



جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Cooperative Training Program Guidelines

College of Engineering

This document presents guidelines for all the final year students conducting their Co-Op Training for all College of Engineering programs at Princess Nourah bint Abdulrahman University.

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1. Introduction

The Cooperative training program (Co-Op) is mandatory training before graduating that helps to build students' skills by integrating professional development with academic theory and practical work experiences.

Students will be assigned to different organizations and industrial companies for fifteen weeks to prepare themselves for the professional and engineering environment.

The Co-Op training program involves three main parties: the willing partner (a private company or government entity willing to employ PNU students as interns), College of Engineering (on behalf of Princess Nourah bint Abdulrahman University), and the student. Several mutual benefits arise from the tripartite partnership, including the following:

1. The Co-Op training can be a hiring opportunity for the student, who acquires the necessary prior work experience to be eligible to compete in the job market after graduation.
2. The company has a great recruitment area for potential employees.
3. The college strengthens its position in the Saudi Arabia market by providing graduates with the required skills for the market.

The Co-Op training program is a 6-credit-hour course, and fifth-year students are fully responsible for the registration in this course in the second semester at level ten. During her Co-Op training, the student is supervised by a specialized faculty advisor from the college of engineering and by a professional supervisor from the host company. At the end of the training, the student must submit a final report and conduct an oral presentation to outline the obtained results and showcase the achievements of the training program.

This manual will serve as a guideline that contains policies, objectives of the Co-Op training program, required results, procedures, roles, and responsibilities to ensure good communication between the above-mentioned partners.

2. Co-Op Training Description

Credit hours: 6 (0:0:30)

Course type

University

College

Department

Elective

Required

Others

Level/year

10/5

Pre-requisites for this course (if any): Completing the credit hours requirement of the program



3. Co-Op Training Objectives

Senior students, expected to graduate by the end of the last academic year, must undergo the Co-Op training during one term: the 10th level. During 30 effective hours, the main objective of the Co-Op training is to prepare the senior students to be successful in their careers by carrying out a project for a process, product, component, and/or system based on the learned knowledge reflecting the objectives of the engineering programs.

By the end of the Co-Op training, the student will be able to:

1. Be familiar with the work environment after graduation.
2. Develop the skill of working within the team and develop a real-world engineering design system.
3. Recognize the skills acquired during the previous levels to solve real engineering and technical problems.
4. Be creative in analyzing and solving engineering problems.
5. Promote cross-disciplinary learning and a team approach to problem-solving.

4. Co-Op Training Outcomes

The Co-Op training outcomes are as follows:

- a. Identify the problem to be solved based on realistic needs and relative constraints.
- b. Implement the problem parameters and assumptions.
- c. Select the design calculation method and/or use of experimental tools.
- d. Formulate the real case problem using an adequate methodology by integrating knowledge from the previous courses, taking into consideration realistic constraints, and generating alternative design options and solutions.
- e. Develop design and evaluation objectives covering design viability, evaluation criteria, and problem reformulation based on available data.
- f. Plan the work effectively to be performed using project planning techniques.
- g. Perform estimation of design and/or experimental performance parameters.
- h. Perform trade-off studies to refine the design and/or experiments.
- i. Evaluate relevant constraints, particularly environmental and safety issues.
- j. Evaluate design criteria analysis.
- k. Work effectively as a member of a team.
- l. Demonstrate ability to communicate and carry out training details orally and in writing.

5. Team Requirements

The Co-Op training team must satisfy the following requirements:

1. All Co-Op training could be performed in groups. The number of students in each group may vary from three to five at most.
2. Co-Op training group may be a single discipline or multidisciplinary engineering students.
3. Single-discipline design group is advised by one faculty member from the relevant discipline.
4. Multidisciplinary design group may include students from at least two engineering programs and is advised by two faculty members each from a different engineering program.



6. Registration of the Co-Op Training

Students are asked to look for Co-Op training related to their field of specialization, and which matches their skills and domain of competencies with the real need of the engineering applications.

