

# CO-OP TRAINING GUIDELINES





# **Co-op Training Guidelines**

**2019**

## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>3</b>
1.1 CO-OP TRAINING OBJECTIVES .....	3
1.2 PARTICIPANTS AND THEIR RESPONSIBILITIES.....	3
1.2.1 Employer .....	4
1.2.2 Site Supervisor.....	4
1.2.3 Co-op Training Committee.....	5
1.2.4 Faculty Advisor.....	5
1.2.5 Co-op Examining Committee.....	6
<b>2. TRAINING PROCESS .....</b>	<b>6</b>
2.1 ACTIVITIES DURING THE CO-OP TRAINING PROGRAM .....	6
2.2 ACTIVITIES AFTER THE CO-OP TRAINING PROGRAM.....	7
<b>3. CO-OP GRADING.....</b>	<b>9</b>
3.1 FINAL REPORT EVALUATION .....	9
3.2 ORAL PRESENTATION EVALUATION .....	10
<b>4. APPENDIX.....</b>	<b>11</b>
FORM A: SITE CONTACT INFORMATION FORM.....	12
FORM B: FIRST/SECOND CO-OP PROGRESS REPORT/CO-OP FINAL REPORT TEMPLATE .....	13
FORM C: SITE FINAL EVALUATION FORM .....	30
FORM D: STUDENT EVALUATION FORM.....	33
FORM E: CO-OP FINAL PRESENTATION FORMAT .....	35
FORM F: REPORT EVALUATION CRITERIA .....	36
FORM G: PRESENTATION EVALUATION CRITERIA.....	38
FORM H: FINAL REPORT & PRESENTATION EVALUATION FORM .....	40
FORM I: COMPANY EVALUATION QUESTIONNAIRE .....	42
FORM J: FACULTY SUPERVISOR EVALUATION QUESTIONNAIRE.....	45
FORM K: COOP REGISTRATION REQUIREMENTS.....	47
FORM L: THE COOP ATTENDANCE SHEET .....	48
CONTACT LIST .....	51

# 1. Introduction

The Cooperative training program is a joint venture between King Faisal University and employers to better prepare students for employment upon graduation. The training must constitute a link between theoretical and scientific academic background and the work environment to provide a better understanding and a clear view of the real-world experiences. It also provides students with complementary knowledge and training such as confronting real world issues and working as part of a team.

Co-op Training is a 3-credit-hour course and is taken by those students who have completed at least 85 credit hours and the specific pre-requisite courses based on the student major (*See Appendix K for the Registration Requirements*). A Co-op student is required to spend 12 continuous weeks of practical work in a relevant field of industry and this must be during the summer holiday after the third academic year. Student must be oriented in a company that supports/provides IT services, and well supervised so as to accomplish the training objectives correctly.

Students are required to submit two progress reports during their co-op training. After finishing the Co-op period, they are required to submit a final report and give a presentation about their experience and knowledge gained during their training. The oral exam (or presentation) will be held in front of one faculty member.

## 1.1 Co-op Training Objectives

1. Develop practical skills through real-world applications
2. Apply acquired knowledge to different domains
3. Relate the attitude and the manner of the work environment
4. Relate the courses studied in the university with real world application
5. Write a comprehensive report according to predetermined guidelines summarizing the training
6. Perform oral presentation to convey in a limited time, the range of experience obtained and the skills learned

## 1.2 Participants and their Responsibilities

The student will have to be in contact with a number of stakeholders throughout this training period. It is important that he/she has a clear understanding of the roles and responsibilities of these stakeholders.

### **1.2.1 Employer**

The employer has the major role in promoting the success of the training program. To achieve this goal, the employer is expected to provide the following:

1. The employer is responsible for providing every student with a training/task plan reflecting the training assignment during the 12 weeks. It needs to be related to the student's academic field of study. The task needs to be submitted and approved by the student's Faculty Advisor.
2. The Co-op student should be assigned to a professional in the field of study (site supervisor), who will be responsible for making the student's training program meaningful and effective.
3. The Co-op student should be treated like any other employee in the organization. If the student does not follow the company's code of conduct, the employer should inform the Faculty Advisor at the University, so that corrective action can be taken. Cases such as absence should be reflected in the evaluation reports.
4. The employer should allow and encourage visits by the Co-op student's Faculty Advisor.

### **1.2.2 Site Supervisor**

The site supervisor is a professional in the field of the student's major assigned by the employer. The site supervisor plays a vital role in ensuring professional development of an assigned Co-op student. The supervisor is responsible for setting the student's training/task plan that covers the Co-op assignment period. The supervisor, apart from including all responsibilities of the employer, is also responsible for the following tasks:

1. Ensuring that the student follows the training/task plan provided by the company and approved by the Faculty Advisor.
2. If the Co-op student does not perform well or the overall performance does not meet the employer's standard, then the employer should inform the Faculty Advisor at the University so that corrective action can be taken.
3. The Co-op student should be encouraged and allowed to prepare technical reports and conduct oral presentations during the training period.
4. Ensuring that the student prepares and submits the progress reports correctly and accurately. The supervisor needs to read and sign the report before the student submits it to the Faculty Advisor.
5. Completing and submitting the student training final evaluation form at the end of week 12 (Final Evaluation) of the Co-op training period. *(See Form C in the Appendix for the Site Final Evaluation Form)*

### **1.2.3 Co-op Training Committee**

The Training Committee at CCSIT is responsible for providing the following services to the Co-op student:

1. Contacting companies to locate Co-op positions for the following summer.
2. Assigning qualified candidates to the positions that have been agreed upon and reserved for the Co-op program, matching the student's qualifications to the needs of the job and the student preference when possible.
3. Providing all necessary information required for the placement of all candidates for employment in the Co-op program.
4. Maintaining a regular liaison with the participating employers and with the student's site supervisor through the channels authorized by the employer.
5. Ensuring timely start and end of the training program for each Co-op student.
6. Coordinating the acceptance of evaluation forms from the Employers and the Faculty Advisors.
7. Collecting and compiling the final grade for the Co-op course and submitting it to the concerned department.

