



Cooperative Training Handbook

Business Administration Department

College of Business and Administration

Princess Nourah Bint Abdulrahman University



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Part 1: Introduction

1.1. Overview

The Cooperative Training Course (BUS 491) is one of the structured mandatory courses at the College of Business & Administration (CBA), Princess Nourah Bint Abdulrahman University (PNU). It is part of the graduation requirements and aims to permit undergraduates to apply their knowledge and understanding of Business Administration to practical experience in different fields represented by participating companies.

This handbook includes information that students would require before, during and after the training program and all the forms required to be used during the COOP training.

Vision Statement:

To provide students with effective training in the field of Business, and enhance and develop their practical skills, to prepare them for the job market.

Mission Statement:

To develop strong relationships with different institutions in the field of Business, granting our students the opportunity for real work experience.

Goals:

1. Refining students' abilities by providing them practical experience in their respective fields before graduation.
2. Giving the students an opportunity to apply theoretical knowledge, which they have gained in the university environment, to practical work environment.
3. Allowing students to experience real work environment, to take responsibilities, and to develop effective communication skills.

1.2. Program Objectives

The COOP Training Course is meant for students who have completed 110 credit hours. The training period is 15 weeks long, 6 hours a day for a total of 450 hours. Students must be oriented in one of the organizations, and will be supervised to accomplish this training correctly by a faculty member assigned by the department.

The training must compose a link between the theoretical and academic background and the work environment. The training should provide a better understanding and a clear view of



the real-world work environment. Additionally, it should also provide students with complementary knowledge and training, such as solving real world problems, and being trained to take part in team work.

After completing the COOP training, students must submit a report and give presentation that shall be judged by their assigned faculty member.

Assessment Methods

- A. Written Report 15%
- B. Oral Presentation 5%
- C. Employer Evaluation 80%

Objectives

- A. Develop and enhance student skills and abilities.
- B. Adaption to the real-world work environment.
- C. Prepare the students to transfer from learning environment to work environment.
- D. Compare the studying courses with real world.

1.3. Requirements and Eligibility

For students to be eligible for the COOP training program, the following requirements have to be met:

- A. Completion of 110 credit hours of their study.
- B. Completion of training application survey conducted by COOP Committee.
- C. Not enrolled in any other course during the semester.

1.4. Registration / Dropping COOP training

The training committee will register the students that have been accepted into a training position for the COOP training course (BUS 491), making sure that all students in one company are in the same section. The COOP training course is treated as a regular undergraduate course. Thus, it follows the same procedure for course registration and withdrawal rules as other courses at the college.



1.5. Selection of Training Organization

Students are responsible for attaining a placement in a company for their training (COOP). The Cooperative Training Committee (COOP Committee) will post many opportunities that come available for students, students can apply to many companies of their choice and wait to be called in for the interview, once the student is selected and offered an internship, the COOP training office must receive a letter of confirmation from the designated company. Students must accept the first offer they attain, and they cannot change company after that.

1.6. Duration of COOP Program

The COOP Training Course is a 450 hours program. A COOP training student is required to spend 450 continuous hours performing practical work in a relevant field of industry. As stated earlier, the COOP training has to take place during the last semester before graduation, and at the end of the training duration, the students shall submit a detailed final report about their work in their respective companies.

1.7. COOP Instructions

- A. Students are responsible for applying for an internship.
- B. Students must accept the first offer they receive.
- C. Student must honor the agreement with the organization and once they accept their offer they cannot go back.
- D. If you complete 450 hours before the end of week 15, you must respect the agreement with the organization and complete the full duration that was agreed upon in the offer.
- E. Students must maintain good behavior in the organization, and if not, students will receive punishment from the university.
- F. The employer evaluation will be sent by the employer by email signed to the email of the academic supervisor.
- G. Students must submit their final report and oral presentation to successfully complete the course.

