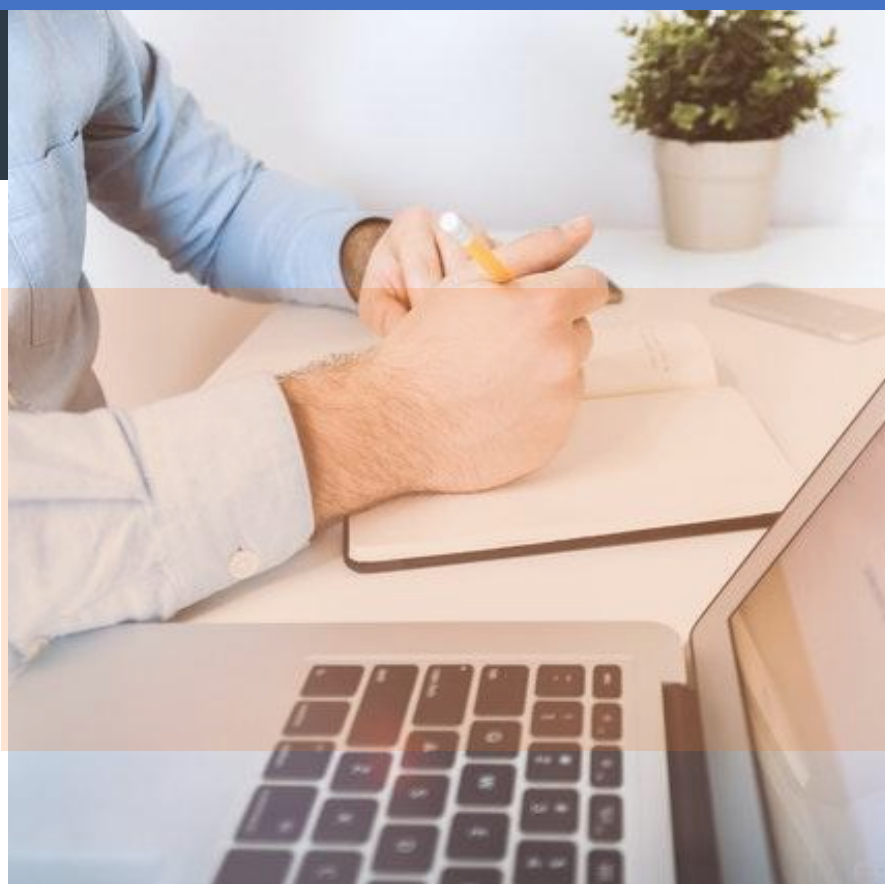




2026

PRACTICAL TRAINING HANDBOOK

AL-AHLIYYA AMMAN UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY



Welcome to Our Handbook

Practical Training is a core and mandatory component of all undergraduate programs offered by the Faculty of Information Technology at Al-Ahliyya Amman University. It represents a vital stage in the student’s academic journey, designed to seamlessly bridge theoretical knowledge with real-world professional practice. Through structured placement in authentic work environments, students are provided with the opportunity to apply their academic learning, develop practical skills, and gain valuable industry experience.

This training is implemented in accordance with the official procedure (LT-14-04), which ensures a standardized, transparent, and quality-assured process across all stages of the training lifecycle—from preparation and placement to evaluation and completion. The procedure reflects the University’s commitment to maintaining high academic and professional standards.

To fulfill graduation requirements, students must successfully complete a minimum of 280 training hours within approved and accredited training organizations relevant to their field of study. Eligibility to enroll in the Practical Training course is granted upon the successful completion of at least 90 credit hours from the study plan, ensuring that students possess the foundational knowledge necessary to benefit fully from the training experience.

This structured approach not only enhances students’ technical competencies but also strengthens their professional, communication, and workplace readiness skills, preparing them for successful integration into the competitive IT labor market.

FROM KNOWLEDGE TO PRACTICE, FROM CAMPUS TO CAREER



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2. Objectives of Practical Training

Application of Knowledge:

Enable students to effectively apply theoretical concepts in real-world professional environments.