### **1.2.4 Faculty Advisor**

The student's Co-op advisor is a faculty member in the student's academic department with expertise in the subject of the Co-op assignment and is assigned by the Co-op Training Committee to guide the Co-op student during the full period of the assignment. The advisor should assist the student while training in the assigned organization. The advisor roles towards the Co-op student includes:

1. Ensuring adequacy of the work assignment by reviewing the task plan and description provided by the student through the company (or the site supervisor) and approving it if it meets the requirement or communicating with the student's site supervisor to adjust the tasks or plan as needed.
2. Reviewing the progress reports prepared and sent by the students and responding with adequate feedback within a week of submission.
3. Guiding the student in writing and compiling the final Co-op report in a professional format.
4. Communicating performance grades for progress reports and the final report to the Co-op Training Committee. *(See Form D in the Appendix for the Student Evaluation Form)*
5. Attending and evaluating the student's oral presentation, if needed.

### **1.2.5 Co-op Examining Committee**

The examining committee comprises of one faculty member from the student's academic department assigned by the Co-op Training committee. The examining committee evaluates the student's final report, presentation and reports the grade to the Co-op Training Committee. *(See Forms F, G, and H in the Appendix for Report Evaluation and Presentation Evaluation to be used by the evaluation committee)*

## **2. Training Process**

### **2.1 Activities during the Co-op Training Program**

During the Co-op Training, students are required to provide several documents in a timely fashion. During the Co-op, it is the responsibility of the students to check their KFU emails and phones regularly for any announcements from the Faculty Advisor or the Co-op Training Committee.

1. During the first week, the student is required to complete and submit the Site Contact Form. The form includes information about the company, working hours, and site supervisor contact details. *(See Form A in the Appendix for the Site Contact Form)*
2. By the end of the fifth week, the student needs to submit the first progress report to the Faculty Advisor, which is prepared in coordination with the site supervisor, who is assigned to the co-op student by the company. The form should describe the student's tasks during the last five weeks, pending tasks (if any), and task plan for the next seven weeks. The student is required to include as much information as possible. The performed tasks in the previous five weeks should particularly be included in detail. It is also the responsibility of the Co-op student to gather information about the tasks that are required to be accomplished during the next seven weeks. In cases when the company/site supervisor provides a complete training plan, it is the responsibility of the student to divide and present it to the Faculty Advisor through the progress reports. In a situation where 2 or more Co-op students are under the same site supervisor and are involved in the same project, each student should still prepare a unique report detailing his/her specific role in the project. Otherwise, both or all students having substantial similar reports may be reproached of plagiarism. The Co-op student needs to submit 2 progress reports, one every 5 weeks (by the end of weeks 5 & 10). The second progress report should describe the student's tasks during the last ten weeks, pending tasks (if any), and task plan for the next two weeks. *(See Form B in the Appendix for First/Second Co-op Progress Report/Co-op Final Report Template)*
3. By the end of the 12th week, the Co-op student should remind his/her site-supervisor to fill out the Site Final Evaluation Form and mail it to the Co-op Training Committee. The student needs to provide a blank form to his/her site supervisor. *(See Form C in the Appendix for the Site Final Evaluation Form)*
4. Attendance is very important. Student is expected to be followed up by his/her Faculty Advisor and his/her site-supervisor through the following channels:

- a) Face to Face Meeting
- b) Calling Office Phone Number
- c) Calling Mobile Number
- d) Signing the attendance sheets

In case it is found out that student is not working, he/she will be given a DN (Denied) grade for the course.

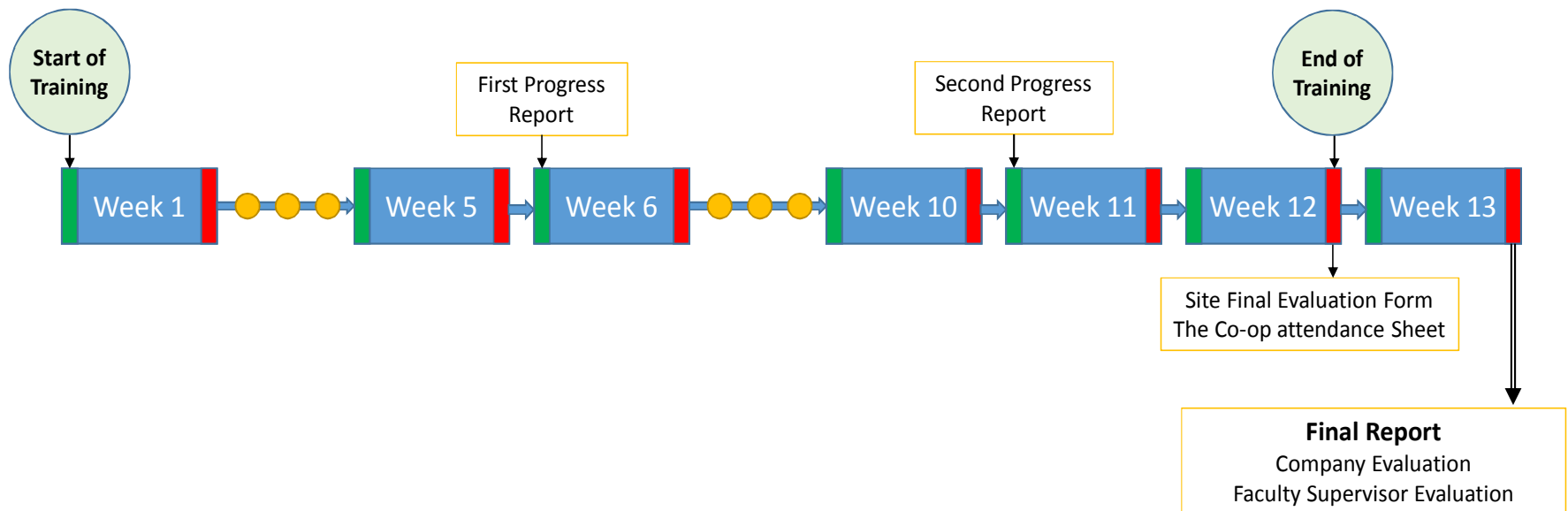
## **2.2 Activities after the Co-op Training Program**