Two alternatives are proposed to start the Co-Op training:

6.1. Alternative 1: Co-Op Training Proposed by the Organization

The university or the college partners could propose a list of Co-Op training proposals that will be collected and shared with the students by the Co-Op training Committee. Based on that, students can express their interest by submitting the needed documents (CV and cover letter) at a time. The selection procedure will be established by the organization according to the agreement with PNU's college of engineering.

6.2. Alternative 2: Co-Op Training Proposed by Students

Students can propose their Co-Op training proposals. In this case, they are convinced of a detailed proposal with all the necessary details to describe the training opportunity and the company proposed. The Co-Op training Committee will ensure that the proposed topics are accepted. Students are required to discuss and solicit the staff members, to validate the coherence, the degree of technicality as well as the feasibility of the work requested during the period allocated to the training.

The final validation of the Co-Op training proposal will be approved by the department committee, and the supervisors will be assigned tasks according to the adequacy of their specialties with the topics of the training.

Obtaining the letter of assignment is conditional on the validation of the subject and the signature of the Co-Op training commitment.

7. General Rules and Responsibilities

The success of the Co-Op training program at the College of Engineering, Princess Nourah bint Abdulrahman University holds a major responsibility.

Four major parts are responsible for the Co-Op training program's success:

- 1.The college Co-Op Training Committee
- 2.The departments' Co-Op Training Committee
- 3.The Co-Op Training Academic Supervisor
- 4.The Co-Op Training Examination Committee

Hereinafter, a description of the main responsibilities of each part.



7.1. Responsibilities of the College Co-Op Training Committee

The College Co-Op Training Committee are responsible for:

1. Contacting companies to secure appropriate Co-Op training placements for students.
2. Providing all needed information to the departments of the Co-Op training committee.
3. Providing students with the different Co-Op training forms and information regarding their Co-Op training.
4. Organizing workshops for students to explain their role and responsibilities during the Co-Op training period and how to write and submit the different reports.
5. Proving external partners (companies or institutions) by list of students who have been thoroughly checked and proven to satisfy each and all the eligibility criteria.
6. Make sure of Co-Op training students' registration and their grades submissions.

7.2. Responsibilities of Co-Op Training Committee in the Departments

The main responsibilities of Co-Op training committee in the departments are as follows:

1. Announce the Co-Op training registration dates for students and double-check the students' qualifications for the Co-Op training program.
2. Validate the Co-Op training proposals submitted by the students.
3. Schedule periodic meetings with the qualified Co-Op training candidates to explain all points regarding the Co-Op training program.
4. Assign the academic supervisor according to the specialty for each Co-Op training.
5. Send the list of the Co-Op training students to the academic supervisors who are assigned by the head of the department.
6. Provide students with the requested official letters based on the Co-Op training list.
7. Prepare and update the database of the site supervisors and companies' details.
8. Send updated information to academic supervisors.
9. Collect monthly progress reports from all interns.
10. Schedule Co-Op training oral presentations.
11. Collect final grades after receiving them from academic supervisors and examination committee members.



7.3. Responsibilities of the Co-Op Training Academic Supervisor

The Co-Op training academic supervisor is assigned by the head of the department according to the specialty, to advise a group of students during their Co-Op training period. Her role is to perform the practices as follows:

1. Guide the students during their Co-Op training.
2. Upload all supporting documents on Blackboard such as course specifications, and grading policy.
3. Prepare report assignments on Blackboard so that students can easily submit their reports on time.
4. Review the student reports submitted on Blackboard.
5. Make all the student marks available on the Blackboard Grading Center.
6. Schedule site visits to the companies and maintain open communication with them.
7. Review the mid-point reports.
8. Review the final reports prepared by the trainees at the end of the Co-Op training period and send feedback to them.
9. Send reports and evaluation grades regularly to the partnerships and the department Co-Op training committee.
10. Schedule the recurring monthly meetings with Co-Op training students.