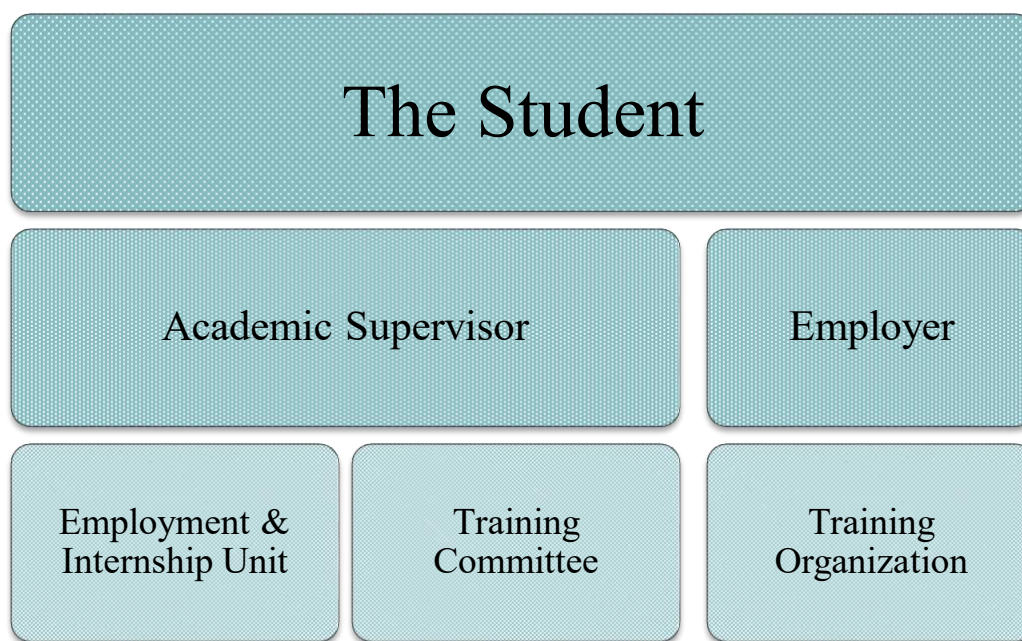


Part 2: Roles & Responsibilities

2.1. Overview

During the COOP training period, the student needs to be in touch with her academic supervisor at CBA in addition to her employer in the training organization.

Each party plays a vital role, during the training period, to ensure that the students benefit from the COOP training program. The students must have a clear understanding of the roles and responsibilities of each. This part describes the role and responsibility of each party, including the students themselves.



2.2. Employment & Internship Unit

The CBA training program is supervised by the CBA Employment and Internship Unit, which is within the Vice Deanship of Academic Affairs. The Employment & Internship Unit contact information is:

Phone: [011-82-35979](tel:011-82-35979) / [011-82-23199](tel:011-82-23199)

Email: CBA-IE@pnu.edu.sa

The role of the Employment & Internship Unit is summarized as follows:

- A. Generate a COOP room in Blackboard every semester, that contains level seven students.



- B. Contact different training organizations to provide convenient places for students.
- C. Send application forms to organizations that require official letters. (such as the Ministry of Finance, Ministry of Interior, and Foreign Ministry)
- D. Provide the training committee with all the updated forms.

2.3. Training Committee

The Business Administration Training Committee contains 4 - 5 faculties and they can be reached by:

Phone: 011-82-35835

Email: CBA-MANG-I@pnu.edu.sa

The Business Administration Training Committee is responsible for the following:

- A. Prepare the training application survey that includes the training form and upload the link to the Blackboard Advising Unit room.
- B. Conduct the first meeting with level seven students by the 3rd/4th week of the semester to explain the applying procedures and requirements.
- C. Provide potential training opportunities in different organizations which relate to the students' major.
- D. Select the students for the provided training opportunities in 2 ways:
 - 1. Uploading the opportunity announcement for students in the Blackboard COOP room.
 - 2. Assigning qualified candidates by the committee based on matching students with the organization's requirements. The requirements could be students' preference, students' GPA, students' English level, or any other requirement assigned by the organization.
- E. Communicate with a specific employer in response to a student desire.
- F. Follow-up with students' acceptance in different organizations.
- G. Prepare a second meeting with students before the COOP starting date, explaining the regulations and procedures that should be followed during the training period.
- H. Assign an academic supervisor for each student and/or company.



2.4. Academic Supervisor

The academic supervisor is a faculty member in the Business Administration Department, assigned by the Training Committee. The academic supervisor roles towards the COOP students include:

- A. Follow up with the students' starting date, performance, and progress.

Explain the requirements needed, such as Final Report, Student Evaluation, and Employer Evaluation.

- B. Guide and assist the students with any issue they may face during the COOP training period.
- C. Communicate with the student's employer during the training period.
- D. Visit each student in her COOP organization in order to meet the student and her employer and fill the Field Visit Form.

2.5. Training Organization

The training organization is a company, corporate organization, or enterprise where students will be working as COOP trainees for 450 hours.


The roles and responsibilities of the training organization are as follows:

- A. Assign each student to an employer to direct the student during her organization's training period.
- B. Define the task plan for the students during their training period (total of 450 hours). The tasks should be related to the student's academic field of study.
- C. Deal with the COOP trainee like any other employee in the organization, such as the working hours and absence policies.
- D. Depending on the organization's training policy, student accommodation, transportation, and/or monthly payments may be arranged by the company.