After finishing the training, the Co-op student needs to do the following during the semester after the Co-op:

1. The student needs to submit a detailed final report about his/her work in the company. This report needs to be submitted within one week after returning from the co-op training. It is recommended he/she include comprehensive information about their tasks in the progress reports so that the final report writing task essentially becomes summarizing the previous reports submitted along with some additional details. *(See Form B in the Appendix for First/Second Co-op Progress Report/Co-op Final Report Template)*
2. The co-op student needs to prepare a presentation [According to COOP Oral Presentation Template available on CCSIT COOP website] describing his/her work at the training company throughout the Co-op training period. The Co-op training committee decides the date of the presentation in front of the Co-op examination committee. Suggested duration for the presentation is 20 minutes with 10 minutes for follow-up Q&A. *(See Form E in the Appendix for the Guidelines for the Oral Presentation)*



## Co-op Training Program Schedule & Submission Guide



### 3. Co-op Grading

Student's performance is evaluated based on the following components

No.	Assessment	Grade
1	Faculty Supervisor Evaluation	50%
2	Site Supervisor Evaluation	20%
3	Final Report Evaluation	20%
4	Final Presentation Evaluation	10%

#### 3.1 Final Report Evaluation

The final Co-op report submitted by the student will be evaluated on a number of criteria. Each criteria is marked by each member of the Co-op examination committee on a nominal scale of 1 to 4. The table below provides details about the scales

Scale Value	Description
1	Unsatisfactory
2	Developing
3	Satisfactory
4	Exemplary

The student's score for a single criterion is the average of the scores given for that criterion by each member of the Co-op examination committee multiplied by the weight assigned to that criterion. Details on the performance criteria, classification scale description and weights is provided in the evaluation form included in the Appendix (Forms F and H). Student's overall score for the submission is the sum of all the weighted scores of the performance criteria.

Report evaluation will include the following criteria:

1. **Organization & Completeness of the Document:** How well the student introduces and organizes the information. Does the document include all the required sections and are complete and sufficiently elaborated and explained?
2. **Technical Content of the Document:** How well the student demonstrates that he really understood his work. Sub-criteria within this include
  - **Technical Description:** Does the document demonstrate effective use of professional tools and techniques with proper and correct usage?

- **Training Quality:** Does the document provide a proper description of the training program and is it consistent with the objectives of the Co-op training program?
  - **Experience:** Does the document include sufficient details about the experiences and lessons learned by the student throughout the Co-op training program?
  - **Consistency:** Does the document contain information that is consistent with the student's tri-weekly report submissions to the Faculty Advisor?
  - **Correctness:** Is the information presented in the document correct and accurate?
3. **Overall Document Quality:** Does the document contain any spelling and grammar errors? Does the student use an effective writing style that is consistent throughout the document?

### 3.2 Oral Presentation Evaluation

The oral presentation to be delivered by the student will be evaluated also on a number of criteria. Each criteria is marked by each member of the Co-op examination committee on a nominal scale of 1 to 4. The scale is similar to the one used for final report evaluation included in the previous section. Details on the performance criteria, classification scale description and weights is provided in the evaluation form included in the Appendix (Forms G and H).

The evaluation criteria of the presentation include the following criteria:

1. **Organization of the Presentation:** Was the presentation organized in a good and logical manner?
2. **Subject Knowledge:** Did the student show that he really understood his/her work? Did he/she answer all questions posed by the examination committee with needed explanation and elaboration?
3. **Format and Layout of the Presentation:** Did the student format the presentation accordingly, (use of font styles, colors, size, and so on) and information presented in an organized and clear fashion for enhanced comprehension (using graphics, tables, and so on)?
4. **Time Management:** Does the student divide the time appropriately according to the significance of each section?
5. **Presentation Skills:** Does the student use a clear voice, correctly pronounces all words and is heard clearly throughout the presentation?

## 4. Appendix

**Form A: Site Contact Information Form****Section A: Student Information during Internship**

Name:	
ID:	Department: <input type="checkbox"/> CIS <input type="checkbox"/> CS <input type="checkbox"/> CN
E-Mail:	Office Phone #:
Work hours: From ____ am/pm To ____ am/pm (Shift 2 if applicable) _____	Mobile #:

**Section B: Internship Site Information**

Employer's Name:	Department (if applicable):
Employer's Phone #:	Fax:
Address:	
City:	Website:

**Section C: Site Supervisor Information**

Supervisor's Name:	
Title:	Best Time to be contacted:
Phone #:	Mobile #:
Email:	
Alternative Supervisor Name:	
Phone #:	Mobile #:

**Section D: Faculty Supervisor**

Faculty Supervisor Name:
--------------------------

Student Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Instruction:** The student must resubmit the form to his/her faculty supervisor every time he/she switches to another unit, division, or department.