7.4. Co-Op Training Examination Committee's Duties

The head of the department constitutes the Co-Op training examination committee. This committee is composed of three multidisciplinary faculty members. The committee's role is as follows:

1. Evaluate all reports and send marks to the department Co-Op training Committee before the presentation day.
2. Evaluate students' oral presentations and report marks to the Co-Op training coordinator according to the Co-Op training Evaluation Sheet.

7.5. Student Responsibilities and Co-Op Training Rules

The following are the student's responsibilities and Co-Op training rules required before, during, and after the training accomplishment.

Before the Co-Op training, the student must respect the following:

1. Register for the Co-Op training in the first term after completing all academic and administrative procedures at the college.
2. Once the Co-Op starts, the student must respect these rules.
3. Receive a letter of guidance from the college, including the student's data, and specialization.
4. Receive the instructions containing information and forms related to the Co-Op training program.
5. Sign a commitment form with all Co-Op training requirements and regulations.
6. Obtain the initial approval of the trainee's advisor to join the Co-Op training.



7. Change the Co-Op training company after the training starts except for an acceptable excuse and with the approval of the Co-Op training committee and the college supervisor within the first two weeks of the training only.
8. Change the Co-Op training company after two weeks except for an acceptable excuse and with the approval of the company, the Co-Op training committee, the college supervisor, and the validation of the new Co-Op training proposal.
9. Absence is not allowed unless justified. It is necessary to inform the college supervisor and the company supervisor in case of absence during the training of an acceptable excuse. Send the form of contact addresses to the college Co-Op training committee during the first week of training, which includes ways of contact between the trainee, the field supervisor in the Co-Op training authority, and the college supervisor.

The student must:

1. Contact the college supervisor in case of any problem with the Co-Op training authority to solve it in time.
2. Send a training monthly report to the field supervisor and the academic supervisor.
3. Complete the student evaluation questionnaire for the Co-Op training program in the last week of training.
4. Maintain work information confidential within the training facility and commit himself/herself to professional and ethical standards.

student breaks must be aligned with the company's holiday plan.

After the training accomplishment, the student must:

1. Fully commit herself to all tasks and duties specified by the training authority.
2. Prepare an electronic Co-Op training presentation and report and submit them to the college supervisor at the end of the semester for evaluation and examination purposes.
3. Answer the graduates' survey provided by the PNU.

7.6. Organization's Responsibilities

The organization is requested to assist students during their training program. This mission is summarized by the following tasks:

1. Provide the Co-Op training student with a training plan related to her academic field of study. A precise plan should be defined for 15 weeks.
2. Prepare a full-time schedule for the Co-Op training students (i.e., no less than 30 and no more than 40 hours per week) for 15 consecutive weeks.
3. Assign a site supervisor for each Co-Op training student. A site supervisor should be a qualified staff member in the required field.
4. Offer to the Co-Op training student opportunities and integration, so long as this is possible, and participate in the employer's operations at all levels, including meetings, programs, projects, and training sessions.



5. Provide the Co-Op training student with the necessary documents and equipment that can help him to complete her training plan.
6. Prepare permission for the Faculty Advisor to visit the student's work site and meet with the student and the Site Supervisor, whenever necessary and feasible.
7. Prepare the necessary to check compliance with the mutual stipulations of the Co-Op training program and provide personal support to the student.
8. Regularly inform the training unit of the progress being made by interns.
9. Inform the Co-Op training unit of the performance of Co-Op training students (development or degradation).
10. Notify and provide the Co-Op training unit with supporting documentation prior to the end of the internship.

7.7. Site Supervisor's Responsibilities

The Site Supervisor's responsibilities are as follows:

1. Monitor the progress of Co-Op training and assist the student to conduct her project efficiently.
2. Develop a training plan that will conduct the Co-Op training student and point out learning experiences and skills.
3. Communicate and Co-Operate with the Faculty Advisor regarding any suggestions or concerns about the Co-Op training program and process development.
4. Help the student, if necessary, to observe and participate in the employer's activities, such as programs, meetings, projects, and training opportunities to enable him/her to obtain broad and relevant pre-professional work experience.
5. Conforming to the Co-Op training timeline, and scheduling meetings with the student to evaluate and improve the student's performance, reports should be approved, signed, and submitted to the faculty advisor.