2.6. Employer

The training organization is required to assign an employer for each COOP student. The employer is a professional in the relevant field, and he/she will ensure the student's professional development. The employer will oversee the following tasks:



- 
- A. Introduce the student to the company's work environment, policies, behavior, and expected conduct.
 - B. Provide the student with a work plan and ensure that each student carries out the required tasks throughout the training period.
 - C. Sign and stamp the student's Starting Date Form (on the 1st day of the training period).
 - D. Communicate with the student's academic supervisor for any misunderstanding that may arise.
 - E. Sign and stamp the Student Attendance Form and students' Final Report. Fill, sign, and stamp the Employer Evaluation Form and send both forms via email to the student's academic supervisor. (at the end of the training period.)

2.7. Students

The role of the student is divided into three phases, as follows:

1. Before the training period.
2. During the training period.
3. At the end of the training period.

2.7.1. Before the training period

- A. Fill in the training application survey at the beginning of the semester with all the necessary information and upload the required files.
- B. Attend the first meeting for the cooperative training program in the 3rd/ 4th week of the semester.
- C. Download the Training Application Form from the link and fill it with the required information.
- D. Start searching for a training organization that meets the students' desires.
- E. Follow up with different organizations' opportunities posted on Blackboard and apply for the convenient announcement.
- F. Attend any interview required by the training organization and submit any needed files.
- G. Forward the acceptance letter after receiving one, to the training committee email.



- H. Sign and submit the Acknowledgment Form after receiving the acceptance letter, and upload it to the Blackboard room for COOP.



2.7.2. During the training period

- A. Fill the Starting Date Form on the first day of training and submit it to your academic supervisor via Blackboard after having it signed and stamped by the training organization.
- B. Fill in the Student Attendance Form daily to submit it at the end of the training period.
- C. Fill in the two Progress Report (on Week 5 and Week 9). The aim of the report is to give a brief overview of the activities, duties and projects in which students engage during each training week. These reports should be signed by the employer and then uploaded to the Blackboard by students.
- D. Complete the whole training period in the approved training organization workplace.
- E. Obey the work terms and rules of the training organization.
- F. Communicate with the academic supervisor about any issues that may appear in the training organization.





