through Rubric)	Teaching Staff Field Supervisor
IND 672. CLO. V.2	Demonstrate mature professional attitude, behavior and interpersonal skills by taking the decisions responsibly and independently	برنامج(V.3 الداخلى التصميم Interior Design)	Primary: Independent Study or Research Additional: Lab Work/Experiment	Formative: Student Portfolio Summative: Observation (Instructor/ Students/ Committee) (Rubric)	Teaching Staff Field Supervisor

*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).
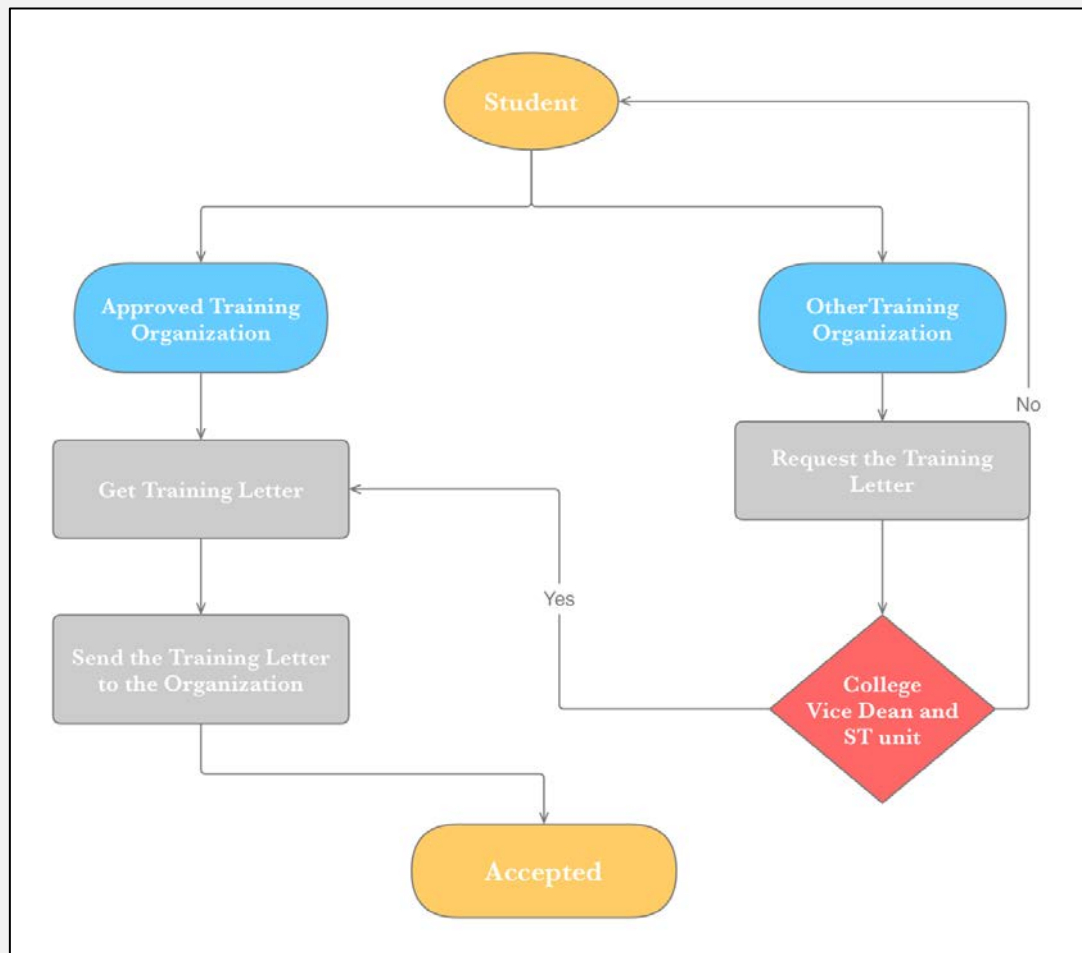
1. Field Experience Learning Outcomes Assessment

No.	Assessment Activities*	Assessment Timing (in Week No.)	Percentage of Total Assessment Score
1	Research Assessment (Rubric) + Fieldwork Assessment (by FE supervisors)	8th	20%
2	Short Reports (Individual or Group) (Rubric)	2nd – 4th, 6th, 8th	15%
3	Project Assessment (Rubric) + Student Portfolio	1st – 8th	30%
4	Presentation (Individual or Group) (Rubric)	8th	15%
5	Fieldwork Observation (by supervisors through Rubric) + Observation (Instructor/ Students/ Committee) (Rubric)	1st – 8th	20%
			100%

*Assessment Activities (i.e., Written test, oral test, oral 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)

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Specialty	Specialty
Selection Criteria	Specialty, Expertise, at least one year experience in field training as a field supervisor. Degree, At least Bachelor Degree in Interior Design.	Specialty, Expertise, at least one year experience in field training as a field supervisor. Degree, At least Bachelor Degree in Interior Design.

