



FINAL REPORT FOR FIELD EXPERIENCE

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- ✓ Field Experience Learning outcomes
- ✓ What is the final report

Final Report Contents

Skills in writing technical report

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Course Title:	Field Experience
Course Code:	503444-2
Program :	Bachelor in Computer Engineering
Department:	Department of Computer Engineering
College:	College of Computers and Information Technology
Institution:	Taif University

FIELD EXPERIENCE LEARNING OUTCOMES

B. Learning Outcomes, and Training and Assessment Methods

⊕ 1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and <u>Understanding</u>	
1.1	Define the technical issues gained in the training environment and diagnose problems encountered and recommend solutions based on the theories studied.	K1
1.2	Identify the reality of the labor market in computer engineering problems.	K1
2	Skills:	
2.1	Analyze a complex computer engineering design problem	S1
2.2	Apply principles of engineering and other relevant disciplines to identify solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.	S1
2.3	Communicate effectively in a variety of professional contexts.	S2
3	Values:	
3.1	Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline	V3
3.2	Recognize professional responsibilities and make informed judgments in computing and engineering practice based on legal and ethical principles	V2

GRADING OF THE FINAL REPORT

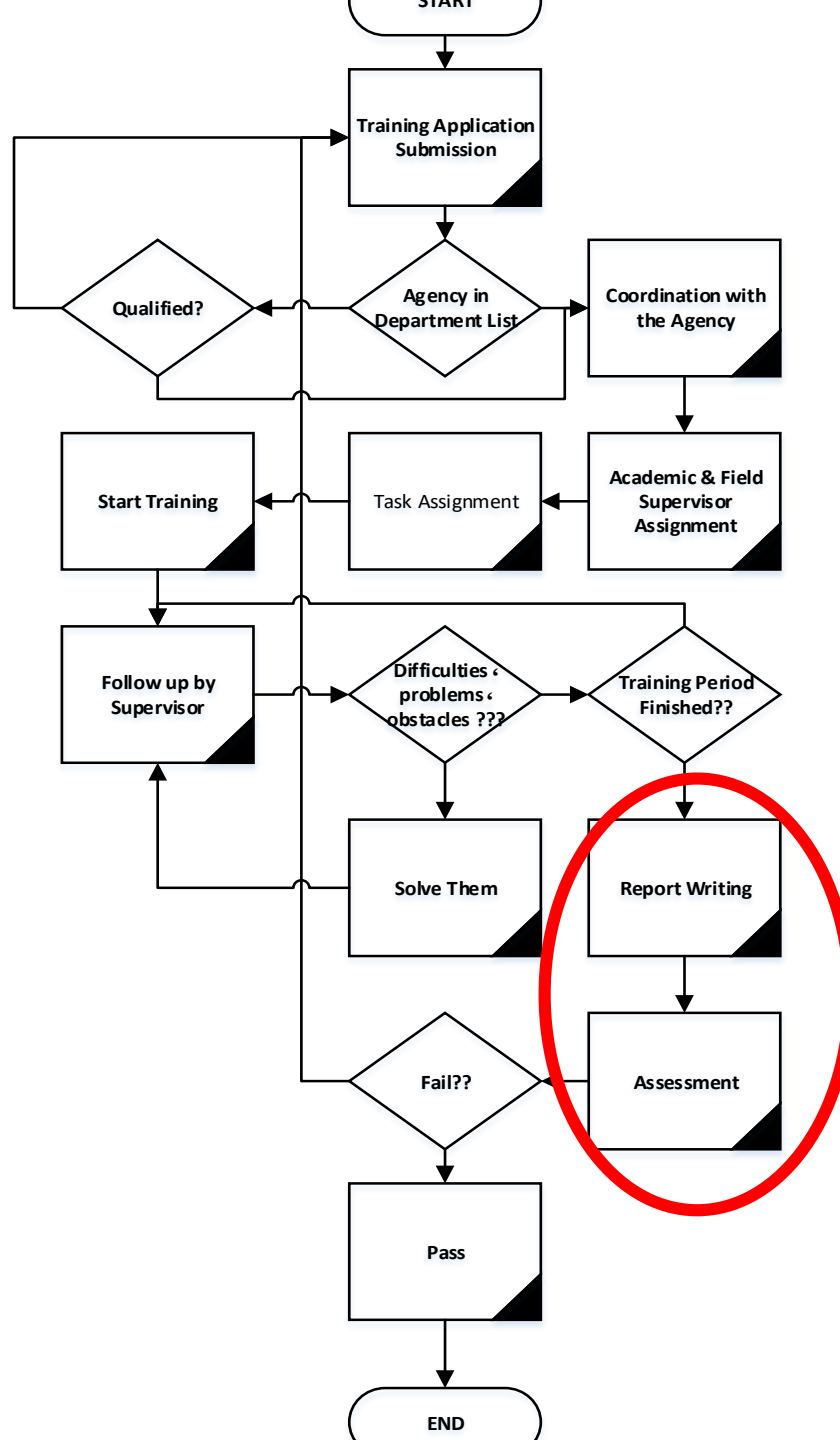
3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Final evaluation (company)	8	40%
2	Periodic reports	6	18%
3	Interaction	8	7%
4	Final report	8	15%
5	Final presentation and discussion	8	20%