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graph TD; A[Fill the training start form] --> B[Fill in your attendance in the student attendance form daily]; B --> C[Fill and submit the two progress reports]; C --> D[Complete the training period];
```

Fill the training start form

Fill in your attendance in the student attendance form daily

Fill and submit the two progress reports

Complete the training period

2.7.3. At the end of the training period

After finishing the training, each student needs to submit the following to her academic supervisor:

- A. Submit a detailed Final Report showing your work and accomplishment in the Training Organization. You should submit the final report at the end of the semester (week 15).
- B. Prepare a presentation describing your COOP experiences.
- C. Submit the Student Evaluation Form which allows you to provide us with feedback about the training organization, academic supervisor, and overall experience.
- D. Remind the employer to send the Student Attendance Form and the Employer Evaluation Form to the academic supervisor via email.





Submit the final report

Submit the student evaluation form

Submit both employer evaluation and student attendance

Prepare your presentation

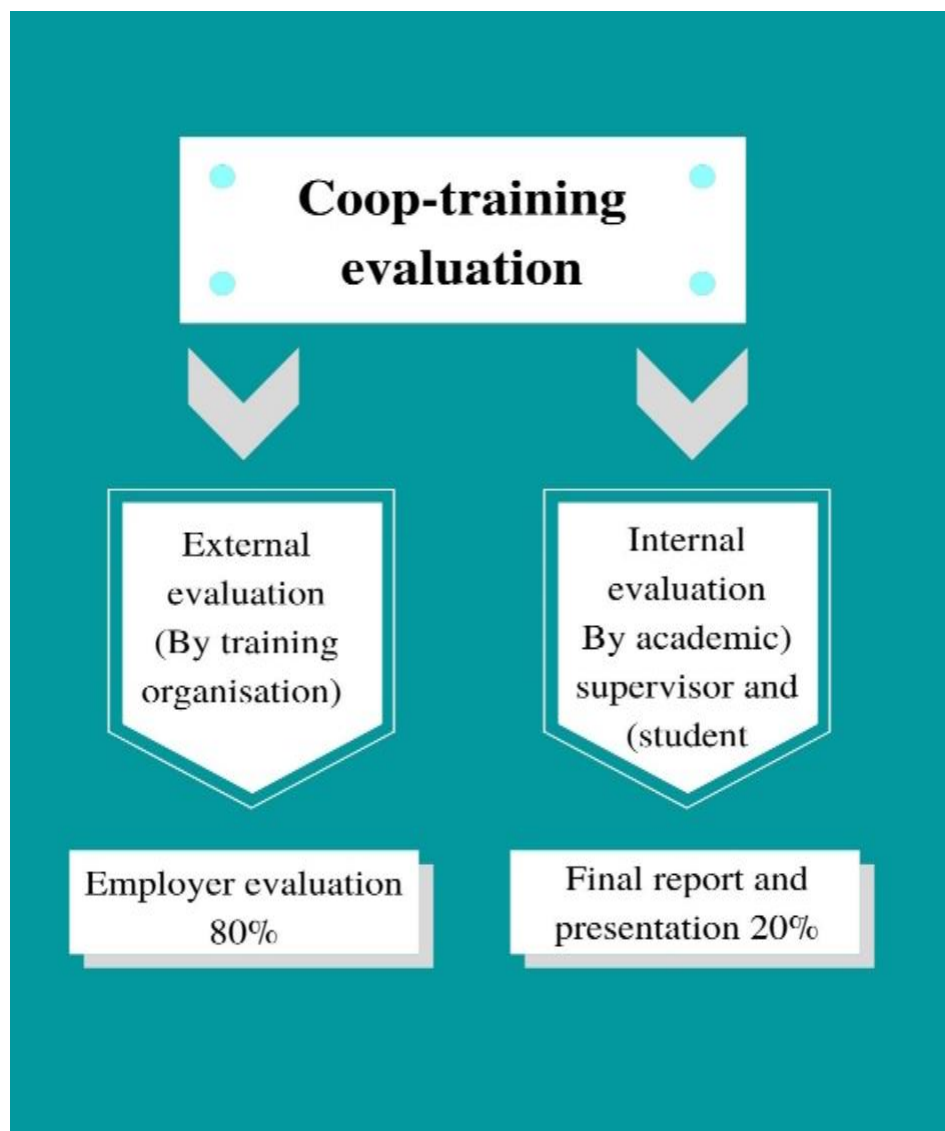


Part3: Cooperative Training Evaluation Process

3.1. Overview

The evaluation process of the COOP Training course is based on the evaluation of two different evaluators. The first one is the employer evaluation, which constitutes 80% of the total mark. The second one is faculty evaluation by the academic supervisor. Students have to submit their final reports and presentations, which are worth 20% of the total mark.

More details are provided below.



3.2. Internal Evaluation

A. Final Report

The purpose of writing the final report is to record the practical tasks and knowledge learned during the training period. In general, the report contains the job description, strategies learned, skills gained, added benefit of the training environment, and lessons learned by the students in their training experiences. This assignment carries 15% of the total mark of the course.

B. Oral Presentation

Students are also expected to prepare a presentation describing their COOP experiences to a group of students and the academic supervisor as part of the COOP evaluation. Presentations are generally 10 minutes long, with 5 minutes for questions. The presentation is worth 5% of the total mark.

3.3. External Evaluation

This evaluation is performed by the supervisor in the organization in which the student is taking her training. It constitutes 80% of the total evaluation and allows the employer to comment on the student's work performance. The employer should fill in the Employer Evaluation Form at the end of the training.



APPENDIX 1

Training Application Survey

جامعة الأميرة نورة بنت عبدالرحمن
كلية الإدارة والأعمال
قسم إدارة أعمال



بيانات طالبات التدريب في قسم إدارة الأعمال بجامعة الأميرة نورة

عزيزتي طالبة قسم إدارة الأعمال المستوى السابع:

شارفت مسيرتك الجامعية على الانتهاء
ولم يتبق سوى خطوات أخيرة.
ولعيش تجربة متمعة اتبمي الخطوات التالية:

- 1- تعبئة النموذج التالي ببياناتك الشخصية واختيار نوع الخطة (خطة م - خطة ت (المطورة)).
- 2- سيتم نقلك إلى نموذج الخطاب المختوم قومي بتعبئته إلكترونياً (مرفق فيديو توضيحي).
- 3- قومي بإرسال النموذج إلى الجهة المعنية التي ترغبين التدريب فيها.
- 4- عند حصولك على قبول يجب إخطار وحدة التدريب في قسم إدارة الأعمال عن طريق البريد الإلكتروني المذكور في الخطاب: cba-mang-i@pnu.edu.sa
- 5- بمجرد استلام قسم إدارة الأعمال نموذج القبول سيتم اعتماد الجهة ولا يسمح بتغييرها بثاناً البتة.



APPENDIX 2

Training Application Form

Kingdom of Saudi Arabia
Ministry of Education
Princess Nourah bint
Abdulrahman University
(048)