8. Risk management

8.1. Student Encounters a Problem in the Company:

Possible issues may include conflicts with colleagues or superiors, inadequate training resources, lack of support, or communication challenges between the student and the company.

Procedure:

Step 1 - Risk Assessment:

The faculty supervisor should assess the severity and likelihood of each identified risk. Determine the potential impact on the student's learning experience and overall success in the cooperative training.



Step 2 - Reporting Procedures:

In case of a problem, establish a clear reporting procedure for students. This may involve reporting to both the faculty and the company's designated contact person. Encourage students to document the issue, including details such as dates, times, and individuals involved. The faculty advisor should then contact the site supervisor to resolve the issue.

Step 3 - Orientation Session:

Provide students with contact information for a designated faculty member who can assist them in case of any issues. Conduct an orientation session with Mentorship and the faculty supervisor to provide students with information about potential challenges and how to handle them.

Step 4 - Regular Check-Ins:

Faculty should schedule regular check-ins with students during their cooperative training to monitor progress, address any concerns, and provide assistance.

If initial resolution attempts are unsuccessful, consider changing the service or the company for Coop-Training.

8.2. Withdraw from Coop-Training Course:

When a student chooses to withdraw from the Coop-Training course, the treatment of the course is the same as for any other course.



APPENDICES



Form (0): Co-Op Training Check List

This task should be done by the Co-Op training coordinator based on registration information from students

Student Name	Student ID	E-Mail	Contact Number

GPA			

Credit Hours		
Completed	Registered	Remaining

Expected Graduation Term			

Completed all Required Prerequisite for Co-Op Training	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

Co-Op Training Coordinator			

Signature			

Date	dd		mm		yyyy	



Form (1): Co-Op Training Pledge

Student Name		اسم الطالبة
Student ID		الرقم الجامعي
Department		القسم

I hereby confirm that all entered information to the Co-Op coordinator is correct and I am fully responsible for registering for the Co-Op training courses. I also receive the Co-Op training folder to submit it to the training organization before starting the Co-Op training and I am aware of all the following rules:

1. The department Co-Op coordinator must be notified and her acceptance must be granted if the training organization is changed.
2. Resignation letter must be received from the previous organization and an acceptance letter must be granted from the new organization.
3. The credit hours for the Co-Op training are 30 hours.
4. Department Co-Op coordinator must be notified if the trainee decides to cancel the Co-Op training due to unexpected circumstances and an official excuse must be provided.

I am responsible if the College takes any action against me in case of violating any of the above rules and I approved that,

أقر أنا الموقعة أدناه أن بياناتي المسجلة لدى منسقة القسم للتدريب التعاوني صحيحة، وأنني المسؤولة عن تسجيل مقرر التدريب التعاوني، وأنني استلمت ملف التدريب لتسليمه لجهة التدريب في بداية التدريب، كما أنني على علم بالضوابط التالية:

1. يجب إبلاغ منسقة القسم للتدريب عند تغيير جهة التدريب وأخذ موافقتها.
2. يجب أخذ خطاب إخلاء طرف من جهة التدريب السابقة والحصول على موافقة من جهة التدريب الجديدة.
3. عدد ساعات التدريب 30 ساعة فعلية
4. يجب إبلاغ منسقة القسم للتدريب التعاوني عند الرغبة في إلغاء التدريب نظرا لظروف قهرية وتقديم عذر رسمي بذلك.

وأنا مستعدة أن تتخذ الكلية الإجراءات المناسبة ضدي عند مخالفتي لأي من تلك الضوابط وهذا إقرار مني بذلك،

Date:		التوقيع
Signature:		التاريخ



Form (2): Co-Op Training Organization Information

This form is to be completed and signed by employers, and then returned by students to the Co-Op training department coordinator. It must be sent no later than the third week of Co-Op training start.

