



KFU
جامعة الملك فيصل
KING FAISAL UNIVERSITY
جامعة ووطن... تنمية... واستدامة...

كلية علوم الحاسب وتقنية المعلومات
College of Computer Sciences & Information Technology



COOPERATIVE TRAINING PROGRAM HANDBOOK

Prepared by:
Cooperative Training and Community Partnership Committee
(2025)

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1 Introduction

1.1 Overview

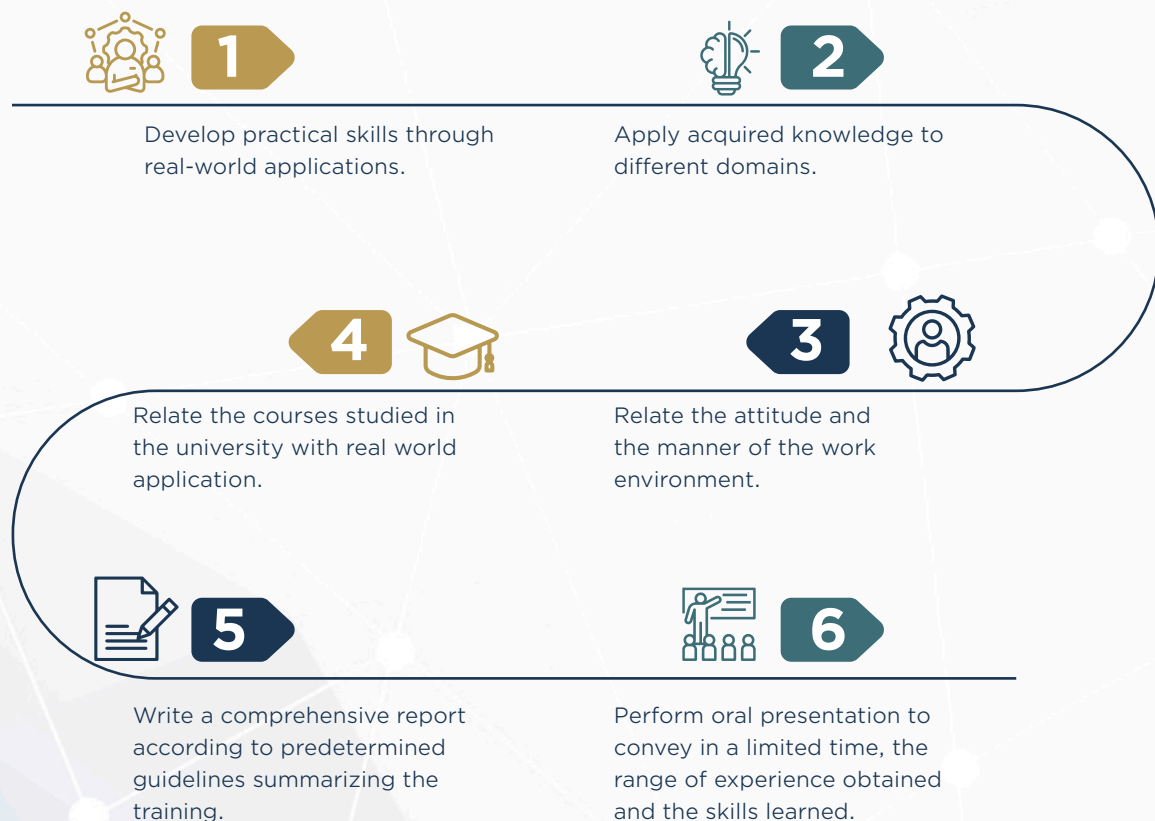
The Cooperative training program is a joint venture between the College of Computer Sciences and Information Technology at King Faisal University and employers to better prepare students for employment upon graduation. The training must constitute a link between theoretical and scientific academic background 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.

Through this program, students enhance their problem-solving abilities, communication skills, and professional ethics while building connections with potential employers. The Co op program plays a key role in preparing students for their careers by providing hands-on experience in real work settings, guided by industry professionals.

Co-op Training is a 3-credit-hour course and is taken by those students who have completed at least 95 credit hours and the specific pre-requisite courses based on the student major. A Co-op program student is required to spend 24 continuous weeks of practical work in a relevant field of industry and this must be during the summer holiday after the third academic year.

