Field Experience Specification
(Bachelor)

Course Title:	**Field Training**
Course Code:	**TRA400**
Program:	**Bachelor of English language and Translation**
Department:	**English language and translation**
College:	**Science and Theoretical Studies**
Institution:	**Prince Musaid bin Abdulrahman University (PMAU)**
Field Experience Version Number:	**01**
Last Revision Date:	**5/13/2026**

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A. Field Experience Details:

1. Credit hours:		
6 hours		
2. Level/year at which Field Experience is offered:		
Levels 7 & 8		
3. Time allocated for Field Experience activities		
(15-25 hrs./Week)	(132) Days	(460) Hours
4. Corequisite (or prerequisites, if any) to join Field Experience		
Passing level 6 courses		
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	Recognize the significant applications of translation and interpreting tools and techniques in solving various problems and issues.	ENG.K2	Application of translation and interpreting tools and techniques in translating and interpreting different types of material	Field reports	Field training supervisor (Training organization) & Academic supervisor (Department
1.2	Demonstrate practical knowledge and understating	ENG.K2	Using different methods and techniques in translating and interpreting	Field reports	Field training supervisor (Training organizatio

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Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	of different methods and techniques used for translating and interpreting various texts and conversations.		different types of material		n) & Academic supervisor (Department
2.0	Skills				
2.1	Apply knowledge and skills acquired in courses to effectively address and resolve real workplace challenges.	ENG.S4	Translating and interpreting different types of material	Field reports	Field training supervisor (Training organization) & Academic supervisor (Department
2.2	Assess various types of texts and genres relevant to different professional contexts. (e.g. legal institutions)	ENG.S1	Recognizing and assessing various types of texts and genres relevant to different professional contexts		Field training supervisor (Training organization) & Academic supervisor (Department
2.3	Employ the strategies,	ENG.S2	Using technological	Field reports	

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Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	techniques and technological tools used in translation and interpreting in the workplace.		tools in translating and interpreting different types of material		
3.0	Values, autonomy, and responsibility				
3.1	Value the importance of professional ethics, punctuality, accuracy and confidentiality in the workplace.	ENG.V1	Receiving a training in how to value the importance of professional ethics, punctuality, accuracy and confidentiality in the workplace	Field reports	Field training supervisor (Training organization) & Academic supervisor (Department
3.2	Show high professionalism in adhering to ethical principles and quality standards related to translation and interpreting practices, while	ENG.V1	Receiving a training in how to show the ethical principles and quality standards related to translation and interpreting practices, while effectively	Field reports	Field training supervisor (Training organization) & Academic supervisor (Department

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Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
	effectively collaborating with teams.		collaborating with teams		