Organization Information		معلومات الجهة	
Name of Organization			اسم المؤسسة
Address			العنوان
Name of Organization Responsible			اسم مسؤول التدريب
Job Title			المسمى الوظيفي
Phone			الهاتف
Email			البريد الإلكتروني
Training start date/...../.....		تاريخ بداية التدريب
Training end date/...../.....		تاريخ انتهاء التدريب
Training Opportunity Offred To		معلومات الطالبة الحاصلة على فرصة التدريب	
Student Name			اسم الطالبة
Student ID			الرقم الجامعي
Department			القسم
College			الكلية
Allowance and Benefits		المكافآت والفوائد	
Monthly allowance			مكافأة المتدرب الشهرية
Other benefits			مميزات أخرى
Will the trainee be provided with accommodation?	لا No	نعم Yes	هل سيوفر السكن؟
Date			التاريخ
Signature			التوقيع



Form (3): Co-Op Training Acceptance Letter

According to the acceptance letter received by the student
.....
program, department to assist the*

The department, on behalf of the College of Engineering, Princess Nourah bint Abdulrahman University, accepts this opportunity.

We are confident that our students will be able to successfully navigate through the challenges of the Co-Op training program.

First of all, the college of engineering would like to thank you very much for the great opportunity that you will provide for our students.

On behalf of the college of engineering

Department

*Training Site + Date and Duration



Form (4): Co-Op Training Project Proposal

Student's Information	Student Name			
	Student ID			
	Department/ Program:			
Organization's Information	Name of Organization			
	Co-Op Organization Advisor Name		Email:	

Project Title			
Problem Statement/Project Scope			
Abstract			
Project Objectives			
Project Plan/Timeline			
Methodology			
Proposed Budget			
Expected Output			
Conclusion and References			



Form (5): Co-Op Training Monthly Progress Report

Student's Information	Student Name	
	Student ID	
	Department/ Program:	
	Name of Organization:	

Reporting Period:	
Month No.:	
Total hours worked:	

For the mentioned period, please report the following:

1. List your responsibilities or duties during the last month	
2. List the new technical skills that you learned during the training.	
3. What have you learned in class that you have applied or observed in the training?	
4. Was the organization supportive/helpful in your training? What difficulties, if there were any, did you face?	
5. What other skills would you like to use to improve your performance in your training?	
6. What interesting or challenging relationship did you have during this	



period with the supervisor or any other employee?

7. Areas where you think you need improvements.

8. Additional comments if there are any.

Note: (Fill out this report monthly). Use additional paper, if necessary, to elaborate on your responses.

SIGNATURES

Student

___ / ___ / 20___

Date

Site Supervisor

___ / ___ / 20___

Date

Please return the form to the Internship Director upon completion. Thank you.

Faculty Advisor

___ / ___ / 20___

Date Received

___ / ___ / 20___

Date Reviewed

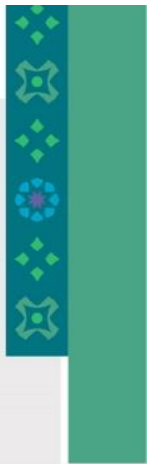



Form (6): Co-Op Training Attendance Sheet

Company Name	
Student Name	
Department	
Total No. of Attendees	
Period	

Week	Date	Time in		Time Out		Comments
		Time	Signature	Time	Signature	
Week 1						
Week 2						
Week 3						
Week 4						





Week 5						

Week 6						

Week 7						

Week 8						



Week 9						
Week 10						
Week 11						
Week 12						
Week 13						



Week 14						
Week 15						



Form (7): Co-Op Training Report Guidelines

This is a guide to report writing; the structure of the report and the format requirements.

1. The Structure of the Report

The structure can include:

1.1. Preliminary Pages

The first parts of the report are called the “Preliminary Pages”, and must be organized in the following sequence:

Front cover;

- * Title page.
- * Table of contents.
- * Lists of tables, figures, and appendices.