Qualification and Training of Supervisory Staff

Workshop (with academic supervisor and field supervisor) in order to introduce the:

1. Summer Training objectives and general requirements.
2. Summer Training Program Evaluation Strategy.
3. Summer Training forms (student files, field supervisor).
4. Summer Training Program Learning Outcomes.
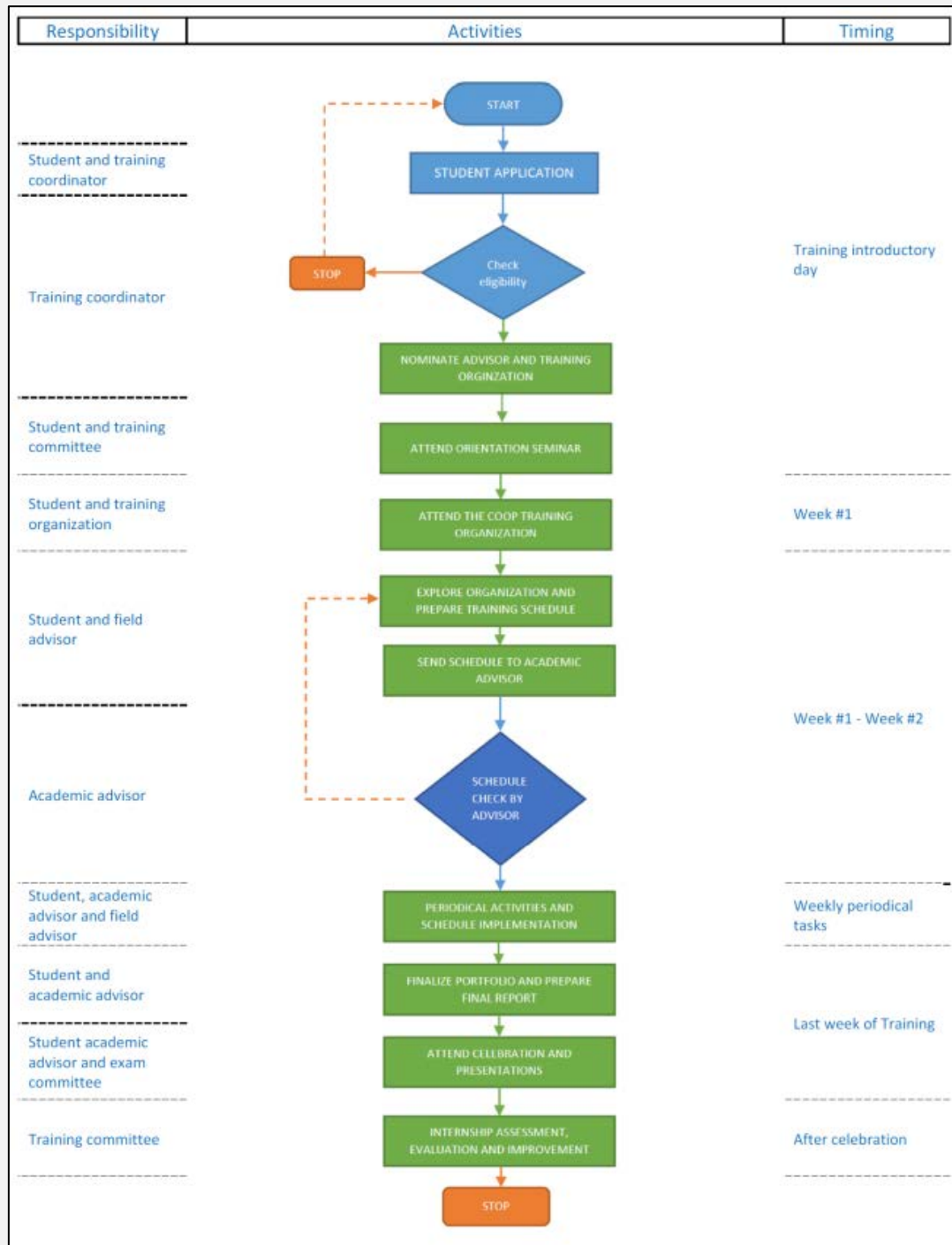5. Field Experience Surveys (PO_FTR_SUP - PO_FTR_STU).

Responsibilities

Field Experience Flowchart for Responsibility:

- <u>Summer Training Unit:</u>
  Directing the students to the training organization and follow up the whole procedures, under the direction of the college vice dean and college dean.

- <u>Academic Supervisor:</u>
  The teaching staff who is following up the students during the training.