Skill Development:

Strengthen both technical competencies and professional skills relevant to the Information Technology field.

Teamwork and Communication:

Foster collaboration, interpersonal communication, and the ability to work efficiently within multidisciplinary teams.

Problem-Solving:

Enhance analytical thinking and the ability to address and solve complex, real-life challenges.

Career Preparation:

Equip students with the practical experience and professional readiness required for successful integration into the IT labor market.



1. Course Learning Outcomes (CLOs)



Knowledge

- Understand workplace structures, organizational processes, and operational workflows.
- Recognize professional, ethical, and legal responsibilities within the IT work environment.

Skills

- Apply programming and IT skills effectively in real-world scenarios.
- Analyze practical problems and propose appropriate and efficient solutions.

Competencies


- Work effectively as part of a team in a professional environment.
- Communicate clearly and professionally with colleagues and stakeholders.
- Demonstrate responsibility, initiative, and the ability to work independently.



Training Structure

Total Hours:  **280 Hours**

Duration:  **7 Weeks Continuous (Summer)**
 **14 Weeks Continuous (Regular Semester)**

Eligibility:  **Completion of 90 Credit Hours**





2. Practical Training Procedures





Practical Training Forms



Commitment Agreement



Training Site Information



Student Assessment



Logbook



Training Evaluation



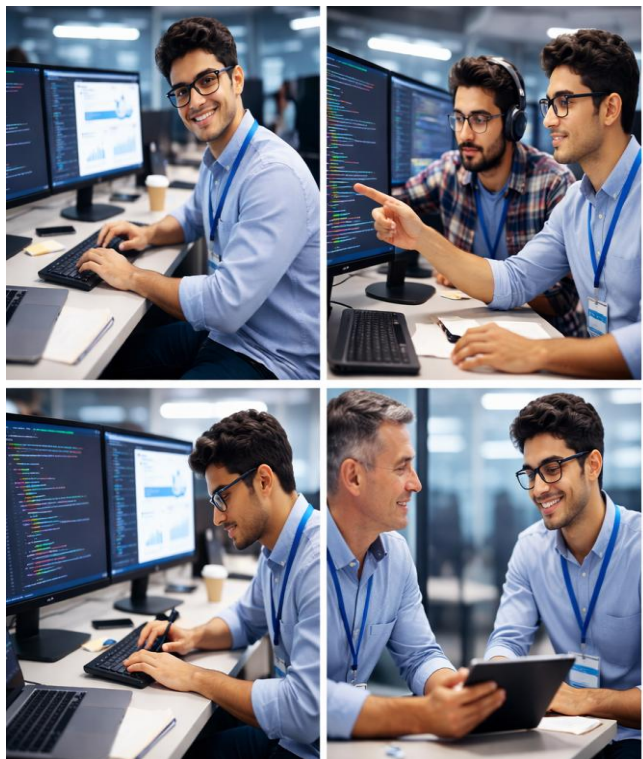
Final Assessment



2.1. Pre-Training Phase



The Pre-Training Phase is designed to prepare students for successful engagement in the Practical Training program through a structured and well-defined process.



Step 1: Training Announcement

At the beginning of each academic semester, the Faculty announces the availability of the Practical Training course to eligible students. The announcement provides essential information, including training requirements, duration, total training hours, and registration procedures.

Step 2: Course Registration

Eligible students are required to formally register for the Practical Training course through the University's official registration system. Enrollment is subject to the successful completion of at least 90 credit hours, in addition to compliance with all applicable university regulations.

Step 3: Orientation Session

The Practical Training Committee organizes a comprehensive orientation session aimed at preparing students for the training experience. This session covers training objectives, expectations, procedures, required documentation, report preparation guidelines, and evaluation methods. It also provides an opportunity to address student inquiries.

Step 4: Student Distribution and Supervisor Assignment

Following registration and orientation, the Practical Training Committee assigns students to approved training organizations based on availability and specialization. Each student is also assigned an academic supervisor who will provide guidance, monitor progress, and support the student throughout the training period.