Front cover: The front cover must list:

- * the title of the report.
- * your name and academic department.
- * the name of your faculty advisor.

a. Title Page (Cover page)

An unnumbered title page should contain:

- * Name of department, college, and university (follow the proposed template).
- * Title of your report (Cooperative Training Work Final Report).
- * Employer name and department or team work.
- * Name of Co-Op training advisor.
- * Name and ID number of student.
- * Submission date (day/month/ year).

b. Table of contents

A list of the different sections and page numbers. Detailed Table of Contents (separate tables for figures and tables if needed). In the table of contents, list all the main sections of your report and any subsections, which have headings. Use the same numbering system in the table of contents as in the main section of your report.

c. Lists of tables, figures, and appendices (optional)

These two lists are considered a part of the table of contents but are listed separately and immediately after it. Each list identifies its components by number, title, and page number.

1.2. Executive summary

a. Abstract (one page)

The abstract should provide a concise summary of the main points of the report so that the reader will know what is of major importance. It should contain no more than 250 words, of double-spaced text. The following information should be included:

- Introductory sentence stating the project’s specific objectives.
- Brief statement of the methods used, if appropriate.
- Summary of results.

b. Keywords: (key terms describing your project)

c. Acknowledgment (optional)

The Acknowledgements section is where you recognize and thank everyone who helped you with your report. Written on a separate page and no more than one page.



1.3. An introduction

This section introduces the report and explains why you're writing it, i.e. the purpose. It usually includes the following information:

What the report is about (on which subject of your training the work was done). Make sure you supply enough background information to help the reader understand why you wrote your report and what parallels, or distinctions can be drawn between it and any similar work done in the past or currently being undertaken.

1.4. Main Section (Co-Op Training work)

This is the main body of the report; it sets out the information about your training. It usually includes the following information:

1. Company background (a maximum of 3 pages): Describe the nature of the company's activities, size, and organization chart focusing on the unit in which you have been working at.
2. Job History: Provide detailed job reporting and tasks carried out, reflecting actual projects undertaken or problems handled/sorted out, initiatives, teamwork, individual assignments, etc., and methodologies used, limitations, findings, and suggested solutions. This main section of your report is where you explain:
3. How you carried out the tasks; you mention what important observations you made while carrying out those tasks.
4. What problems you encountered.
5. How you solved or tried to solve those problems.
6. Why you used a particular solution instead of other probably equally or more appropriate ways of dealing with the problems.

1.5. Conclusions and Recommendations

a. Conclusion(s)

This is where you interpret your training work, i.e. your conclusions when you analyze the training work. Both positive and negative recommendations. The conclusions provide a short summary of what you did and what it means.

b. Recommendations

This section is for your suggested solution to the problem and/or what you think should happen next, i.e. the action(s) you recommend. If recommendations come out of your work, emphasize them in the conclusions. Some of your recommendations may be speculative, but most of them should follow logical conclusions.

1.6. References/Bibliography.

This is an alphabetic (or numeric order) list of all the sources you consulted in the main text.

1.7. Appendices (optional)

Appendix (or Appendices): This section is for additional information that is relevant to the report, but would interrupt the flow of the text if included in the body of the report. The appendix may contain bulky data such as lengthy tables, descriptions of processes or operations, maps, and so on. Assign consecutive letters or numbers to each, for example: "Appendix A" and "Appendix B" or "Appendix 1" and "Appendix 2". Not all reports have or need an appendix.



2. Format requirements

2.1. File format

Most assignments or reports should be written using MS Word. Assignments can be submitted in one of the following file formats: .doc, .docx. Do not submit HTML files, web pages, or zip files. The files format required to be submitted are MS Word and PDF (.pdf)

2.2. Fonts

PNU 12 :Use 12 points for the body

2.3. Spacing

Use double spacing and wide margins. This leaves room for the marker's comments. Leave a blank line between paragraphs. Left-justify your work or fill-justification might look tidy.

2.4. Headings

Use bold for headings.

2.5. Numbering

Number all pages except the title page.

2.6. Figures in Text

Illustrations such as diagrams, photographs, drawings, graphs, charts, and maps are referred to as figures. All figures should be placed after their first mention in the text. They should be referred to in the text. For example, Figure 1.3 is the third figure in Chapter 1. The figure caption should be below the figures. The caption should be written in Title Case. If the caption is written in a single line, it should be centered. If the caption is more than one line, it should be aligned to the left. If the figure is cited from other sources, the reference should be written below the figure caption.

