

**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]**.

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

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

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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)

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

3.2.X.1 Background

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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].

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***SIGNATURES***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** | ***Designation*** | ***Signature*** | ***Date*** |
|  | Student |  | \_\_\_\_ /\_\_\_\_ / 20 |
|  | Site Supervisor |  | \_\_\_\_ /\_\_\_\_ / 20 |

***Faculty Advisor Comments***

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