2.2. Training Placement Phase

The Training Placement Phase ensures that students are formally prepared, assigned to appropriate training organizations, and that all administrative and regulatory requirements are completed prior to the start of training.



Step 5: Student Commitment Form (LT-F14-04-001)

Before commencing training, students are required to complete and sign the official Student Commitment Form, confirming their understanding of and compliance with all training regulations and responsibilities (see LT-F14-04-001 Form).

Procedure:

- The student completes all required personal information.
- The student carefully reviews all The student signs the commitment declaration.
- The completed form is submitted to the assigned Academic Supervisor.

Step 6: Training Request Letter (LT-F14-04-002)

The Faculty formally communicates with training organizations through an official request letter. This step is particularly essential when the proposed training site is not pre-approved by the Faculty(see LT-F14-04-002 Form)..

Procedure:

- The student completes all required personal information.
- The student carefully reviews all The student signs the commitment declaration.
- The completed form is submitted to the assigned Academic Supervisor.

Step 7: Training Site Approval

The training organization must provide formal approval confirming the student's placement. This approval includes essential details to ensure alignment with academic and professional requirements.

Approval includes:

- Nature and scope of assigned tasks
- Training duration and schedule
- Designation of the site supervisor

Step 8: Training Site Information Form (LT-F14-04-003)

Students are required to complete the Training Site Information Form to document all relevant details about the training organization and supervision structure(see LT-F14-04-003 Form).

Procedure:

- The student provides personal and academic information.
- The student enters detailed information about the training organization.
- The student records the assigned site supervisor's details.
- The form is signed and submitted to the Academic Supervisor for approval.

2.3 Training Execution Phase

The Training Execution Phase represents the core practical experience, where students actively engage in real-world work environments under supervision, while their performance is continuously monitored and evaluated.

Step 9: Training Commencement

Students officially begin their training at the approved organization in accordance with the agreed schedule.

Requirements:

- Full adherence to the organization's rules, policies, and professional standards
- Commitment to attendance and punctuality
- Active participation in assigned tasks and responsibilities

Step 10: Logbook Documentation (LT-F14-04-004)

The Logbook serves as an official record of the student's training activities and progress throughout the training period.

Procedure:

Daily or weekly activities are systematically recorded

Tasks performed, tools used, and skills developed are documented

Total working hours are tracked accurately

The site supervisor reviews and signs the logbook periodically

Any absence must be compensated with approved make-up hours

Step 11: Monitoring and Follow-Up

The Academic Supervisor continuously monitors the student's progress to ensure the quality and effectiveness of the training experience.

Monitoring includes:

Regular communication with the student and training site

Periodic review of logbook entries

Providing guidance and resolving any issues or challenges

Step 12: Site Visit (LT-F14-04-006)

As part of the quality assurance process, the Academic Supervisor conducts an on-site visit to evaluate both the training environment and the student's performance(see **LT-F14-04-006 form**).

Procedure:

Visit the training organization

Assess the suitability of the training environment

Evaluate the student's engagement and performance

Document observations and provide feedback

2.4 Evaluation and Completion Phase

The Evaluation and Completion Phase ensures a comprehensive assessment of the student's training experience, performance, and learning outcomes. It also formalizes the completion of all academic and administrative requirements associated with the Practical Training course.

Step 13: Confidential Evaluation by Site Supervisor (LT-F14-04-005)

At the conclusion of the training period, the Site Supervisor conducts a formal evaluation of the student's performance within the organization.

Procedure:

- The Site Supervisor completes the official evaluation form.
- The student's performance is assessed based on predefined criteria.
- The completed evaluation is placed in a sealed envelope to ensure confidentiality.
- The sealed evaluation is delivered to the student for submission to the Academic Supervisor.

Step 14: Logbook Submission

Students are required to submit the completed and signed Logbook to the Academic Supervisor as an official record of their training activities and attendance.