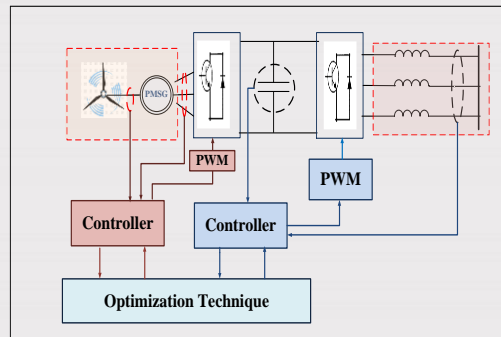


Figure 1.1: Contribution to Knowledge
Source: Dawson (2009, p. 17)

2.7. Tables in Text

Data can be presented in the form of tables. All tables should be placed after their first mention in the text. They should be referred to in the text. For example, Table 1.2 is the second table in Chapter 1. The table caption should be above the table. The caption should be written in Title Case. If the caption is written in a single line, it should be centered. If the caption is more than one line, it should be aligned to the left. Tables requiring more than one page should have the word “Continue ...” at the bottom of the



table of each page and the word "... Continuation" at the top of the table of each additional page. (see Table 1.1). Tables that are presented in landscape format should be bound with the top of the figure to the spine. If the table is cited from other sources, the reference should be written below the table caption. See Table1.2.

Table 1.2: Wind Turbine Characteristics

Parameter	Values
Blade pitch angle input	0
Moment of inertia	1 m
Nominal output power	19 kW
Base wind speed	12 m/s

Checklist (Before Submission)

Check the following points before submitting your report:

- * The page has all the required information
- * The cover has all the necessary components
- * The entire document is proofread
- * The document is checked for spelling errors
- * The document is checked for grammar and there are no sentence fragments
- * You used paragraphs with more than three sentences.
- * All the references that are given at the end of the report are explicitly cited within the report
- * All the figures and tables are mentioned within the text



Form (8): Co-Op Training Presentation Guidelines

The time of a presentation is 25 minutes + 10 minutes for Q/A

1. Prepare slides

- * Prepare slides is an important part of presentations
- * Badly prepare slides will make delivering good presentations difficult
- * Follow the necessary set of guidelines to prepare good slides
(Follow the template)

2. Organize your slides

- * First slide for the title
- * Second slide for your outline
- * Have a good introduction (importance of the topic, motivation, etc.)
- * Avoid putting two different headings in one slide
- * One heading can span more than one slide

Co-Op Training Presentation Outline

Introduction

- Introduce yourself
- Training company

Work description

- Training program
- Breakdown structure
 - Tasks assigned to you.
 - Identify each task undertaken and state whether it was fully accomplished, partially accomplished, or not accomplished.

Gained Benefits

- Experience gained
- Techniques learned
- Case studies

Conclusions & Recommendations

- Overall evaluation of the training period.
- Recommendations for future trainees.

Number all pages except the title page.



Form (9): Co-Op Training Student Survey

يستخدم هذا النموذج من أجل تقييم أداء المتدربة بشكل شامل ومدى تطور أدائها أثناء فترة التدريب
The purpose of the questionnaire is to survey the opinion of the interns in the field training for the purpose of improvement and development

Student's Information	Student Name		Name of Organization	
	Student ID		Department/ Program:	