This handbook serves as a comprehensive guide for students, university supervisors, and company mentors throughout the Cooperative Training Program. It outlines the program's objectives, responsibilities, and evaluation criteria to ensure a smooth and productive training experience. Students should refer to this handbook for guidance on professional conduct, reporting requirements, and assessment procedures. Supervisors can use it as a reference to support and evaluate student performance effectively

1.2 Co-op Program Objectives



1.3 Requirements and Eligibility

Students are eligible to register for the course if they meet the following requirements:

1

A minimum of 95 credit hours must be completed, or the total of completed and registered credit hours must equal at least 95.

2

Students must have successfully completed the pre-requisite courses.

1.3.1 Pre- Requisite Courses

Computer Science

- IS-322: Professional Responsibility
- CS-220: Fundamentals of Software Engineering
- CS 311: Design and Analysis of Algorithms
- CS 314: Fundamentals of Web Programming

Information System

- IS-310: Organization and Management
- IS-311: System Analysis and Design
- IS-314: Web-Based Systems
- IS-323: Database Management Systems

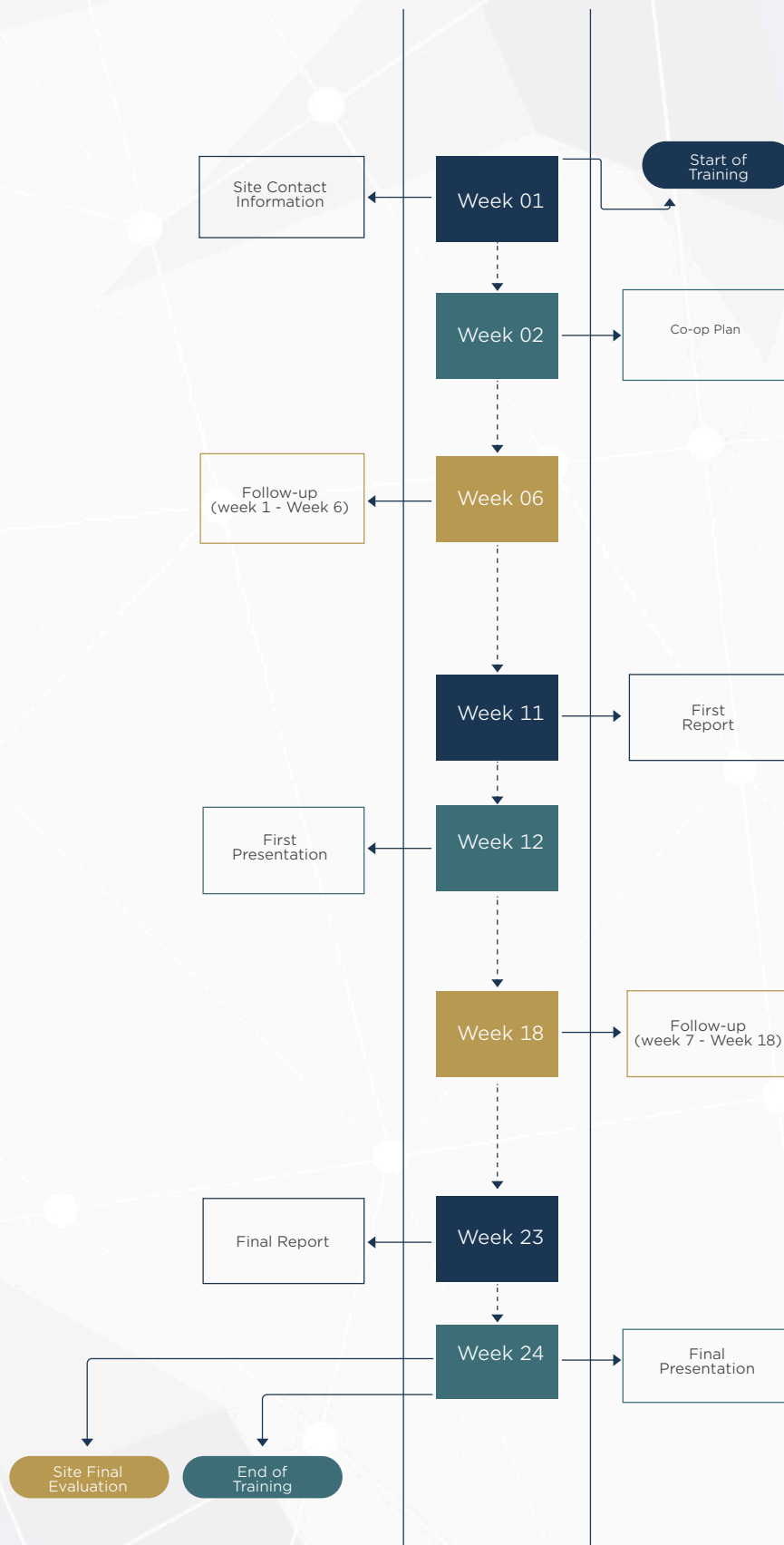
Computer Networks and Communications

- CN221: Fundamentals of Routing and Switching
- CS314 Fundamentals of Web Programming
- CN311: Network Modeling and Design

Computer Engineering

- CE-223: Digital Logic and Design
- CE-311: Electronic Circuits
- CE-313: Computer Organization and Architecture

1.4 Co-op Training Program Schedule & Submission Guide



2 Roles and 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.

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 24 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.

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 first and final reports correctly and accurately. The site supervisor needs to read and sign the reports before the student submits it to the Faculty Advisor.
5. Completing and submitting the student training final evaluation form at the end of week 24 (Final Evaluation) of the Co-op training period. (See Form appendix E for the Site Final Evaluation Form)

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.

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 first and final 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. Evaluating and communicating the grades of the first report, final report (see Appendix C for the Report Evaluation Form), and oral presentation (see Appendix D for the Presentation Evaluation Form) to the Co-op Training Committee.

3 Training Process

3.1 Activities before the Co-op Training Program

Students should complete the following tasks before beginning their Co-op training:



3.2 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.

3.2.1 Faculty Advisor's Follow-up