Step 15: Student Evaluation of Training Organization (LT-F14-04-007)

Students provide structured feedback on their training experience and the hosting organization to support continuous improvement of training quality.

Procedure:

- The student completes the evaluation form.
- Constructive feedback is provided regarding the training environment and supervision.
- The form is submitted to the Academic Supervisor.

Step 15: Student Evaluation of Training Organization

Students provide structured feedback on their training experience and the hosting organization to support continuous improvement of training quality.

Procedure:

- The student completes the evaluation form.
- Constructive feedback is provided regarding the training environment and supervision.
- The form is submitted to the Academic Supervisor.

Step 16: Final Training Report

Students must submit a comprehensive final report documenting their overall training experience.

The report includes:

- Description of training activities and tasks performed
- Skills and competencies acquired
- Challenges encountered and solutions applied
- Personal reflection on learning outcomes and professional development

Step 17: Presentation and Discussion

Students present their training experience before the Academic Supervisor. This step provides an opportunity to evaluate the student's ability to articulate their experience, reflect critically, and demonstrate learning outcomes.

Step 18: Final Assessment (LT-F14-04-008)

The Academic Supervisor conducts a comprehensive evaluation of the student based on multiple assessment components.

Assessment is based on:

- Site Supervisor's evaluation
- Final training report and presentation
- Academic judgment of overall performance

Step 19: Result Approval

The final result (Pass/Fail) is formally reviewed and approved by both the Academic Supervisor and the Practical Training Committee to ensure fairness and consistency.

Step 20: Submission to Registration

Approved final grades are submitted to the Registration Department for official recording in the student's academic record.

Step 21: Documentation and Archiving

All training-related documents, including forms, reports, and evaluations, are collected and archived by the Faculty. This process supports quality assurance, institutional record-keeping, and accreditation requirements.



Supervisor Evaluation



Final Report Submission



Final Presentation



Certification of Completion



3. Roles and Responsibilities

Role	Responsibilities
Student	<ul style="list-style-type: none"> • Register for the Practical Training course • Complete and submit all required forms and documentation • Attend training regularly and maintain punctuality • Record activities and submit the Logbook and final report • Adhere to the rules, regulations, and professional standards of the training organization
Academic Supervisor	<ul style="list-style-type: none"> • Provide guidance and orientation to students prior to training • Monitor student progress throughout the training period • Conduct site visits and ensure training quality • Evaluate student performance based on reports, feedback, and observations
Training Site Supervisor	<ul style="list-style-type: none"> • Assign appropriate tasks aligned with the student's field of study • Supervise and support the student during training • Evaluate student performance objectively • Provide continuous feedback on student progress and professional conduct

4. Assessment and Evaluation Strategy

The student's performance during the Practical Training course is assessed through a structured and comprehensive evaluation framework designed to ensure fairness, transparency, and alignment with the intended learning outcomes. The final grade is determined based on multiple assessment components, including the Field Supervisor Evaluation (50%), which reflects the student's performance within the training organization, the Final Report and Presentation (30%), which assess the student's ability to document and communicate their training experience, and the Academic Supervisor Evaluation (20%), which provides an academic perspective on the student's overall achievement. The evaluation process is guided by clearly defined criteria, encompassing technical competence, problem-solving ability, communication skills, teamwork, professional ethics, and soft skills, thereby ensuring a holistic assessment of both technical and professional development.

5. Mapping Training to CLOs / PLOs

The alignment between Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs) is systematically established through a structured assessment mapping framework. This mapping ensures that all intended competencies are effectively measured using multiple assessment methods throughout the Practical Training process. Each CLO is linked to relevant PLOs and evaluated through specific instruments, including site supervisor evaluations, logbooks, final reports, and presentations. This integrated approach guarantees comprehensive coverage of both technical and professional competencies, while maintaining consistency with accreditation standards and quality assurance requirements.