University Vice Rectorate for
Educational Affairs



المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون
التعليمية

رمز النموذج: 0130-F070

نموذج طلب تدريب متدربة

طلب تدريب متدربة في كلية الإدارة والأعمال

بيانات الطالبة المتدربة			
اسم الطالبة	الرقم الجامعي		
رقم الجوال	السجل المدني		
الكلية	التخصص	الإدارة والأعمال	الإدارة
فترة التدريب	تاريخ التدريب	خمسة عشر أسبوعاً	من تاريخ الموافق إلى تاريخ الموافق
عدد ساعات التدريب	أيام التدريب	450 ساعة	خمسة أيام/ست ساعات
رئيسة التدريب (قسم ادارة أعمال)	إيميل القسم	أ. ابتهاج المقرن	Cba-mang-i@pnu.edu.sa
	إيميل الطالبة		

إلى من يهمة الأمر
حفظكم الله

السلام عليكم ورحمة الله وبركاته،،،، وبعد

لا يخفى على سعادتكم ما للتدريب الميداني من أهمية عظيمة في تأهيل المخرجات التعليمية للجامعة وما يترتب عليه من تطوير المهارات العملية في بيئة العمل لضمان سد الاحتياجات في سوق العمل المحلي من الطاقات الوطنية المدربة. ولما تمتلكه جهتكم من بيئة مناسبة لتدريب طالباتنا، وانطلاقاً من مبدأ دعم سبل التعاون بين الجهات فإن كلية الإدارة والأعمال بجامعة الأميرة نورة بنت عبد الرحمن نتشرف بموافقتكم على تدريب الطالبة المذكورة ببياناتها أعلاه.

علمًا بأنه لن يترتب على قبول جهتكم العامرة للتدريب الميداني أية التزامات مالية أو وظيفية من قبلكم، والطالبة المتدربة ملزمة بالعمل لديكم وفقاً لأوقات عمل المنشأة وتحت إشراف مشرف أو مشرفة.

مع جزيل الشكر والتقدير

مديرة الشؤون الطلابية بكلية الإدارة والأعمال

أ. حنان الدريهم



الصفحة 1 من 1



cba@pnu.edu.sa

APPENDIX 3

Acknowledgment Form

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Ministry of Education
Princess Nourah bint
Abdulrahman University
(048)
University Vice Rectorate for
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المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون
التعليمية

❖ البيانات الشخصية للطلبة المتدربين

اسم الطالب الثلاثي باللغة العربية	الاسم باللغة الانجليزية
الكلية	القسم
جهة التدريب	اسم المشرف في جهة التدريب
إيميل المشرف	رقم تواصل المشرف
الرقم الجامعي	رقم جوال الطلبة
الإيميل الجامعي	رقم السجل المدني

❖ اتعهد انا الطلبة المذكورة اعلاه بما يلي من الالتزام بما يلي:

- الالتزام بجهة التدريب وعدم التغييب.
- حضور فترة التدريب الميداني وفق الجدول الزمني المحدد وعدم التغيب إلا بعرض.
- التواصل المستمر مع المشرفة الأكاديمية من خلال اللقاءات الدورية أو عبر البريد الإلكتروني أو الاتصال هاتفيا إن لزم الأمر.
- اللوائح والأنظمة التي تنصها وتتبعها جهة التدريب.
- الحجاب الشوعي الساتر والزوي الرسمي خلال فترة التدريب.
- أن أكون مثالا مشرفا لجامعة الأميرة نورة لدى جهة التدريب.
- أخلاقيات المهنة واحترام المسؤولين في جهة التدريب وعدم الإساءة إليهم أو التطاول عليهم بأي شكل من الأشكال.

توقيع الطلبة المتدربة..... الترخيخ.....

❖ ملاحظة هامة:

الطريقة المتبعة في التواصل مع الطلبة المتدربة سوف تكون عن طريق البريد الإلكتروني الرسمي للطلبة المتدربة.



APPENDIX 4

Starting Date Form

Kingdom of Saudi Arabia
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وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون التعليمية

يُعبأ من قبل مشرف/ة جهة التدريب
مساعدة عميدة كلية الإدارة والأعمال
السلام عليكم ورحمة الله وبركاته نفيوكم بأن الطالبات الآتي باشرن التدريب لدى جهةكم

م	اسم الطالبة المتدربة	رقمها الجامعي	التخصص	تاريخ مباشرة التدريب	اسم المشرف على التدريب	إدارة التدريب
1						
2						
3						
4						
5						

بيانات متدق/ة جهة التدريب			
الاسم لم مشرف/ة جهة التدريب	البريد الالكتروني		
رقم الجوال	التوقيع		

ختم جهة التدريب

الصفحة 1 من 1



APPENDIX 5

Student Attendance Form

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وزارة التعليم
جامعة الأميرة
نورة بنت عبد الرحمن
(٤٨-)
وكالة الجامعة للشؤون
التعليمية

اسم الطالبية	الرقم الجامعي	
الكلية	التخصص	رمزه
جهة التدريب	إدارة التدريب	
تاريخ بداية التدريب	تاريخ نهاية التدريب	14...../...../..... هـ

❖ يجباً من قبل مشرف/ة جهة التدريب..

الأسبوع	اليوم	التاريخ	الحضور		الانصراف		ملاحظات مشرفة جهة التدريب
			الوقت	التوقيع	الوقت	التوقيع	
الأسبوع الأول	الأحد						
	الاثنين						