**Send this form to your faculty supervisor**

**KINGDOM OF SAUDI ARABIA**

**Ministry of Education**

**KING FAISAL UNIVERSITY**

**College of Computer Sciences and IT**

**Cooperative Training Committee**



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

---

---

## **Form B: First/Second Co-op Progress Report/Co-op Final Report Template**



**Kingdom of Saudi Arabia  
Ministry of Education  
King Faisal University  
College of Computer Sciences & Information Technology**

**Title (First/Second Co-op Progress Report)/(Co-op  
Final Report)**

**by  
Student's Full Name (Student ID)**

**Supervised by  
Faculty Supervisor's Name**

## **ABSTRACT**

An abstract can be either descriptive or informative. A descriptive abstract summarizes the motivation, scope and methods used to attain the solution or findings. An informative on the other hand, is almost like the table of contents written in paragraph. It also includes the results, conclusions and recommendations [1]. The abstract should not exceed 200 words and its contents are italicized.



## **Acknowledgment**

The acknowledgment section helps identify the contributors responsible for specific parts of the project. It can include authors, non-authors, funding sources, editing services, or even administrative staff. In academic writing, the information presented in the acknowledgment section should be kept brief. It should only mention people directly involved with the project. In other words, one should not consider thanking ones' parents for moral and financial support.

## **Acronyms and Abbreviations (If any)**

Build-operate-transfer      ( BOT )

East Asia and the Pacific      ( EAP )

## TABLE OF CONTENTS

The Table of Contents depends on your outline which you can discuss with your supervisor. Take note that in the sample table below, the items are the official contents to be followed. However, all reports must have **cover page, abstract, introduction, conclusion, and references** [NB: Update the table of contents before submitting the report].

<b>ABSTRACT.....</b>	<b>15</b>
<b>ACKNOWLEDGMENT.....</b>	<b>16</b>
<b>ACRONYMS AND ABBREVIATIONS (IF ANY).....</b>	<b>17</b>
<b>TABLE OF CONTENTS.....</b>	<b>18</b>
<b>LIST OF TABLES .....</b>	<b>19</b>
<b>LIST OF FIGURES .....</b>	<b>20</b>
<b>1. INTRODUCTION.....</b>	<b>21</b>
<b>2. COMPANY PROFILE .....</b>	<b>22</b>
2.1 .....	<i>COMPANY DESCRIPTION</i>
22	
2.2 .....	<i>DEPARTMENT OVERVIEW</i>
22	
<b>3. WORK DESCRIPTION .....</b>	<b>23</b>
3.1 LIST OF PROJECTS/TASKS .....	23
3.2.1 PROJECT/TASK ONE (TITLE) [NB: WRITE EACH TASK ON A NEW PAGE] .....	23
3.2.1.1 Background .....	23
3.2.1.2 Approach /Objective .....	23
3.2.1.3 Data Collection, analysis and requirements (Software, Hardware) .....	23
3.2.1.4 Model & Photos .....	23
3.2.1.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem).....	23
3.2.1.6 Procedures (Steps taken to solve the problem).....	23
3.2.1.7 Experience Gained & Techniques Learned .....	23
3.2.1.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones ...	23
3.2.1.9 Relationship to academic background.....	23
3.2.X PROJECT/TASK X (TITLE) .....	24
3.2.X.1 Background .....	24
3.2.X.2 Approach /Objective .....	24
3.2.X.3 Data Collection, analysis and requirements (Software, Hardware) .....	24
3.2.X.4 Model & Photos .....	24
3.2.X.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem).....	24
3.2.X.6 Procedures (Steps taken to solve the problem).....	24
3.2.X.7 Experience Gained & Techniques Learned .....	24
3.2.X.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones ...	24
3.2.X.9 Relationship to academic background.....	24
3.2 LIST AND DESCRIBE YOUR PENDING TASKS FROM THE PAST WEEKS (IF ANY) ALONG WITH THEIR REASONS. ....	25
3.3 TASK PLAN FOR THE NEXT REMAINING WEEKS (IF ANY). ALSO, MENTION THE ACTIVITIES YOU WILL CARRY OUT TO ACCOMPLISH THE TASK'S OBJECTIVES. (ASK YOUR SITE SUPERVISOR IF NECESSARY). ....	25

<b>4. CONCLUSIONS AND RECOMMENDATIONS.....</b>	<b>26</b>
REFERENCES.....	27
APPENDICES [ <i>LETTER FROM THE COMPANY (IF ANY): APPRECIATION, OFFER, CERTIFICATES, ETC.</i> ] .....	29

## LIST OF TABLES

<b>No.</b>	<b>Caption</b>	<b>Page</b>
number	Caption	<b>1</b>
number	Caption	<b>1</b>
3.1	The 7 SI Base Units	<b>2</b>

## LIST OF FIGURES

No.	Caption	Page
number	Caption	2
3.1	Equation icon in Insert Tab of MS Word 2010	3

## **1. Introduction**

The Introduction section is meant to set the context for your work and highlight how it contributes to the knowledge in your field. In this section you should states the purpose of the training, background information on the training.