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities



INTRODUCTION

- ❑ The student must submit a comprehensive final report at the beginning of the last week of the end of the Field Experience and S/he should adhere to the guidelines determined by the field experience unit
- ❑ The student will present this report to a committee from the relevant department

- ❑ Preparing the final report is a requirement of the trainee's field experience
- ❑ It represents the summary of the efforts made during the training period
- ❑ The extent to which the trainee benefits from the training is reflected in his professionalism in writing the report
- ❑ The good preparation of the report also gives a positive impression of its content

FINAL REPORT CONTENTS

- Cover page
- Introduction
- Company Profile
- Details of the duties and tasks that were performed during the training
- Skills learned from the training i.e.,
 - ✓ Technical
 - ✓ Professional
- Problem and Difficulties
 - ✓ Technical
 - ✓ Management
 - ✓ Others
- Implemented Solution
- Skills and Techniques learned
- Conclusions

FINAL REPORT MAIN GUIDELINES

- About 15 pages
- Should be written in the English language
- 15 Marks

ORAL PRESENTATION

- ❑ The student also needs to prepare a PowerPoint slides for the final report
- ❑ To be presented to the committee
- ❑ About 15 slides, 15 minutes presentation
- ❑ 20 Marks

COVER PAGE

Should contains:

- TU Logo + college name and department
- Student Name and ID
- Host Institute/Organization
- Field Supervisor
- Year

REPORT INTRODUCTION

- A brief introduction to the host institute, its goals, and mission
- A brief introduction about the nature of the activities and operations
- A brief statement to the departments that the trainee joint and work for and their connection to the trainee's field of specialization
- General impression of the trainee about the training period

COMPANY PROFILE

- A company profile can show the value of a company, along with its mission, goals, and performance.
- Main stakeholders and customers.
- Major Projects have been executed by the company
- Company History
- Include awards and recognition
- Demographics i.e., number of employees, shareholders
- Main products and services

DUTIES AND TASKS

Divided into two parts

Technical

- Technical description of the system, its divisions, and the contributions made by the trainee to the overall system

Management

- Administrative statistics that show the progress and penetration of the trainee at work

- This part may contain experiences and benefits gained from the internship

TIPS FOR THE MANAGEMENT DUTIES

- The meetings attended by the trainee
- Field visits with or without his superiors
- The tasks assigned to him (which he succeeded in accomplishing and which he was unable to complete)
- The projects he participated in and who are the stakeholders in each project
 - If there are many projects, it is preferable to detail and explain them in the technical section

TECHNICAL SKILLS AND DUTIES

- Technical activities within the institution (technical departments, their objectives, and their connection to the training period)
- Achievements achieved by the trainee during training (certificates of appreciation - prizes - technical reports - technical presentations to senior management - inventions or initiatives - solutions)

EXPERIENCES AND BENEFITS EARNT

- Determine in points the main Experiences and Benefits earnt,
- Provide at least 10 points
- Maybe can be divided to two managements point and Technical points

- ❑ Determine even things that you think are unimportant or trivial like
- ❑ Strengthen your relationship with colleagues and gain their trust
- ❑ Dealing with new systems, such as dealing with the fingerprint system, project management system, meetings management system, or employee management system
- ❑ Technical systems such as a specific device for example the main server Or new software such as CAD or GIS software ... etc.

PROBLEM AND DIFFICULTIES

Technical Difficulties

- ✓ Things not been covered in the curriculum
- ✓ Things and skills need to be covered in the extra curriculum
- ✓ Things should be explained by the training host but not explained or were not enough

Management Difficulties

- ✓ Duties time, field duties, premises environment, safety issues, etc.

Others

CONCLUSIONS

In conclusion, you must answer these questions

- what are the main aspects that you learned from the training from a technical and administrative point of view?
- What achievement are you most proud of during this period?
- Have you gained the trust of your superiors so that if you compete for the job, you might be hired?
- What are the things that you would like to do in the organization but did not have the opportunity?
- Do you recommend this institute in the future?

APPENDICES

- Certificates of Appreciation
- Pictures/images that you think worth to be shared
 - Please be careful don't disclose the organization's secrets/privacy
- Tables or graphs that you want to include (administrative or technical)
- The first page of the reports you submitted to your superiors if any
- References or websites that you feel are important any other things

*Thank
you*