- By the end of week 1, the student is required to complete and submit the Site Contact information to the faculty advisor. This includes information about the company, working hours, and site supervisor contact details.
- By the end of week 3, the student must submit the Co-op training plan to the faculty advisor, signed by the site supervisor.
- By the end of week 6 and week 18, the student must complete and submit the Weekly Tasks Follow-up section to the faculty advisor, outlining the tasks completed each week. The document must also be signed by the site supervisor to confirm the student's involvement and progress.
- By the end of training period, the faculty supervisor must complete the Faculty Supervisor Visits section.

See appendix A for more details about the Follow-up Form.

3.2.2 Submission of Reports and Presentations

- Students are required to submit their first report to the faculty advisor by the end of week 11 and deliver their oral presentation in week 12.
- By the end week 23, students have to submit their final report to the faculty advisor, followed by their final oral presentation in week 24.
- The report template is available in appendix B.

3.3 Activities after the Co-op Training Program

By the end of week 24, the Site Supervisor must complete the site final evaluation form (see appendix A). The results should be submitted to the faculty advisor.

4 Co-op Grading

No.	Assessment	Grade
1	Reports	40%
2	Presentations	10%
3	Follow-up	20%
4	Site Supervisor Evaluation	30%

4.1 Detailed Grading Scheme and Deadlines

The following table illustrates the deliverables along with their respective weights and deadlines.

No.	Assessment	Assessment	Grade
24 weeks	First Report	11	20%
	First Presentation	12	5%
	Final Report	23	20%
	Final Presentation	24	5%
	Follow-up	1, 3, 6, 18, 24	20%
	Site Evaluation Form	24	30%

4.2 Report Evaluation

The first and final Co-op training reports submitted by the student will be evaluated on a number of criteria. Each criteria is marked 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 score given for that criterion 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 C. 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?

4.3 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 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 appendix D .

The evaluation criteria of the presentation include the following criteria:

- **Organization of the Presentation:** Was the presentation organized in a good and logical manner?
- **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?
- **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)?
- **Time Management:** Does the student divide the time appropriately according to the significance of each section?
- **Presentation Skills:** Does the student use a clear voice, correctly pronounces all words and is heard clearly throughout the presentation?

