

King Saud University
College of Language Sciences
Field Training Unit

Notice for Cooperative Training Opportunities

Field Training Manual

Students enrolled in the Translation Project and Practical Training Course (from all departments) should fill out the following form to obtain an official letter of support when searching for training opportunities.

Form link: <https://forms.gle/xNvXmiaUdL5BGecN9>

Note: Search for opportunities should begin at least two months prior to the semester due to high competition and limited placements at prestigious institutions.

For inquiries, contact the Field Training Unit:
Email: COLTCOOP@ksu.edu.sa
Phone: 0118054342

Criteria for Selecting Training Providers:

1. Government and private entities where the work environment requires interns in languages and translation.
2. The intern's tasks must be relevant to their major. At least 80% of the work should relate to their field.
3. The total number of training hours must be no less than 150 and no more than 170 hours, spread over at least 8 weeks. The specific schedule is set by agreement between the student, academic supervisor, and the training entity.
4. The student must maintain regular contact with their academic supervisor, and the training provider must assign an external supervisor for feedback.
5. The student must not have any personal or direct affiliation with the training provider.

Conditions for Training Registration:

1. The student must be in their final academic semester according to their degree plan.
2. The student must not register for more than 15 credit hours during the training semester (including the translation project course).

Registration Procedures:

1. Students must begin searching for training opportunities at least two months before the semester.
2. Submit a request for a training endorsement letter via the provided link, which opens two months prior and closes at the end of the first week of the semester.
3. Once accepted by a training provider, students must submit the acceptance letter to the Field Training Unit for approval.
4. Upon college approval, training can begin. Students must coordinate with both their academic and field supervisors throughout the training period.
5. All required forms must be submitted to the academic supervisor during the training.

Evaluation Criteria:

1. Employer Evaluation (40%)
2. Academic Supervisor Evaluation (20%)
3. Translation Samples (20%)
4. Final Report and Presentation (20%)

Detailed Breakdown:

- Weekly meetings with academic supervisor (20%)
- Weekly translation submissions (20%)
- Final report (10 pages max, 4 pages minimum) and presentation (20%)
- Employer's performance evaluation (40%)

Final Report Contents:

- Introduction to the training entity and reason for choosing it
- Description of tasks and actual training hours
- Challenges and how they were addressed
- Skills and knowledge gained
- Evaluation and recommendations

Forms:

- Field Training Approval Declaration Form
- Student Attendance Log
- Employer Evaluation of Intern
- Student Evaluation of Training Provider
- Field Visit Form (two visits during training)

All forms should be submitted to the Field Training Unit or via email:
COLTCOOP@KSU.EDU.SA

Student Assessment Timetable

	Assessment Task	Assessment Timing (Week)	Percentage of Total Assessment Score
1	Communication and meetings with academic supervisor	Weekly	20%
2	Submitting work and translation samples	Weekly	20%
3	Written report and presentation about the training experience	9-10	20%
4	Employer or evaluation form	9-10	40%

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Field Training Approval Declaration Form

Course: Translation Project – Section _____

I, the student _____, ID No.

_____,

hereby declare my approval to undertake training at

_____.

I acknowledge that I have read and understood the requirements and evaluation criteria of the course

for semester _____, academic year _____, and that I agree to attend and complete the assigned

training hours, follow all the regulations of the training provider, maintain good conduct and

professionalism, and strive to benefit from this experience and represent the college and department positively.

Signature: _____ Date: _____

Intern Commencement Form

Student Name: _____

College: College of Language Sciences

Major: _____

Academic Supervisor: _____

Training Provider: _____

Start Date of Training: _____ / _____ / 14__H

Field Training Supervisor Name: _____

Signature: _____

Attendance Sheet – Training Provider

Student Name: _____

Major: _____

Training Provider: _____

[illegible]

(To be signed daily by the training supervisor)

Stamp: _____ Signature

Employer Evaluation Form (To Be Completed by Training Provider)

Student Name

Training Period: From ____ / ____ / 14__ H to ____ / ____ / 14__ H:

Student ID: _____

Supervisor Name: _____

Phone: _____:

Evaluation Criteria:	A = Excellent	B = Very Good	C = Good	D = Acceptable	Notes
Attendance and punctuality					
Seriousness and enthusiasm					
Compliance with training site rules					
Practical application of translation knowledge					
Productivity and work quality					
Positive relationship with coworkers					
Ability to work in a team					
Ability to work independently					
Discussion and professional communication					
Professional appearance and conduct					

Student Evaluation of Training Provider

Student Name: _____

Major: _____

Training Provider: _____

Course Instructor: _____

Evaluation Fields:				
Seriousness of training				
Competence of field supervisor				
Relevance of training environment to the major				
Cooperation of the provider and its staff				
Adequacy of training duration				
Benefit gained from training				
Notes, suggestions, and recommendations				

This form must be submitted by the student at the end of training.

A copy must also be sent to the academic supervisor and Field Training Unit:

COLTCOOP@KSU.EDU.SA

Stamp

Field Visit Form – Translation Project Training

Course Instructor: _____ Section No.: _____

Department: _____

Training Provider: _____

Student name	Training Provider	First Visit (Suggested during weeks 2–3)	Second Visit (Suggested during weeks 9–10)

(This form should be filled out by the academic supervisor and sent to the Field Training Unit after visits.)