## **2. Company Profile**

### ***2.1 Company Description***

### ***2.2 Department Overview***

### **3. Work Description**

#### ***3.1 List of Projects/Tasks***

<b>Project Title</b>	<b>Project Section #</b>	<b>Project Weeks #</b>
Title of Project/Task1	3.2.1	1-2
Title of Project/Task2	3.2.2	3
Title of Project/TaskX	3.2.X	4-5

#### ***3.2.1 Project/Task One (Title)*** [NB: Write each task on a new page]

##### **3.2.1.1 Background**

##### **3.2.1.2 Approach /Objective**

##### **3.2.1.3 Data Collection, analysis and requirements (Software, Hardware)**

##### **3.2.1.4 Model & Photos**

##### **3.2.1.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem)**

##### **3.2.1.6 Procedures (Steps taken to solve the problem)**

##### **3.2.1.7 Experience Gained & Techniques Learned**

##### **3.2.1.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones**

##### **3.2.1.9 Relationship to academic background**



### ***3.2.X Project/Task X (Title)***

#### **3.2.X.1 Background**

#### **3.2.X.2 Approach /Objective**

#### **3.2.X.3 Data Collection, analysis and requirements (Software, Hardware)**

#### **3.2.X.4 Model & Photos**

#### **3.2.X.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem)**

#### **3.2.X.6 Procedures (Steps taken to solve the problem)**

#### **3.2.X.7 Experience Gained & Techniques Learned**

#### **3.2.X.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones**

#### **3.2.X.9 Relationship to academic background**

***3.2 List and describe your pending tasks from the past weeks (if any) along with their reasons.***

***3.3 Task Plan for the next remaining weeks (if any). Also, mention the activities you will carry out to accomplish the task's objectives. (Ask your site supervisor if necessary).***

## **4. Conclusions and Recommendations**

The conclusions and recommendations section is required part that closes the document with a brief summary of the overall experience gained, lessons learned, relationship to your courses and your academic background, and conclusions and recommendations. Most importantly, it should recommend to the readers the benefits of pursuing the Co-op training based on your experience.

## References

Citations are numbered consecutively inside brackets. In writing the references, we follow American Psychological Association (APA) style. The references below show examples of how to include a book with 3 authors (we used this in our Abstract), a project report (also in Abstract), a book with one author and cited 3 times [3-5], a book with 2 authors [6], an online book [7], an article in a journal [8], an article from an online newspaper [9], work with no author [10], an article in Wikipedia [11], a personal interview [12], a website [13], and a video found online [14].

- [1] Alred, G.J., Brusaw, C.T. & Oliu, W.E. Handbook of Technical Writing. Bedford/St. Martin's, 2006.
- [2] Al-Naim M. & Al-Mudara N. Electronic Court. King Faisal University College of Computer Sciences and Information Technology, 2012.
- [3-5] Bond, J. K. (2012). Advanced Programming in Java. (2nd ed.). New York: ABC Publishing Company.
- [6] Bond, J. K. & Lang, A. (2012). Action Script 3. (2nd ed.). New York: ABC Publishing Company.
- [7] Al-Arfaj, H. (2009). The Neural Networks in Motion. Retrieved from <http://books.google.com>
- [8] Al-Eid, A. (2012). The Changes in GUI. Journal of Computer Explosion, 27(10), 1327-33.
- [9] Regal, R. (2012, April 7). Globalizing Variables. KFU News. Retrieved from <http://www.kfu.news.sa>
- [10] Snippets in C#. (2010). San Diego: ABC Press.
- [11] Plagiarism. (n.d.). In Wikipedia. Retrieved January 10, 2013, from <http://en.wikipedia.org/wiki/Plagiarism>
- [12] Rosario, R. (2008, April 7). Personal interview.
- [13] Sebastian, B. (2010, July 25). Programming Style. PCPrograms.com. Retrieved July 25, 2010, from <http://www.pcprograms.com>.
- [14] Al-Mulhem, K. (2009). Delphi Guide [Online Video]. Delphi Videos. Retrieved from <http://www.youtube.com/watch?v=asd5thw>.

### ***SIGNATURES***

<b><i>Name</i></b>	<b><i>Designation</i></b>	<b><i>Signature</i></b>	<b><i>Date</i></b>
	Student		____ / ____ / 20
	Site Supervisor		____ / ____ / 20

***Faculty Advisor Comments***

**Appendices** [*Letter from the company (if any): appreciation, offer, certificates, etc.*]

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

**Form C: SITE FINAL EVALUATION FORM - نموذج تقييم جهة التدريب النهائي**

Period Covered by Evaluation: From: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Academic Department: CS / IS / CN Company Name: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Supervisor Office Num. \_\_\_\_\_  
Supervisor Mobile Num. \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

The **Site Supervisor** must complete this form during the **LAST week** of the training period. Results should be returned to the faculty advisor. This evaluation is used to determine the overall performance and development of the student since the start of his/her Co-op training.

يرجى من مشرف موقع التدريب تعبئة هذا النموذج خلال الأسبوع الأخير من التدريب. نتيجة هذا التقييم يجب أن ترسل لمشرف الكلية. هذا التقييم يستخدم لتحديد مستوى الأداء العام والتطور لدى الطالب من بداية التدريب التعاوني.