- <u>Field Supervisor:</u>
  Field supervisor follows up and responsible for the student in the training organization.

- <u>Training Organization:</u>
  The place where the students training.

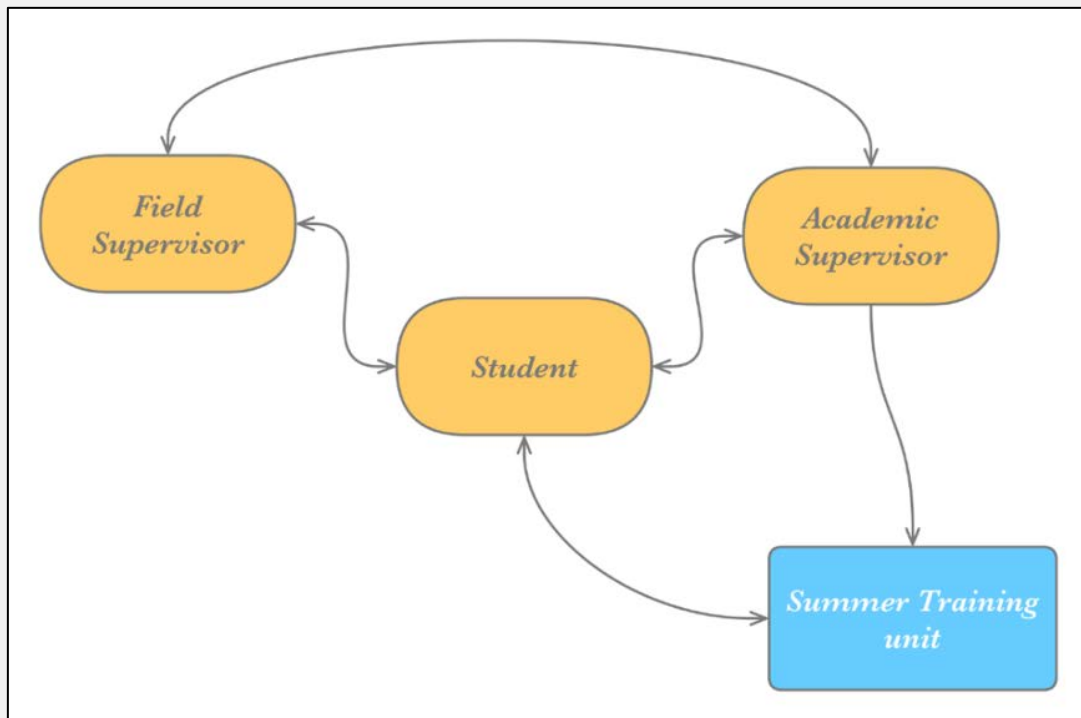For more details: <u>College of EIT Summer Training Procedures</u>

Responsibility	Activities	Timing
	START	
Student and training coordinator	STUDENT APPLICATION	
Training coordinator	Check eligibility — STOP	Training introductory day
	NOMINATE ADVISOR AND TRAINING ORGINZATION	
Student and training committee	ATTEND ORIENTATION SEMINAR	
Student and training organization	ATTEND THE COOP TRAINING ORGANIZATION	Week #1
Student and field advisor	EXPLORE ORGANIZATION AND PREPARE TRAINING SCHEDULE	
	SEND SCHEDULE TO ACADEMIC ADVISOR	
Academic advisor	SCHEDULE CHECK BY ADVISOR	Week #1 - Week #2
Student, academic advisor and field advisor	PERIODICAL ACTIVITIES AND SCHEDULE IMPLEMENTATION	Weekly periodical tasks
Student and academic advisor	FINALIZE PORTFOLIO AND PREPARE FINAL REPORT	Last week of Training
Student academic advisor and exam committee	ATTEND CELEBRATION AND PRESENTATIONS	
Training committee	INTERNSHIP ASSESSMENT, EVALUATION AND IMPROVEMENT	After celebration
	STOP	

Field Experience Implementation

Supervision and Follow-up Mechanism:

1. Evaluation Category I:
   - This category is performed by the organization at which the student practices his training.
   - This constitutes 40% of the total evaluation.

2. Evaluation Category II:
   - The department summer training exam committees formed by the academic departments of the college perform this category. This constitutes 60% of the total evaluation.

Student Support and Guidance Activities

For more details, College of EIT Summer Training Procedures

1. Collage:
   - Agreements with approved training organization.

2. Summer Training Unit:
   - Meeting (with student before they want to the field training) in order to introduce the:
     - Summer training objectives and general requirements.
     - Summer training program evaluation strategy.
     - Summer training forms (student files, field supervisor).
     - Field experience surveys (PO_FTR_SUP - PO_FTR_STU).
   - Training workshop with students to explain how to write the summer training final reports.
   - Directing students to the training organizations.