5 Contact Information

CCSIT Co-op Training Committee: ccsit.coop@kfu.edu.sa

Appendix

Appendix A: Follow-up Form

Follow-up Form

Section 1: Site Contact Information

The student must complete the Site Contact Information section and submit it to their faculty supervisor by the end of Week 1.

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

Section 1.1: Student Information during Internship

Name: _____

ID: _____

Department: ☐ CIS ☐ CS ☐ CN ☐ CE

E-Mail: _____

Office Phone: _____

Mobile: _____

Section 1.2: Internship Site Information

Employer's Name: _____

Address: _____

Department: _____

Section 1.3: Site Supervisor Information

Main Supervisor	Alternative Supervisor
Name: _____	Name: _____
Position: _____	Office Telephone: _____
Office Telephone: _____	Mobile: _____
Mobile: _____	
Best Time to be contacted: _____	
E-mail: _____	
Signature: _____	

Section 1.4: Faculty Supervisor

Faculty Supervisor Name: _____

Section 2: Co-op Training Plan

The student must complete the Co-op Training Plan section and submit it to their faculty supervisor by the end of Week 3. This section **accounts for 5% of the total grade.**

2.1 Co-op Training Plan

[Note. The Co-op Training Plan must be completed by the site supervisor].

Period	Co-op Training Task (Please specify the relevant training unit or department when outlining the Co-op training tasks for the student)
1 st Month	
2 nd Month	

3 rd Month	
4 th Month	
5 th Month	
6 th Month	

2.2 Please specify the technological track related to the student's training:

☐ Artificial Intelligence

☐ Cybersecurity

☐ Data Science

☐ Internet of Things

☐ Other. Please specify _____

Site Supervisor Signature: _____

Date: _____

Section 3: Weekly Tasks Follow-up

The student must complete the Weekly Tasks Follow-up section and submit it to their faculty supervisor by the end of Week 6 and Week 18. This section **accounts for 10% of the total grade.**

3.1 Weekly Tasks Follow-up (Up to Week 6). This section **accounts for 5% of the total grade.**

[Note. The student must complete the Weekly Tasks Follow-up, outlining the tasks completed each week from Week 1 to Week 6. The document must also be signed by the site supervisor to confirm the student's involvement and progress.]

Week	Weekly Tasks	Site Supervisor Comments	Site Supervisor Signature
1 st	<ul style="list-style-type: none">.........................		
2 nd	<ul style="list-style-type: none">.........................		
3 rd	<ul style="list-style-type: none">.........................		
4 th	<ul style="list-style-type: none">.........................		
5 th	<ul style="list-style-type: none">....................		

	<ul style="list-style-type: none"> 		
6 th	<ul style="list-style-type: none"> 		
Student Signature: _____ Date: _____			
3.2 Weekly Tasks Follow-up (Up to Week 18). This section accounts for 5% of the total grade. <i>[Note. The student must complete the Weekly Tasks Follow-up, outlining the tasks completed each week from Week 7 to Week 18. The document must also be signed by the site supervisor to confirm the student's involvement and progress.]</i>			
7 th	<ul style="list-style-type: none"> 		
8 th	<ul style="list-style-type: none"> 		
9 th	<ul style="list-style-type: none"> 		
10 th	<ul style="list-style-type: none"> 		
11 th	<ul style="list-style-type: none"> 		
12 th	<ul style="list-style-type: none"> 		

	<ul style="list-style-type: none">..........		
13 th	<ul style="list-style-type: none">.........................		
14 th	<ul style="list-style-type: none">.........................		
15 th	<ul style="list-style-type: none">.........................		
16 th	<ul style="list-style-type: none">.........................		
17 th	<ul style="list-style-type: none">.........................		
18 th	<ul style="list-style-type: none">.........................		
Student Signature: _____ Date: _____			
19 th	<ul style="list-style-type: none">.........................		

20 th	<ul style="list-style-type: none">.........................		
21 st	<ul style="list-style-type: none">.........................		
22 nd	<ul style="list-style-type: none">.........................		
23 rd	<ul style="list-style-type: none">.........................		
24 th	<ul style="list-style-type: none">.........................		