**Section 1: Student's General Performance**

القسم الاول: الأداء العام للطالب

Please rate the student on a scale of 1 to 10 where <i>1 means strongly unsatisfied and 10 means strongly satisfied, or N/A if criteria is not applicable</i> يرجى وضع علامة التقدير من ١ الى ١٠ بحيث العلامة ١ تعني غير مرضي إطلاقاً والعلامة ١٠ تعني مرضي جداً أو لا يوجد علامة في حال لا يمكن تطبيق المعيار	
CRITERIA	المعيار
<b>Outlook:</b> Extent to which the student meets the standards of dress and appearance expected at the organization	المظهر العام: لأي مدى يتوافق الطالب/ الطالبة في لباسه ومظهره مع الشركة
<b>Punctuality:</b> Ability to meet the organization's requirements for attendance at work and punctuality	الالتزام بالعمل: الحضور الدائم للعمل من بداية الى نهاية الدوام الرسمي
<b>Interpersonal Skills:</b> Ability to interact with co-workers, clients or volunteers	المهارات الشخصية التفاعلية: المقدرة على التواصل مع الموظفين والعملاء والمتطوعين
<b>Comprehension:</b> Ability to understand the work assigned to him/her	الشمولية: المقدرة على فهم العمل الموكل اليه او اليها

<b>Teamwork:</b> Ability to work independently and/or as part of a team روح العمل الجماعي: القدرة على العمل بشكل مستقل و/أو بشكل جماعي	
<b>Leadership Ability:</b> Ability to show initiative and usage of existing resources for varied approaches and ideas القيادة: القدرة على أن يظهر زمام المبادرة واستخدام الموارد المتاحة لطرح أفكار وطرق حل مختلفة	
<b>Motivation:</b> Ability to demonstrate enthusiasm and interest in the assigned work الحافزية: القدرة على أن يظهر الحماس والاهتمام للعمل الموكل اليه أو اليها	
<b>Judgment:</b> Accepts to adjusts plans/actions according to the situation القدرة على اتخاذ القرار: القدرة على أن يعدل الخطط والإجراءات حسب الوضع الراهن	
<b>Management:</b> Ability to manage their workload and foresee tasks to completion on time. الإدارة: القدرة على أن يدير حجم العمل وتوقع المهام لإنهائهم في الوقت المطلوب	
<b>Compliance:</b> Ability to accept and implement feedback on delivered work الامتثال: القدرة على تقبل وتنفيذ التوجيهات على العمل المنفذ	
<b>Communication Skills:</b> Ability of reporting and presenting his/her work مهارات الاتصال: القدرة على توثيق وتقديم عمله أو عملها	
<b>Performance:</b> Ability to produce quality work with attention to detail and standards الأداء: القدرة على إنتاج عمل ذو جودة عالية مع مراعاة التفاصيل والمعايير	
<b>Knowledge:</b> Assessment of the student's background knowledge and understanding المعرفة: تقييم خلفية الطالب المعرفية والاستيعابية	
<b>Personal Development:</b> Ability and willingness to seek and learn new skills required on the job التطوير الذاتي: القدرة والاستعداد للبحث وتعلم مهارات جديدة مطلوبة في العمل	
<b>Reliability:</b> Ability to demonstrate dependability in achieving organization's trust الموثوقية: القدرة على إثبات الاعتمادية في اكتساب ثقة الشركة	
<b>Overall Rating of Student's Performance</b> التقدير العام لأداء الطالب	

## Section 2: Written Evaluation

القسم الثاني: التقييم الوصفي

### 2.1: General comments on student's performance (ملاحظات عامة على أداء الطالب):



2.2: Comments on assessment of the student's skills and suggest areas for improvement ( ملاحظات على )  
(تقييم مهارات الطالب واقتراح مجالات التطوير):

Official Seal

الختم الرسمي

Signature of the Site Supervisor

توقيع مشرف موقع التدريب

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Please send this form after completion to the Faculty Supervisor in College of Computer Sciences and Information Technology, King Faisal University, P.O. 400, Al-Ahsa 31982, Saudi Arabia and by email according to the contact list. (Please see Contact List in the Appendix )Thank you.

يرجى إرسال هذا النموذج بعد تعبئته وإكماله إلى مشرف الكلية في كلية علوم الحاسب وتقنية المعلومات، جامعة الملك فيصل، الأحساء  
٣١٨٩٢، ص.ب ٤٠٠، المملكة العربية السعودية  
وعن طريق البريد الإلكتروني وفقاً لقائمة التواصل الموضحة في الملحق

مع الشكر الجزيل

----- يعبأ من قبل مشرف الكلية ----- To be filled in by the faculty supervisor -----

Name of the Faculty Supervisor

Signature of the Faculty Supervisor

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

## **Form D: STUDENT EVALUATION FORM**

*The **Faculty Supervisor** needs to complete this form after the **LAST week** of the training period. Results should be returned to the Co-op committee for review. This evaluation is used to determine the overall performance of the student since the start of his/her Co-op training.*

Period Covered by Evaluation: From:     /     / 20\_\_\_\_ to     /     / 20\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Academic Department: CS / IS / CN     Company Name: \_\_\_\_\_  
Name of Faculty Supervisor: \_\_\_\_\_  
Supervisor Office Num. \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

### **Section 1: Student's General Performance**

Evaluation Criteria	Marks
Form A: Site Contact Information Form Submission + Faculty Supervisor Response Form Submission	5%
Form B: First Progress Report (1 <sup>st</sup> )	15%
Form B: Second Progress Report (2 <sup>nd</sup> )	25%
Faculty Supervisor Follow-up	5%
<b>Total (50%)</b>	

## Section 2: Written Evaluation

**2.1: Justify student's evaluation based on his/her performance:**

**2.2: Comments on assessment of the student's skills and suggest areas for improvement:**

---

*Signature of the Faculty Supervisor*

*Date:    /    / 20*

*Please submit this form after completion to: Chairman of Practical Training Committee, College of Computer Sciences and Information Technology, King Faisal University, by email: [coop.ccsit@kfu.edu.sa](mailto:coop.ccsit@kfu.edu.sa)*

*Thank you.*

**KINGDOM OF SAUDI ARABIA**

**Ministry of Education**

**KING FAISAL UNIVERSITY**

**College of Computer Sciences and IT**

**Cooperative Training Committee**



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

---

---

**Form E: CO-OP Final Presentation Format**

Suggested duration for the presentation is 20 minutes with 10 minutes for follow-up Q&A