	الثلاثاء						
	الأربعاء						
	الخميس						
الأسبوع الثاني	الأحد						
	الاثنين						
	الثلاثاء						
	الأربعاء						
	الخميس						
الأسبوع الثالث	الأحد						
	الاثنين						
	الثلاثاء						
	الأربعاء						
	الخميس						
مشرف/ة جهة التدريب:	المسمى الوظيفي:		التوقيع:				

ختم جهة التدريب

الصفحة 1 من 4



APPENDIX 6

Progress Report

*College of Business and Administration
Business Administration Department
Internship Unit*



Progress report

First Month

Week/.....

Day	Date	Tasks	Notes
Saturday			
Sunday			
Monday			
Tuesday			
Thursday			

Week/.....

Day	Date	Tasks	Notes
Saturday			
Sunday			
Monday			
Tuesday			
Thursday			

Week/.....

Day	Date	Tasks	Notes
Saturday			
Sunday			
Monday			
Tuesday			
Thursday			



APPENDIX 7

Student Evaluation Form

Kingdom of Saudi Arabia
Ministry of Education
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المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون التعليمية

❖ الهدف من الاستبيان استطلاع رأي الطالبة المتدربة في جهة التدريب الميداني بغرض التحسين والتطوير..

* (الزامي)

		الرقم الجامعي	اسم الطالبة
* رمز المقرر		* التخصص	* الكلية
		* إدلة التدريب	* جهة التدريب
		* عدد أسابيع التدريب	* فترة التدريب من: / / 14 هـ الموافق / / 2016 م. إلى: / / 14 هـ الموافق / / 2016 م.
			* اسم مشرف/ة جهة التدريب

الصفحة 1 من 3





رأي الطالبية المتدربة					الاستطلاع		
لاوافق	نايرا	محايد	موافق	موافق بشدة			
					1	برنامج التدريب كان واضحاً ويتناسب مع تخصصي	استدلة عامة
					2	برنامج التدريب يتناسب مع قدراتي ومهلاتي	
					3	تطبيقات تو قعاتي للبرنامج مع نتيجة التدريب	
					4	ساعد التدريب الاموداني في معرفة جوانب القوة والضعف لدي بشكل عام	
					5	استدفت بشكل كبير من المقررات التي درستها في تطبيقها عملياً	
					6	تجربة التدريب الميداني أثرت في رؤيتي لتخصصي بإيجابية	الجهة التدريسية
					8	سهولة التعامل مع الجهل الفني والإدلي والعملاء في بيئة التدريب	
					9	وفرت بيئة التدريب روح التعامل ك فريق عمل واحد	
					10	توفر البرنامج البيئة المناسبة للعمل كمتدربة من خلال توفير متطلبات التدريب	
					11	توفرت وسائل الإرشاد والتوجيه بشكل واضح	
					12	سهولة الوصول للوائح وقوانين تنظيم العمل بجهة التدريب	
					13	سهولة التعرف على السجلات والتقارير والنماذج المستخدمة	
					14	سهولة التعرف على طبيعة العلاقة بين جهة التدريب بغيرها من المؤسسات الحكومية والخاصة	
					15	تلتزم إدارة التدريب في تحقيق الاستقلال الذاتي والعدالة بين المتدربات	
					16	وفرت جهة التدريب وسائل الأمن والسلامة للطالبية المتدربة	

الصفحة 2 من 3





رأي الطالبة المتدربة					الاستطلاع		المشرف/ة الميداني
لا أوافق	ناهد	محايد	موافق	موافق بشدة			
					استفدت من الإشراف الميداني وأدى دوره في التطوير المهني	17	
					الإشراف الميداني ساعد في تنمية مهلاتي في الحول والمناقشة	18	
					يدعم الحول والمناقشة	19	
					تقديم التغذية الراجعة بشكل مستمر لتدسين الأداء المهني	20	
					يتقبل الأفكار والمقترحات بلياقة ويعززها	21	
رأي الطالبة المتدربة					الاستطلاع		استفسرات
					هل تقترحين تعديلات معينة في تنظيم إجراءات التدريب؟	21	
					من وجهة نظرك ما أهم المهارات التي اكتسبتها من التدريب الميداني؟	22	
					هل تنصحين في توجيه ميلالك للتدريب في هذه الجهة التدريبية؟	23	
					ملاحظات أخرى تودين أنها مناسبة لتدسين وتطوير التدريب؟	24	

ن شكر لك ابنتي الطالبة حرصك في تعبئة هذا الاستطلاع والذي يعود بالنفع بأذن الله على جامعتك..



APPENDIX 8

Employer Evaluation Form

Kingdom of Saudi Arabia
Ministry of Education
Princess Nourah bint
Abdulrahman University
(048)
University Vice Rectorate for
Educational Affairs



المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون
التعليمية

Employer Evaluation Form

Form Code: 0130-F54

❖ Student's Information

Student's Name		Student's ID	
College	الإدارة والأعمال	Department	
Employer's Name		Company's Name	
Internship Date	From \.....\2020 To \.....\2020	Internship Period	Internship Day Internship Weeks Internship Hours
			5 days 15 450

❖ Rubric of Employer Evaluations

