



جامعة الأميرة نورة بنت عبد الرحمن

وكالة الجامعة للشؤون التعليمية

**توصيف المقرر**

**التدريب الميداني**

اسم المقرر: التدريب الميداني	رقم المقرر ورمزه: عال 489
المتطلب السابق للمقرر: اكمال 90 وحدة دراسية على الأقل بنجاح	لغة تدريس المقرر:
مستوى المقرر: السنة الرابعة – المستوى الثامن	الساعات المعتمدة:4

#### Course Description

وصف المقرر :

<p>يعتبر هذا المقرر موجه لطالبات تخصص علوم الحاسب. مدة التدريب 120 ساعة فعلية كحد ادنى. تطبقا التعليمات و الاهداف و التوجيهات و الشروط المكتوبة في هذا الوصف.</p>	<p>Internship course is an important component of the CCIS - Computer sciences (CS) program. This course is designed to provide an opportunity for CS students to gain a supervised practical experience in computer environment of an approved department, firm or agency in KSA. The students will gain a valuable on-site working experience. It further allows the students to develop skills like: communication, team work and problem solving skills which will enable them in joining a competitive job market in their fields. Cooperative Training Office (CTO) should coordinate with students to apply internship. The student and CTO should also submit a written plan for approval before taking-up the internship. All internships are subject to approval by the Internship Coordinator of the college. Note: maximum number of students 35 per class.</p>
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#### Course Objectives

أهداف المقرر :

provide a supervised experience in CS environment with an aim of helping the PNU students to develop an insight into the professional demands of the workplace	
recognize real-world opportunities and constraints such that they are better prepared to enter their future careers	

مخرجات التعليم: (الفهم والمعرفة والمهارات الذهنية والعملية)

يفترض بالطالب بعد دراسته لهذه المقرر أن يكون قادرا على:

Practice academic classroom knowledge and skills in a workplace setting.	
Utilize the problem solving skills during the course of his internship.	
Communicate effectively in verbal and written forms.	
Develop appropriate interpersonal and team skills during the course of the internship.	
Demonstrate an understanding of professional demands (such as behavior, attitude, appearance, and punctuality) of the workplace.	
Establish a network of acquaintances to increase employment opportunities.	
Gain leadership skills through taking initiatives during internship program.	
Explain current trends and issues specific to the topic of her internship program	
	مهارة العمل التعاوني في بيئة العمل الجماعي.
	مهارة اتخاذ القرار الجماعي.
	مهارة التفاوض.
	مهارة التواصل الفعال.
	مهارة تقبل النقد من الآخرين.
	مهارة قيادة المجموعة.
	مهارة الأصالة، مهارة الطلاقة، مهارة المرونة، مهارة التوضيح، مهارة الوصف، مهارة إصدار الأحكام، مهارة الاستنتاج، مهارة المقارنة، مهارة حل المشكلات، مهارة التعميم.
	تحمل كل فرد مسؤوليته في تنفيذ المهام المخصصة له (تنفيذ برامج، تشغيلها، اختبارها، ربط البرامج ببرامج أخرى،.....) و إنجاز العمل
	القدرة على استخدام الحاسب الآلي وبرامجه.
	القدرة على استخدام التقنيات الحديثة في الاتصال و التواصل.
	القدرة على استخدام تقنيات المعلومات في الحصول على المعلومات، وحفظها، واستعادتها، ومعالجتها.

قائمة الموضوعات

**TEACHING PEDAGOGY**

**Conditions:**

- For the completion of an industrial internship the appropriate regulation requires a minimum of 120 Hours internship.
- The student must not have more than 10% of absence.
- No student can leave the company at which she is being placed for internship program before the completion of the program without written approval of the University.

**Supervision and Pedagogy:**

During the entire duration of the program the students shall be supervised by the site supervisor as well as the faculty supervisor. The faculty supervisor will stay in touch with the site supervisor on a regular basis to ensure smooth running of the internship program.

**Faculty Supervisor and Site supervisor Duties:**

**Faculty Supervisor**

- The Faculty Supervisor will keep a track the student's performance by means of
  - Work summary reports prepared by the student under the guidance of her Site Supervisor (required at least after every two weeks).
  - Visits to the site (at least twice during the internship period, preferably one in the beginning and one towards the end).
- The Faculty Supervisor must with inputs from the site supervisor evaluate the intern based on the work done for the semester as well as the final report and presentation made.

**Site Supervisor:**

- The Site Supervisor should assign the tasks to the student and should monitor her performance regularly throughout the internship period.
- She should review and approve the work summary reports created by the students that need to be submitted to the Faculty Supervisor.
- Provide regular feedback to the faculty supervisor on their visits.

Should help the faculty supervisor in evaluating the intern.

### محتوى المقرر

List of Topics	No. of Weeks	Contact Hours
System Analysis		
System Design		
Computer Programming		
Database Administration		
Computer Support		
Technical Support		
IT Specialization		
Networking Administration		
Web Administration		
<i>Total</i>	-	<i>120 hours as minimum</i>

### الكتاب المقرر والمراجع المساندة:

اسم الكتاب	اسم المؤلف	اسم الناشر	سنة النشر
<i>Practicum and Internship: Textbook and Resource Guide for Counseling and Psychotherapy</i>	John Boylan, Judith Scoot	Routledge	2008

تحديد الجدول الزمني لمهام التقويم التي يتم تقييم الطالبات خلال الفصل الدراسي:

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Site Supervisor's evaluation of intern	Bi-weekly	40%
2	Bi-weekly Work summary reports	Bi-weekly	10%
3	Faculty supervisor's field report	Bi-weekly	10%

4	Portfolio	End of course	20%
5	Oral presentation	End of course	10%
6	Final report	End of course	10%
	<b>Total</b>		<b>100%</b>