3. Department and Academic Supervisor:
   - Follow up and help students with choosing the appropriate training organization.

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				✓	✓
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**
Municipalities (the Municipality of Qassim Region, the Municipality of Riyadh Region...)	All resources including technologies, equipment, learning sources, and specialist supervisor.	An appropriate training plans, that allows student to deal with different interior design issues within 8 weeks.
Al Khalil Engineering Consultants		
Arcal Engineering Consultants		
Al Bawani Engineering Consultants		- (Training plans of residential, commercial ...).
Bariq Engineering Consultants		
Engineer Nawaf Abdulaziz Al-Dakhil office		
Fadn		- The training includes Programs: AutoCAD for plans.
AMD Office		
Emaar Al Sarh Engineering Consultants		
Darwaza Engineering Consultants		- 3D Max for real interior design imagine.
Al Khuwaiter Engineering Consultants		
Ibra Architecture		
Asarah Design Office		- Photoshop for photos graphics.
Tuba Engineering Consultants		
The first dimension for engineering consultancy		- Communicate graphically, orally, and in writing with other professionals and with clients.
Creativity of the future for architecture		
Distinguished Engineering Consultants		
Ahmed Al-Sultan Engineering Consultants		
Swords Engineering Consultants		
Sayyaf Engineering Consultants		
Al-Tuwaijri Engineering Consultants		
Manar Construction Office		
Al Fahad Investment		
Al-Fahd for Trade, Industry and Contracting		
Rawaf Company		

* 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

For more details, College of EIT Summer Training Procedures.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
The refusal of the training organization to train the student suddenly after it gives an initial acceptance.	The training organizations have to sign that they will take the responsibility for training the students for eight weeks.	Instructing the student to continue their training with a different training agency: - First: The head of the department, together with the field training unit, prepares a list of safe places equipped for the training of female students. - Second: The student is given a list of the names of those agencies that he can deal with in the field training. - Third: The training unit and the academic supervisor, communicates with the students and the training agencies to ensure the safety of the students and the completion of the required training stages.
Inadequate work environment for some students trainees because there is no women's section.	Assisting students from the outset by facilitating the selection of suitable locations and scheduling, in collaboration with the field training unit and supervisors, and liaising with accredited organizations.	Consistently keeping in touch with students and providing guidance on multiple training locations and if it is confirmed that there is no women's section in the training location, one of the following steps is chosen: - First: Give the student list of the names of agencies that can deal with in the field training. - Second: Communicating with the place of training by allowing the students to work remotely (as a freelancer), since the nature of the work allows that, while providing the students with the data and information required for work, with the possibility of allowing the students to communicate with clients in places to be agreed upon from both sides under the supervision of the academic supervisor and the field training unit.

| Exposure to work risks while being in the executive site of the project: such as drainage works, electricity, stairs, and the presence of some unfinished internal crushing and filling works. | Communicate with the training agency to ensure that the student is given all the mandatory instructions required before the practical, applied part of the training. | - First: Giving a guide to the student about security and safety requirements and how to deal in field work sites by the academic supervisor and the training unit.
- Second: Communicate with the training agency to ensure that students are trained on the instructions before being present at the training sites.
- Third: Periodic follow-up by the academic supervisor and the training unit for students during the on-site training period. |

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods

Effectiveness of Training and assessment	Students, Supervisory Staff	**Direct:**
		- Students Assessment:
		  ▪ Students Reports about their field work.
		  ▪ Presentation about their training work.
		
		Indirect:
		- (Students through course evaluation survey PO_FTR_STU).
		
		(Academic Supervisor through course evaluation survey PO_FTR_SUP)

Extent of achievement of course learning outcomes	Academic Supervisor	**Direct:**
		- (CLOs assessment and analysis of results according to CLOs targets).
		- Students Assessment:
		  ▪ Students Reports about their field work.
		  ▪ Presentation about their training work.
		
		Indirect:
		- (Students through course evaluation survey PO_FTR_STU).
		
		(Academic Supervisor through course evaluation survey PO_FTR_SUP)

Quality of learning resources	Students, Academic Supervisor	**Indirect:** - (Students through course evaluation survey PO_FTR_STU). (Academic Supervisor through course evaluation survey PO_FTR_SUP)
Quality of training organization	Students, Supervisory Staff	**Indirect:** - (Students through course evaluation survey PO_FTR_STU). (Academic Supervisor through course evaluation survey PO_FTR_SUP)
Training supervisor eligibility	Students, Supervisory Staff, ST Unit	**Indirect:** - (Students through course evaluation survey PO_FTR_STU). (Academic Supervisor through course evaluation survey PO_FTR_SUP)

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	Department of Architecture Council
REFERENCE NO.	12
DATE	2025-05-20