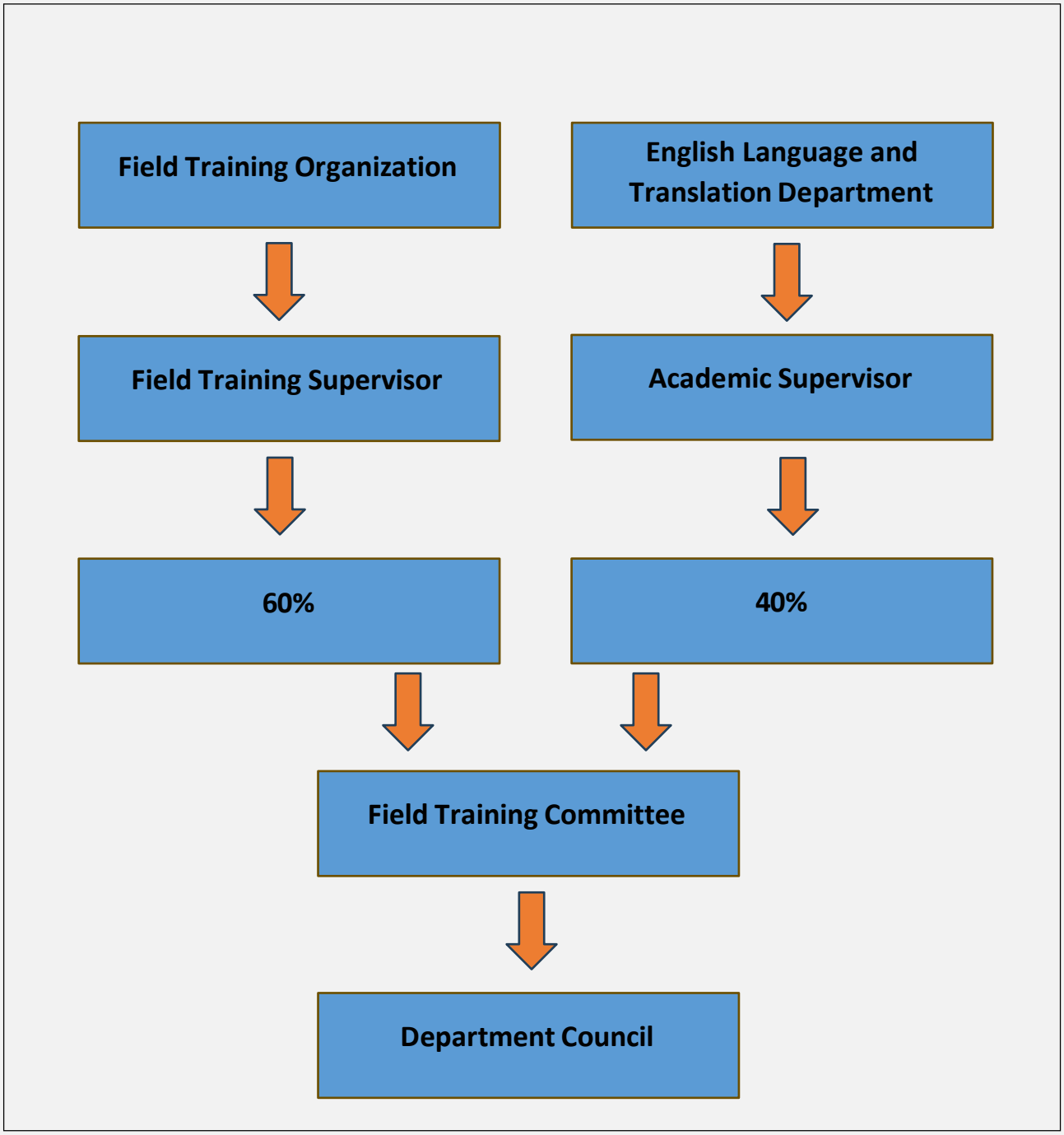
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).

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C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

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



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2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff (Academic supervisor)	Student	Training Organization	Field Supervisor
Selection of a field experience site	x	x			
Selection of supervisory staff	x				
Provision of the required equipment				x	
Provision of learning resources				x	
Ensuring the safety of the site				x	
Commuting to and from the field experience site			x		
Provision of support and guidance		x		x	x
Implementation of training activities (duties, reports, projects ...)		x		x	x
Follow up on student training activities	x	x		x	x
Monitoring attendance and leave				x	x
Assessment of learning outcomes	x	x			
Evaluating the Quality of Field Experience	x	x	x		
Others (specify)					

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3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Specialized organizations in the field of translation and interpretation	Technological tools – equipment – laboratories – learning resources	Safety standards – translation and interpretation software

* 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

This depends mainly on the ability of the field experience locations to provide students with great training activities, have suitable labs, and use up to date technological tools and software in the field of translation and interpretation.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
General types of risks	Before students start the field training, they should be provided with the safety issues instructions by the field supervisor to minimize the risks.	Students apply the safety issues instructions announced in the training location.

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training	Students - field training supervisor - academic supervisor -	Direct

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Evaluation Areas/Issues	Evaluators	Evaluation Methods
	field training committee	
Effectiveness of assessment	academic supervisor - field training committee	Indirect
Extent of achievement of course learning outcomes	Academic supervisor - field training committee	Indirect

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	ENGLISH LANGUAGE AND TRANSLATION DEPARTMENT COUNCIL
Reference No.	19
Date	5/13/2026

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