Rubrics for Evaluations		Grade	Excellent 10-8	Good 7-4	Unsatisfied 1-0
1.	Work Ethics (Respect, learning from mistakes, self-development, following instructions and regulations, Dress Code)	10			
2.	Time Management (Performing multiple tasks with prioritizing work)	10			
3.	Written and Verbal Communication	10			
4.	Leadership and responsibility	10			
5.	Technical Ability	10			
6.	Interpersonal Skills and Teamwork	10			
7.	Academic Knowledge	10			
8.	Ability to Solve Problems	10			
9.	Initiative\ Creativity	10			
10.	Perform professionally assigned tasks	10			
Total Grade		100	100		

❖ List of Students Strong Points and Feedback of how students can improve their Workplace Performance

Strong Points	
Suggestion to Improvement	

Supervisor Name:	Company Name:	Signature:
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Stamp



APPENDIX 9

Field Visit Form

Kingdom of Saudi Arabia
Ministry of Education
Princess Nourah bint
Abdulrahman University
(048)
University Vice Rectorate for
Educational Affairs



المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة
نورة بنت عبدالرحمن
(٠٤٨)
وكالة الجامعة للشؤون
التعليمية

تقرير الامم شرفة الأكا ديمية عن الزيارات الميدانية لجهات التدريب التعاوني

	الكلية:
	القسم:
	جهة التدريب:
	م شرف / -ة جهة التدريب:
	هاتف م شرف / -ة جهة التدريب:
	فترة التدريب:
	اسم الامم شرفة الأكا ديمية:
	هاتف الامم شرفة الأكا ديمية:
	ايام الاشراف:
	تاريخ الزيارات الميدانية:
	المهام المطلوبة من المتدربين:
	تاريخ كتابة التقرير:





□ تقييم أماكن التدريب

يتحقق بدرجة			مبنى التدريب الميداني
لم يتحقق	منخفضة	متوسطة	
			يوفر المبنى بيئة تدريب مناسبة.
			يتسم مبنى التدريب بمستوى عالٍ من النظافة وتتميز الإضاءة الجيدة بالجمال لدى الطالبات المتدربات.
			يتوفر بالمبنى وسائل الأمان والسلامة ووسائل الإطفاء لوحات إرشادية وقانونية، إسعافات طبية عاجلة.
			يتوفر بالمبنى كافة التجهيزات كالأثاث وخوطة الاتصال بين المباني ذات العلاقة والتي تخدم المبنى وتقدم الخدمات المطلوبة للمتدربات.
			توفر الامكانيات البشرية وكفاءتها ومناسبتها مع أعداد المتدربات لتتحقق الأهداف من مهمة التدريب.
			إدارة مبنى التدريب
			التزام إدارة مبنى التدريب بقبول زيارات طالبات التدريب وتوفير الخبرة المطلوبة لهن وتسهيل مهمتهن.
			التزام إدارة المبنى بالمهام المنصوص عليها للطالبة المتدربة من قبول وحدة التدريب.
			تقدم إدارة المبنى تغذية راجعة حول تقدم الطالبات المتدربات للمشرفة الأكاديمية ووحدة التدريب الميداني وفقاً للبيانات موثقة.
			تتعاون إدارة مبنى التدريب بشكل جيد مع الطالبات المتدربات.
			تقلل إدارة المبنى من الدور الرقابي وتعزز المساندة والقوة والنموذج.
			تجتمع إدارة مبنى التدريب بالطالبات المتدربات دورياً للاستماع إلى ملاحظتهن وآرائهن.
			تلتزم إدارة المبنى بتحقيق الانضباط في دوام الطالبات المتدربات فترة التدريب.
			تلتزم إدارة المبنى بتحقيق العدالة والاستقرار النفسي بين الطالبات المتدربات.
			تنفذ إدارة المبنى برامج للإرشاد الوقائي للحد من الحوادث والإصابات.
			تحاول إدارة المبنى تحقيق المعايير الوطنية للاعتماد الأكاديمي.





المشرفة الأكاديمية				
				زيارة مقر التدريب، والاجتماع بشكل دوري مع الادارة والقائمين على المبنى الذين سيتولون تدريب الطالبات وذلك لتوضيح المضمون العام للخطة وأهد التدريب.
				تقديم تقرير دورية موثقة لإدارة المبنى حول أداء الطالبات المتدرجات ومستوى تقدمهن في التدريب.
				توثيق زيارة المشرفة في سجل الزيارات في مبنى التدريب.
				الاحتفاظ بملف انجز (portfolio) لكل طالبة متدرجة يتخذ كأساس لتقويم الطالبة المتدرجة.

ملاحظات مشرفة الزيارة الميدانية

مشرفة الزيارة الميدانية:

رئيسة القسم:

التوقيع:

التوقيع:



APPENDIX 10

Final Report Description

Any report is an innovative product, but these guidelines should spark your imagination and help you develop a complete and user-friendly final product. Think about your final report as a collection of artifacts that thoroughly document your work and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth
- Your portfolio can also provide potential employers with evidence of your work experience.