**The following MUST appear in your CO-OP Oral Presentation**

- 1. Presentation Outline**
- 2. Introduction**
- 3. Company Profile**
- 4. Work Description**
- 5. Experiences & Lessons Learned**
- 6. Conclusion & Recommendations**

**You must use the COOP Oral Presentation Template available on CCSIT  
COOP website**

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

### Form F: Report Evaluation Criteria

Weight	Performance Criteria	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4
4	Organization of Contents	Incomplete and missing sections throughout the report	All sections included but are not complete	All sections included, complete but lack elaboration	The report is according to the given template, all sections of template are fully covered
6	Technical knowledge	Report demonstrated no use of professional tools and techniques	Poor selection of tools and techniques used to present information	Appropriate tools and techniques used to present the information but includes lack correctness and proper usage	Report demonstrates effective use of professional tools and techniques with proper and correct usage
4	Format, Style & Overall Layout	Report difficult to follow (styles, colors) Information not organized/laid out properly	Acceptable formatting with little Information and organization	Good formatting and organization & layout relate to report theme	Excellent formatting and labels of figures, tables and references are properly cited in the text and listed in proper format.
6	Coop Experience	The reports lacks information about the experience and lessons learned	The report provides an incomplete and rough description of the experience and lessons learned	The report provides satisfactory details about the experience and lessons learned lacking critical thinking and analysis	The report includes sufficient details about the experiences and lessons learned by the student throughout the cooperative training program

5	<b>Writing Quality</b>	The document is full of spelling and grammatical mistakes with an unprofessional writing style	The document contains a few spelling and grammatical mistakes but uses an ineffective writing style	The document contains a few spelling and grammatical mistakes with an acceptable writing style	The document contains correct spelling and grammar and an effective writing style
---	------------------------	--	---	--	---

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

**Form G: Presentation Evaluation Criteria**

Weight	Performance Criteria	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4
4	<b>Organization of content</b>	The presentation has no sequence of information	Difficult to follow the presentation because the student jumps around	Information presented in logical sequence	Information presented in logical & interesting sequence
6	<b>Question and Answer</b>	Does not have grasp of information; cannot answer questions about the subject/domain	Not comfortable with information and answers only basic questions	At ease and provides expected answers to all questions, but fails to elaborate	Demonstrates full knowledge by answering all with explanations & elaboration
4	<b>Format, Style &amp; Overall Layout</b>	Presentation difficult to follow (styles, colors) Information not organized/laid out properly	Acceptable formatting with little information and organization for comprehension	Good formatting and organization & layout relate to presentation theme	Excellent formatting and information organized for enhanced comprehension
6	<b>Time Management</b>	The process of presenting has taken more time than the allowed time limit with no clear division for time.	The process of presenting has taken more time than the allowed time limit with limited division for time.	The time is divided to some extent with a little rushing.	The time is divided appropriately according to the significance of each section.

5	<b>Presentation Skills</b>	The student t used reading material or read from slides. Student mumbles, incorrectly pronounces terms, and speaks too quietly. Difficult to hear	The student t used reading material or read from slides. Student's voice is low. Incorrectly pronounces terms. Can be heard only with increased level of concentration	The student t used some script or reading material. Student's voice is clear. Pronounces most words correctly. Can be heard through most part	The student did not use script or reading material. The student uses a clear voice and correct, precise pronunciation of terms and heard clearly throughout .
---	----------------------------	---	--	---	---



KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

### **Form H: Final Report & Presentation Evaluation Form**

**Name of Student:**

**ID:**

**NOTE: The Score is given on a nominal scale of 1 – 4 where 4 is the maximum.**

Scale Value ( Score )	Description
1	Unsatisfactory
2	Developing
3	Satisfactory
4	Exemplary

### **REPORT EVALUATION**

Performance Criteria	Max. Marks	Weight	Score	Total
<b>Organization of Contents</b> (e.g., report is according to the given template, all sections of template are fully covered )	16	4	X	
<b>Format, Style &amp; Overall Layout</b> (e.g., appropriate use and labels of figures and tables, references are properly cited in the text and listed in proper format)	16	4	X	
<b>Coop Experience</b> (e.g., sufficient details about the experiences and lessons learned by the student)	24	6	X	
<b>Technical knowledge</b> (e.g., appropriate and effective use of CS knowledge in developing a solution)	24	6	X	
<b>Writing Quality</b> (e.g., writing is free of errors in grammar, punctuation, and spelling- writing flows smoothly)	20	5	X	
	100		Report Total	

Report Marks Obtained =	Report Total * 0.20

## PRESENTATION EVALUATION

Performance Criteria	Max. Marks	Weight	Score	Total
<b>Organization of Contents</b> (e.g., topic is developed in order stated in introduction, appropriate no. of slides for each section )	16	4	X	
<b>Format, Style &amp; Overall Layout</b> (e.g., showed appropriate use of diagrams, tables, references, bullet points, headings)	16	4	X	
<b>Presentation Skills</b> (e.g., Speaker did not use script or reading material, speaker did not read text in spoken style)	20	5	X	
<b>Time Management</b> (e.g., time is divided appropriately according to the significance of each section)	24	6	X	
<b>Question and Answers</b> (e.g., responded confidently, correct response of questions )	24	6	X	
	100	Presentation Total		

