



Course Specification

(Bachelor)

Course Title: **Cooperative Training**

Course Code: **437 TRA-4**

Program: **BA in Translation**

Department: **Translation**

College: **Languages and Translation**

Institution: **Najran University**

Version: **2024**

Last Revision Date: 15/4/2026

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A. General information about the course:

Course Identification	
1. Credit hours:	4
2. Course type	
a.	University ☐ College ☐ Department ☒ Track ☐ Others ☐
b.	Required ☒ Elective ☐
3. Level/year at which this course is offered: Level 8 – Fourth Year	
4. Course general Description This course introduces students to the challenges and the pressures faced by translators and interpreters in the professional world by undertaking internship in professional organizations (whether public or private) where translation is practiced as an essential activity. They will be supervised and assessed by supervisors in those organizations as well as by the faculty member assigned to them by the Department.	
5. Pre-requirements for this course (if any): Completing 62 hours of required and compulsory courses.	
6. Co- requirements for this course (if any): None	
7. Course Main Objective(s) Practically apply translation or/ and interpreting skills, required for professional translators or/ and interpreters, inside concerned locations such as hospitals, banks, air ports, ministries and companies as well as translation companies and offices. By the end of the field training, students will be able to:- 1. Acquire knowledge about translation and interpretation careers. 2. Gain expertise in being translators or/ and interpreters. 3. Modify and enhance the quality of translating and interpreting tasks. 4. Demonstrate full responsibilities in their careers. 5. Work in a team to acquire the character of cooperation and self-integration.	

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid - Traditional classroom - E-learning		
4.	Distance learning		



2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	
2.	Laboratory/Studio	
3.	Field	90
4.	Tutorial	
5.	Others (specify)	
	Total	

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Appraise their own training experience to determine their professional development needs.		NA	Weekly reports
2.0	Skills			
2.1	Apply professional and academic knowledge and skills learned from previous courses in the workplace		NA	Field supervisor report Students' Portfolio
2.2	Produce successful translations in a professional environment, eliciting feedback from their field supervisors and revising their work accordingly.		NA	Field supervisor report Students' Portfolio
2.3	Apply principles of professional ethics in fulfilling the tasks			Field supervisor report





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	assigned to them by their field supervisors.			Students' Portfolio
3.0	Values, autonomy, and responsibility			
3.1	Develop principles of professional ethics in fulfilling the tasks assigned to them by their field supervisors.		NA	Students' Final reports Students' Final Presentations
3.2	Recognize areas for personal growth, future knowledge, and skill development		NA	Students' Final Reports Students' Final Presentations
3.3	Demonstrate their abilities effectively to work in a team and respond positively to supervisor's guidance and criticism		NA	Students' Final Reports Students' Final Presentations

C. Course Content: **NA**

No	List of Topics	Contact Hours
1.		
2.		
3.		
4.	-	
5.		
Total		

D. Students Assessment Activities:

To be carried out by the field supervisor (training institution) as well as by the academic supervisor (department).

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Student's weekly reports	Weekly	10%



No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
2.	Students Translation Portfolio	Last week	25%
3.	Field supervisor report	Last week	25%
4.	Final report	Last week	25%
5.	Final Presentation	Last week	15%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	The study plan of the cooperative training has to be presented and clearly explained to the students by their academic supervisor during the first week of the term before they join their places of internship. Handbooks on field training, and related materials, are supposed to be handed to interns by their field supervisors on the spot of their training place. Such material is expected to include cooperative training system, registration and assessment rubrics.
Supportive References	
Electronic Materials	NA
Other Learning Materials	NA

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	-
Technology equipment (projector, smart board, software)	-
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of training and assessment	Students	Indirect
Evaluation of the students (trainees) by training institution	Field supervisor (Training institution) and academic supervisor (department)	Field Supervisor Reports
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)





G. Specification Approval

COUNCIL /COMMITTEE	TRANSLATION DEPT. COUNCIL
REFERENCE NO.	17/2026
DATE	18/4/2026