Section 4: Faculty Supervisor Visits

The faculty supervisor must complete the Faculty Supervisor Visits section by the end of the training period. This section **accounts for 5% of the total grade.**

[Note. Faculty supervisor visit/s may occur at any time during the training period.]

4.1 Details of faculty supervisor visits

Number of visits (if the visit has not yet taken place, please explain the reasons)	
Dates of visits	
Notes during the visit	

4.2 Student performance evaluation

	Weak	Acceptable	Good	Very Good	Excellent
The student's attendance commitment					
Comments:					
The student's interaction with the team					
Comments:					
The student's technical skills					
Comments:					
The student's soft skills (e.g., communication and interpersonal skills)					
Comments:					

4.3 Please describe the tasks completed by the student.

--

4.4 Overall progress made on the task

Needs improvement	Progressing well	Completed

4.5 Faculty supervisor general comments and recommendations

--

Faculty Supervisor Signature: _____ **Date:** _____

Appendix B: Co-op Training Report



Kingdom of Saudi Arabia

Ministry of Education

King Faisal University

College of Computer Sciences & Information Technology

Title (First/Final Co-op Report)

by

Student's Full Name (Student ID)

(Company Name)

Supervised by

Faculty Supervisor's Name

Month Year

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].

ABSTRACT.....	11
Acknowledgment	12
Acronyms and Abbreviations (If any)	13
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2. Company Profile	18
2.1 <i>Company Description</i>	18
2.2 <i>Department Overview</i>	18
3. Work Description	19
3.1 <i>List of Projects/Tasks</i>	19
3.2.1 <i>Project/Task One (Title)</i> [NB: Write each task on a new page]	20
3.2.1.1 Background	20
3.2.1.2 Approach /Objective	20
3.2.1.3 Data Collection, analysis and requirements (Software, Hardware)	20
3.2.1.4 Model & Photos	20
3.2.1.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem)	20
3.2.1.6 Procedures (Steps taken to solve the problem)	20
3.2.1.7 Experience Gained & Techniques Learned	20
3.2.1.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones	20
3.2.1.9 Relationship to academic background	20
3.2.X <i>Project/Task X (Title)</i>	21
3.2.X.1 Background	21
3.2.X.2 Approach /Objective	21
3.2.X.3 Data Collection, analysis and requirements (Software, Hardware)	21
3.2.X.4 Model & Photos	21
3.2.X.5 Problems Faced & Solutions) (Tools and Techniques used to solve the problem)	21
3.2.X.6 Procedures (Steps taken to solve the problem)	21
3.2.X.7 Experience Gained & Techniques Learned	21

3.2.X.8 Tasks Accomplished & Analysis and discussion of actual results versus the expected ones	21
3.2.X.9 Relationship to academic background	21
3.2 <i>List and describe your pending tasks from the past weeks (if any) along with their reasons.</i>	22
3.3 <i>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).</i>	22
4. Conclusions and Recommendations	23
References	24
Appendices [<i>Letter from the company (if any): appreciation, offer, certificates, etc.</i>]	26

LIST OF TABLES

No.	Caption	Page
number	Caption	1
number	Caption	1
3.1	The 7 SI Base Units	2

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

Project Title	Project Section #	Project Weeks #
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.
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SIGNATURES

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

<p><u><i>Faculty Advisor Comments</i></u></p>
--

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

Appendix C: Report Evaluation Form

Form: Report Evaluation

Student Name: _____ **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
Organization of Contents (e.g., report is according to the given template, all sections of template are fully covered)	16	4	X	
Format, Style & Overall Layout (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	
Coop Experience (e.g., sufficient details about the experiences and lessons learned by the student)	24	6	X	
Technical knowledge (e.g., appropriate and effective use of CS knowledge in developing a solution)	24	6	X	
Writing Quality (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

Faculty Supervisor's Signature

Name:

Signature:

Date:

_____/_____/20____

Form: 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	The report provides an incomplete and	The report provides satisfactory details about the	The report includes sufficient details

		lessons learned	rough description of the experience and lessons learned	experience and lessons learned lacking critical thinking and analysis	about the experiences and lessons learned by the student throughout the cooperative training program
5	Writing Quality	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