Presentation Marks Obtained =	Presentation Total * 0.10

### Marks for Report & Presentation Evaluation

Total Marks =	Report Marks Obtained + Presentation Marks Obtained

Evaluator's Signature

Name	Signature	Date

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

**Form I: Company Evaluation Questionnaire**

Name of the company: \_\_\_\_\_

Trainer(s) Name: \_\_\_\_\_

Training location: \_\_\_\_\_ Training Period: \_\_\_\_\_

Student name (Optional): \_\_\_\_\_

Major: ☐ CIS ☐ CS ☐ CN

Gender: ☐ Male ☐ Female

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

	Totally agree	Agree	Natural	Disagree	Totally disagree
<b>I. Trainer Evaluation (Site Supervisor):</b>					
1. The trainer provided me enough information about the kind and nature of the training during the first week.					
2. The trainer has a good knowledge of the training program topics.					
3. The trainer was able to train and teach me new skills.					
4. The trainer was cooperative with me during the training period.					
5. The trainer has assigned variety of tasks to me.					
6. The trainer was able to encourage me to complete my tasks.					
7. The trainer was open-minded and respected others' perspective.					

8. The trainer has assigned variety of tasks related to my major.					
9. I received regular constructive feedback based on my performance.					
<b>II. Training Program Evaluation:</b>					
1. The training program was organized.					
2. The training program goals were met at the end of the training period.					
3. The available resources were enough to perform the assigned tasks.					
4. The training period was enough.					
5. The training place (city, if relocated) was appropriate.					
6. The training working hours were appropriate.					
7. The training activities were appropriate and related to my major.					
8. I gained a lot of practical skills from this training.					
9. The training helped me to improve my English language proficiency.					
10. I was able to work within a group in some tasks.					
11. I was able to work independently in some tasks.					
12. The tasks assigned to me were clear and understandable.					
<b>III. Overall Training Evaluation:</b>					
1. The training helped me clarify my future career goals.					
2. The training organization belongs to the industry that I wanted to explore.					
3. The training helped me identify my strongest skills and abilities.					
4. The training helped me identify the next steps in my career					

development process.					
5. I believe that my training will help me find a job in my chosen field upon graduation.					
6. The company I trained in was appropriate.					
7. Overall, I was satisfied with my experience at this company.					
8. I highly recommend future students to train at this company.					
<b>IV. Feedback:</b>					
1. What did you like the most about the training?					
2. What did you like the least about the training?					
3. Comments/Issues:					

KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

**Form J: Faculty Supervisor Evaluation Questionnaire**

Name of Your Faculty Supervisor: \_\_\_\_\_

Training Period: \_\_\_\_\_ Major: ☐ CIS ☐ CS ☐ CN

Gender: ☐ Male ☐ Female

	Totally agree	Agree	Natural	Disagree	Totally disagree	N/A
<b>I. Faculty Supervisor Evaluation:</b>						
10. The faculty supervisor has a good knowledge of the COOP training program.						
11. The faculty supervisor was cooperative with me during the training period.						
12. The faculty supervisor was able to encourage me to complete my tasks.						
13. The faculty supervisor was replying to my emails and phone calls within a reasonable period of time.						
14. I received regular constructive feedback based on my performance (Tri-weekly reports).						

15. Overall, I was satisfied with my experience with my faculty supervisor.						
<b>II. Feedback:</b>						
4. What did you like the most about your faculty supervisor?						
5. What did you like the least about your faculty supervisor?						
6. Comments/Issues:						



### Form K: COOP Registration Requirements

The student who wish to register in COOP training for the next summer **must** check his/her eligibility to register by meeting the following requirements:

- 1- The student must have passed **at least 85 credit hours** by the end of the academic year prior to the COOP training.
- 2- The student must have passed the following courses according to his/her major:

Information Systems (CIS)	Computer Science (CS)	Computer Network (CN)
System Analysis & Design I	Technical Reports	System Administration
Web-Based Systems	Object Oriented Programming II	Telecommunication Networks
	Software Engineering	Computer System Security
	Database Concepts & Design	Mobile and Wireless Networks
	Web-based Systems	

- 3- The student must not register any other course during the COOP training period.



KINGDOM OF SAUDI ARABIA

Ministry of Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

كلية علوم الحاسب وتقنية المعلومات

لجنة التدريب التعاوني

**Form L: The COOP Attendance Sheet – نموذج التحضير للتدريب التعاوني**

*The COOP Attendance Sheet needs to be completed and submitted with The Final Report.*

Period Covered by Evaluation: From:     /     / 20\_\_ to     /     / 20\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Academic Department: CS / IS / CN     Company Name: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_

Site Supervisor Office Num. \_\_\_\_\_ Site Supervisor Email: \_\_\_\_\_

	Day	Time in	Student Signature	Time out	Student Signature	Site Supervisor Signature
Week # 1	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 2	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 3	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					

	Day	Time in	Student Signature	Time out	Student Signature	Site Supervisor Signature
Week # 4	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 5	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 6	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 7	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 8	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 9	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 10	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
Week # 11	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					

Week # 12	Day	Time in	Student Signature	Time out	Student Signature	Site Supervisor Signature
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					

---

*Signature of the Site Supervisor*

*Date:*    \_\_ / \_\_ / 20\_\_

*Please submit this form after completion to: The COOP Training Committee, College of Computer Sciences and Information Technology, King Faisal University, by email: [coop.ccsit@kfu.edu.sa](mailto:coop.ccsit@kfu.edu.sa)*

*Thank you.*

### **Contact List**

COOP Training Committee Office	Phone	Email
Mr. Mohammed Al-Awad	0135898114	<a href="mailto:coop.ccsit@kfu.edu.sa">coop.ccsit@kfu.edu.sa</a>



CCSIT  
COOPERATIVE TRAINING  
COMMITTEE