CLO(s)	Mapped PLO(s)	Assessment Method	Related Form / Tool	Description of Assessment
CLO 1 – CLO 6	PLO 1 – PLO 12	Site Supervisor Evaluation	Form 005 (LT-F14-04-005)	Comprehensive evaluation of student performance in real work environment, including technical skills, professionalism, and overall conduct
CLO 1 – CLO 4	PLO 1 – PLO 8	Logbook Assessment	Form 004 (LT-F14-04-004)	Continuous monitoring of student activities, tasks, tools used, and progress throughout the training period
CLO 5	PLO 9, PLO 10	Final Report	Internal Evaluation	Assessment of student's ability to document training experience, reflect on learning, and demonstrate analytical and reporting skills
CLO 5, CLO 6	PLO 9 – PLO 12	Presentation & Discussion	Internal Evaluation	Evaluation of communication skills, critical thinking, and ability to present and discuss training outcomes effectively

6. E-Platform Training System

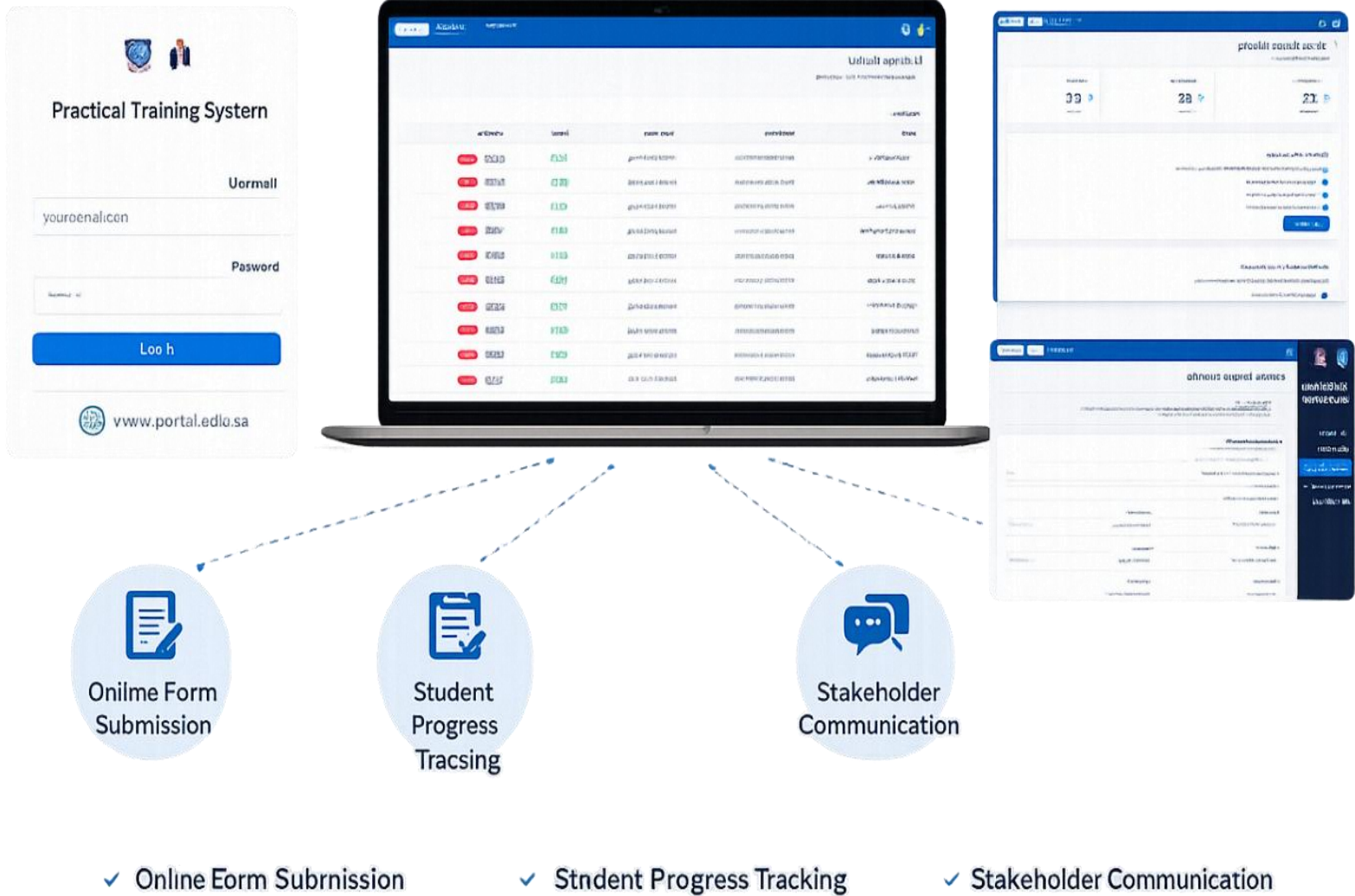
The Practical Training process is supported by an integrated electronic system designed to enhance efficiency, transparency, and accessibility across all stages of the training lifecycle. This platform enables seamless management of training activities and ensures effective coordination among all stakeholders.