Appendix D: Presentation Evaluation Form

Form: Presentation Evaluation

Student Name: _____ **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

Presentation Evaluation

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

Presentation Marks Obtained =	Presentation Total * 0.05

Faculty Supervisor's Signature

Name:

Signature:

Date:

____ / ____ / 20____

Form: Presentation Evaluation Criteria

Weight	Performance Criteria	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4
4	Organization of content	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	Question and Answer	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	Format, Style & Overall Layout	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	Time Management	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	Presentation Skills	The student used	The student used	The student used some script	The student did not

		reading material or read from slides. Student mumbles, incorrectly pronounces terms, and speaks too quietly. Difficult to hear	reading material or read from slides. Student's voice is low. Incorrectly pronounces terms. Can be heard only with increased level of concentration	or reading material. Student's voice is clear. Pronounces most words correctly. Can be heard through most part	use script or reading material. The student uses a clear voice and correct, precise pronunciation of terms and heard clearly throughout
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Appendix E: Site Final Evaluation Form

Form: Site Final Evaluation Form نموذج تقييم جهة التدريب النهائي

Period Covered by Evaluation: From: / / 20____ to / / 20____

Student's Information:

معلومات الطالب:

Name الاسم : _____

ID الرقم الجامعي : _____

Department القسم : ☐ CIS ☐ CS ☐ CN ☐ CE

Training Site Information:

معلومات جهة التدريب:

Company Name الاسم : _____

Name of Supervisor مشرف التدريب : _____

E-Mail البريد الالكتروني : _____

Office Phone هاتف المكتب : _____

[Note. The **Site Supervisor** must complete this form during the **final week** of the training period. The results should be submitted to the faculty supervisor. 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.

Evaluation Criteria:

معايير التقييم:

Please rate the student on a nominal scale of 1 – 4 where 4 is the maximum.

يرجى تقييم الطالب على مقياس من 1 الى 4 بحيث يكون 4 هو الحد الأقصى.

Description / الوصف	Scale Value (Score) / القيمة (الدرجة)
Unsatisfactory / غير مرضي	1
Developing / قيد التطوير	2
Satisfactory / مرضي	3
Exemplary / ممتاز	4

Criteria	المعيار	Marks			
Professionalism	الاحترافية				
		Max	Weight	Earned	Total
Punctuality and Attendance: Ability to meet the organization’s requirements for attendance at work and punctuality الالتزام بالعمل: الحضور الدائم للعمل من بداية الى نهاية الدوام الرسمي		4	1	X	= / 16
Outlook & Professional Appearance: Extent to which the student meets the standards of dress and appearance expected at the organization المظهر العام والمهني: لأي مدى يتوافق الطالب/ الطالبة في لباسه ومظهره مع الشركة		4	1	X	
Reliability: Ability to demonstrate dependability in achieving organization’s trust الموثوقية: القدرة على إثبات الاعتمادية في اكتساب ثقة الشركة		4	1	X	
Compliance: Ability to accept and implement feedback on delivered work الامتثال: المقدرة على تقبل وتنفيذ التوجيهات على العمل المنفذ		4	1	X	
Motivation and Work Performance التحفيز وأداء العمل					
Motivation: Ability to demonstrate enthusiasm and interest in the assigned work الحافزية: المقدرة على ان يظهر الحماس والاهتمام للعمل الموكل اليه او اليها		4	1	X	= / 12
Performance: Ability to produce quality work with attention to detail and standards الأداء: المقدرة على انتاج عمل ذو جودة عالية مع مراعاة التفاصيل والمعايير		4	1	X	
Management: Ability to manage their workload and foresee tasks to completion on time الإدارة: المقدرة على ان يدير حجم العمل وتوقع المهام لإنهائهم في الوقت المطلوب		4	1	X	
Cognitive and Learning Abilities القدرات المعرفية والتعلمية					
Comprehension: Ability to understand the work assigned to him/her الشمولية: المقدرة على فهم العمل الموكل اليه او اليها		8	2	X	= / 24