Final Report Guidelines

1. Include your materials in the report (Sample documents).
2. The font should be Times New Roman and size 12. The report should be submitted bound and before the deadline.
3. On the cover page, write your name, ID number, submission date, training organization, starting and finishing dates, and your academic advisor.
4. The report can be either in Arabic or English based on the language used in the training organization.
5. The first page should include a table of contents.
6. The second page should be a letter from your employer, verifying the report content and the provided samples in addition to completing the contracted hours.
7. Introduction
 - A brief of the report
 - Explain why you planned this particular internship.
 - Describe the training organization.
8. Internship Activities
 - Detailed descriptions of the job/internship duties.



- Describe what kind of working documents, analysis, or programs you have used.
- Include your internship contract, if applicable.
- Comment on your internship contract, explaining any ways that your work diverged from your plan as outlined in the original contract.
- Samples of internship work—each of these should be preceded by a summary sheet that explains the activity the item documents. Examples: Reports, Brochures, Agendas, Databases, Proposals, Photographs, Memos, e- mail, and messages. Other forms of documentation: Newsletters, Certificates Newspaper articles, Thank-You notes... etc.

9. Experience Evaluation

- Skills gained and lessons learned by the students.
- Challenges faced and how did the students overcome them.
- Relationship to your courses and your academic background (which courses you completed were the most or the least relevant to your internship).
- Based on your training experience, what skills do you need to develop most?

10. Conclusion

- Summary of the report
- Recommendations on how the internship could be improved for others.

11. Format

Your report should follow the following guidelines:

- Any sources cited must be correctly listed on a reference page using Harvard referencing style.
- Font: Times New Roman.
- The assignment will be evaluated through the Blackboard Safe Assign tool.
- Font size: 12.
- Double-space.
- Must include a table of content and Appendices.

Submission Date: Week 15



APPENDIX 11

Presentation Guidelines

As part of the COOP evaluation, students are supposed to present their COOP experiences.

- The presentation is 10 minutes long, in addition to 5 minutes for questions.
- Students are free to choose any slide format. However, they should make sure that they have a proper number of slides so that they are able to finish on time.

It is important to consider the following points:

- Presentation clarity (clear and assertive, well-structured, and easy to understand).
- Presentation delivery (Well-rehearsed, smooth delivery in a conversational style and correct grammar is used).
- Presentation creativity.
- You can present either Arabic or English based on the language used in the training organisation.
- Be brief and to the point.

The following MUST be addressed in your presentation:

1. Presentation Outline
2. Introduction:
 - Identify yourself
 - Training organization
 - Training departments
3. Work Description

State the tasks or duties given to the student during the COOP.

- Monthly breakdown
- Examples of tasks assigned to you

4. Gained Benefits

The presentation must highlight how well the student was able to complete the tasks or duties during her COOP.

- Experience gained
 - Techniques learned
 - Problems faced
 - Solutions or attempted solutions
5. Conclusion & Recommendations
 - Overall evaluation of the training period.
 - Evaluation of the training organization.