Survey Questions	Range of Answer Options رأي الطالب					الاستطلاع
	لا أوافق Disagree	لا أوافق بشدة Strongly Disagree	محايد Neutral	موافق Agree	موافق بشدة Strongly Agree	
The training program was clear, commensurate with my major and fits my abilities and skills						1. برنامج التدريب كان واضحاً قدراتي ويتناسب مع تخصصي ومهاراتي.
The training result matched my expectations						2. للبرنامج مع تطابقت توقعاتي نتيجة التدريب
I benefited greatly from the courses I studied in the practical application.						3. استفدت بشكل كبير من المقررات التي درستها في تطبيقها عملياً.
The flexible dealing with the technical and administrative staff as well as the customers in the training environment.						4. سهولة التعامل مع الجهاز الفني والإداري والعملاء في بيئة التدريب.
The training environment provided great teamwork considering the staff as one working group.						5. وفرت بيئة التدريب روح التعامل كفريق عمل واحد.
The training organization provides clear guidance tools and facilities.						6. توفرت وسائل الإرشاد والتوجيه بشكل واضح.
It was easy to find the roles and regulations of the training organization.						7. سهولة الوصول للوائح وقوانين تنظيم العمل بجهة التدريب

Survey Questions	Range of Answer Options رأي الطالب					الاستطلاع
	لا أوافق Disagree	لا أوافق بشدة Strongly Disagree	محايد Neutral	موافق Agree	موافق بشدة Strongly Agree	
I benefited from the site supervision and it played a role in developing my communication skills.						8. الإشراف الميداني أدى دوره في تنمية وتطوير مهاراتي في الحوار والمناقشة.
Provide continuous feedback to improve professional performance.						9. تقديم التغذية الراجعة بشكل مستمر لتحسين الأداء المهني.
Accept and promote the ideas and suggestions positively						10. يتقبل الأفكار والمقترحات بإيجابية ويعززها.
Do you suggest any changes in the training process?						11. هل تقترحين تعديلات معينة في تنظيم إجراءات التدريب؟
In your opinion, what are the most important skills you have acquired from the training program?						12. من وجهة نظرك ما أهم المهارات التي اكتسبتها من التدريب الميداني؟



Do you recommend the training organization?		هل تتصحين بالتدرب في هذه الجهة التدريبية؟	13
Other notes you suggest to improve and develop the training programs.		ملاحظات أخرى ترين أنها مناسبة لتحسين وتطوير التدريب؟	14

إذا كانت لديك ملاحظات متعلقة بأحدى الفقرات أعلاه قومي بكتابة رقم الفقرة وملاحظاتك عليها في الجدول التالي:

If you have any remarks that relate to any specific clause above please write its number and your notes in the table below

الملاحظات/Notes	No.



Form (10): Co-Op Training Organization Change Form

Date		التاريخ
Student name		اسم الطالبة
Student ID		الرقم الجامعي
Department		القسم / البرنامج
Training site		جهة التدريب الحالية
Training starting date		تاريخ بداية التدريب

أنا الطالبة الموقعة أدناه, أفيدكم برغبتني بتغيير جهة التدريب الحالية و ذلك للأسباب التالية:

1.

2.

3.

وأقر أنني تحصلت على موافقة من جهة تدريب أخرى وسوف أكون معرضة للعقوبات الأكاديمية المترتبة على عدم الالتزام بإرسال هذا النموذج الى منسقة التدريب التعاوني ووحدة التدريب التعاوني مرفقة بموافقة جهة التدريب الثانية في حال موافقة الجهة الحالية وأتحمل مسؤولية التهاون في ذلك.

توقيع الطالبة:	التاريخ:
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موافقة جهة التدريب الحالية	موافقة منسقة التدريب التعاوني	موافقة وحدة التدريب التعاوني
<input type="checkbox"/> نعم <input type="checkbox"/> لا	<input type="checkbox"/> نعم <input type="checkbox"/> لا	<input type="checkbox"/> نعم <input type="checkbox"/> لا
التوقيع:	التوقيع:	التوقيع:
التاريخ:	التاريخ:	التاريخ:

يرسل هذا النموذج من الطالبة الى جهة التدريب الحالية ثم من جهة التدريب الحالية الى وحدة التدريب التعاوني (CEN-E-UCT@pnu.edu.sa)



جامعة الأميرة
نورة بنت عبدالرحمن



Our ambition in the College of Engineering is to build a generation of capable and empowered women who can achieve the Kingdom's vision and mission to be among the top countries in empowering women.

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جامعة الأميرة نورة بنت عبدالرحمن
كلية الهندسة
وكتلة الكلية للشؤون الأكاديمية

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