Knowledge: Assessment of the student's background knowledge and understanding المعرفة: تقييم خلفية الطالب المعرفية والاستيعابية	8	2 X	
Personal Development: Ability and willingness to seek and learn new skills required on the job التطوير الذاتي: المقدرة والاستعداد للبحث وتعلم مهارات جديدة مطلوبة في العمل	8	2 X	
Technical Skills المهارات التقنية			
Technical Proficiency: Ability to apply the necessary technical knowledge and skills to complete tasks accurately and efficiently القدرة على تطبيق المعرفة والمهارات التقنية اللازمة لإتمام الكفاءة التقنية: المهام بدقة وكفاءة	8	2 X	= / 24
Tool and Software Utilization: Ability to use the relevant tools, software, or equipment required for their role استخدام الأدوات والبرمجيات: القدرة على استخدام الأدوات أو البرمجيات أو المعدات اللازمة لأداء المهام المطلوبة في المنظمة	8	2 X	
Technical Innovation: Ability to apply creative and innovative solutions to enhance technical processes and address complex challenges الابتكار التقني: القدرة على تطبيق الحلول الإبداعية والمبتكرة لتحسين العمليات التقنية ومعالجة التحديات المعقدة	8	2 X	
Teamwork & Leadership العمل الجماعي والقيادة			
Teamwork: Ability to work independently and/or as part of a team روح العمل الجماعي: المقدرة على العمل بشكل مستقل و/أو بشكل جماعي	4	1 X	= / 12
Leadership Ability: Ability to show initiative and usage of existing resources for varied approaches and ideas القيادة: المقدرة على أن يظهر زمام المبادرة واستخدام الموارد المتاحة لطرح أفكار وطرق حل مختلفة	4	1 X	
Decision Making: Accepts to adjusts plans/actions according to the situation القدرة على اتخاذ القرار: القدرة على ان يعدل الخطط والاجراءات حسب الوضع الراهن	4	1 X	
Communication and Emotional Intelligence التواصل والذكاء العاطفي			
Communication Skills: Ability to report and present his/her work مهارات الاتصال: المقدرة على توثيق وتقديم عمله او عملها	3	0.75 X	= / 12

Interpersonal Skills: Ability to interact with co-workers, clients or volunteers المهارات الشخصية التفاعلية: المقدرة على التواصل مع الموظفين والعملاء والمتطوعين	3	0.75 X	
Adaptability: Ability to adjust to changes in work conditions, tasks, or new challenges القدرة على التكيف مع التغيرات في ظروف العمل، المهام، أو القدرة على التكيف: التحديات	3	0.75 X	
Emotional Intelligence: Ability to recognize and manage their own emotions, empathize with others, and maintain positive relationships. الذكاء العاطفي: القدرة على التعرف على مشاعرهم وإدارتها، والتعاطف مع الآخرين، والحفاظ على علاقات إيجابية	3	0.75 X	
Total of Student's Performance التقييم الإجمالي لأداء الطالب		=	/100
Final Student's Mark (Overall Rating of Student's Performance * 0.30) الدرجة النهائية للطالب (التقدير العام لأداء الطالب * 0.30)		=	/30

Written Evaluation:

1. General comments on student's performance (ملاحظات عامة على أداء الطالب)

2. Comments on student's technical work (Briefly describe technical tasks performed by the student, including the software/tools used).

ملاحظات على العمل التقني للطالب (وصف بإيجاز المهام التقنية التي قام بها الطالب، بما في ذلك البرمجيات أو الأدوات المستخدمة).

Note: Please attach document(s) to support the student's technical work (i.e., screenshots, reports, or any relevant documentation).

ملاحظة: يرجى إرفاق المستندات لدعم العمل التقني للطالب (مثل لقطات الشاشة، التقارير، أو أي وثائق ذات صلة).

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

Signature of the Site Supervisor:

توقيع مشرف موقع التدريب

Date: / / 20

Official Seal

الختم الرسمي

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.

يرجى إرسال هذا النموذج بعد تعبئته وإكماله إلى مشرف الكلية في كلية علوم الحاسب وتقنية المعلومات، جامعة الملك فيصل، الأحساء 31892، ص.ب 400، 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____



KFU
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KING FAISAL UNIVERSITY
جامعة ووطن.. نماء.. واستدامة..

كلية علوم الحاسب وتقنية المعلومات
College of Computer Sciences & Information Technology

For communication,
contact the Committee

✉ ccsit.coop@kfu.edu.sa