The system facilitates a range of key functions, including the online submission of required forms, continuous monitoring of student progress, and efficient communication between students, academic

supervisors, and training site supervisors. In addition, it provides secure digital archiving of all training-related records, supporting both quality assurance processes and accreditation requirements.

The online platform can be accessed through the designated university portal.

Electronic Platform for Practical Training



7. The most frequently asked questions (FAQs)



1. When can I register for practical training?

You can register after completing at least 90 credit hours from your study plan.

2. How many training hours are required?

You must complete 280 hours of training to pass the course.

3. How long does the training last?

- ❖ Summer: 7 continuous weeks
 - ❖ Regular semester: 14 continuous weeks
-

4. Is practical training mandatory?

Yes, it is a mandatory graduation requirement for all students in the Faculty of IT.

5. Can I choose my own training company?

Yes, but:

The company must be approved by the university

If not approved, the faculty will send a Training Request Letter for approval

6. What happens if the company rejects my training request?

You must:

Find another company

Or wait for the faculty to assign you to an approved training site

7. What documents must I complete before starting training?

You need to submit:

- ❖ Student Commitment Form
 - ❖ Training Request Letter (if needed)
 - ❖ Training Site Information Form
-

8. What is the Logbook and why is it important?

The Logbook:

- ❖ Records your daily/weekly activities
 - ❖ Tracks working hours
 - ❖ Must be signed by your supervisor
 - ❖ It is required for evaluation
-

9. What happens if I miss training days?

You must complete makeup hours and The supervisor must document it in the Logbook

10. Will someone from the university follow up with me?

Yes, the Academic Supervisor will:

- ❖ Monitor your progress
 - ❖ Review your Logbook
-

- ❖ Conduct a site visit
-

11. What is included in the final evaluation?

Your grade is based on:

- ❖ 50% Field Supervisor Evaluation
 - ❖ 30% Final Report & Presentation
 - ❖ 20% Academic Supervisor Evaluation
-

12. What should I include in the final report?

Your report must include:

- ❖ Training activities
- ❖ Skills learned
- ❖ Challenges and solutions
- ❖ Personal reflection

Students Required to make presentation to training committee

13. What happens if I don't complete 280 hours?

Fail the course , required to repeat the training

14. Do I need to give a presentation?

Yes, you must:

- ❖ Present your training report to training committee .
 - ❖ Discuss what you learned
 - ❖ Answer questions from your supervisor
-

15. What is the Student Evaluation form?

It is a form where you evaluate the training company and provide feedback.

16. Can I fail practical training?

Yes, if you:

- ❖ Don't complete required hours
-

- ❖ Don't submit documents

- ❖ Perform poorly in evaluation
-

17. Who evaluates my performance?

- ❖ Training Site Supervisor
 - ❖ Academic Supervisor
 - ❖ Practical Training Committee
-

18. What should I do if I face problems during training?

Immediately contact your Academic Supervisor

19. Is attendance important?

Yes, you must:

- ❖ Attend regularly
 - ❖ Follow company rules
 - ❖ Be commit
-