



The Training Guidelines - The Trainee

College of Science

2021/2022

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INTRODUCTION

Students in the college of science at King Faisal University (KFU) are required to complete a summer training course engaging them in a training program in the field of their study with local or multinational organizations.

WHAT IS THE SUMMER TRAINING COURSE?

The summer training course is a joint program between King Faisal University and governmental, public, and private employers/training institutions aiming to provide the students with the needed work experience before graduation. This program is meant to give the student the chance to apply his/her academic knowledge in the job environment. The students are expected to abide by regulations applicable to other employees and to spend a significant portion of their training time in activities relevant to their field of study. By the end of the training period, the student is required to submit a written final training report that summarizes his/her special journey in the job market.

Definitions:

- **The trainee** is the student who has completed all the requirements and is qualified to start the summer training course.
- **The training coordinator** is the person assigned by the student's academic department to follow up and ensure the time and progress of the whole training process during the training period.
- **The academic supervisor** of the trainee is a faculty member appointed by the training coordinator to supervise, follow up on work, and evaluate the trainee's performance during the period of training.
- **The employers/ training institutions** are the entities that carry out the actual training of the trainees and supervise their training throughout the training period.
- **The site supervisor** is the person appointed by the employer/the training institution to be responsible for the trainee by following up on his/her training, evaluating, and supervising him/her during the stay at the training center for a period of eight weeks.
- **The examiners** are two faculty members from the student's academic department that will be assigned to evaluate student's final report and final presentation of his/her performance during the training period.

REGISTRATING/PASSING REQUIRMENTS AND DURATION OF THE COURSE.

The student must hold the status of a regular student during the training semester, not dismissed for academic or disciplinary reasons.

REGISTRATION REQUIREMENTS

The registration of the course requires the completion of **at least** 79 credit hours by the time of requesting the registration, including the credit hours expected to complete by the end of the semester prior to the training. The exact number of required credit hours depends on the student's academic department. In case that he/she does not complete all the required credits due to his/her withdrawal from one or more courses during the semester that precedes the training, or if he/she does not pass one or more courses, the training period will be postponed to the next semester.

DURATION OF THE COURSE

The qualifying student should spend at least eight consecutive weeks on a full-time basis in a governmental organization, a reputable firm, or a research center that conducts and/or is involved in science activities.

PASSING REQUIREMENTS

For the trainee to pass the course, he/she must commit to the following:

1. A fulfillment of the specified training hours, which are 200 hours during the training period (25 hours per week over eight weeks).
2. Attendance as stipulated by the employer/training institution. The trainee will have a failing grade in the event of three absences without written notification of the academic supervisor in advance, with an attached acceptable excuse ([Form No. 1.7](#)). In case that the student is not working, he/she will be given a DN (Denied) grade for the course.
3. Preparing and submitting two copies of the final report according to the approved methodology without the assistance of external parties.
4. Attending the final discussion and preparing a presentation in which the trainee explains the final report. See [Appendix A](#), for the training final report and the oral presentation format and guidelines.

TRAINING PROCESS

REGISTRATION/WITHDRAWAL PROCEDURES

1. All eligible students (trainees) should complete the training preregistration [Form No.1.1](#) during the period from 2nd to 6th week in the semester preceding the training period and submit the completed form to the relevant academic department (training coordinator) for approval.
2. The registration is like other courses via the banner, it is the student responsibility during the preregistration period, after getting the department approval. Unapproved registration will be automatically withdrawn during the withdrawal period in the next semester.
3. After the registration deadlines, dropping/withdrawing from the summer training course needs the approval of the academic department. This approval will be

granted only to students with legitimate reasons, it must be done by completing the drop [Form No.1.2](#) and submitting it to the training coordinator, who will send it to the registrar of the college. A failing grade "F" will be given to any student withdrawing from the training program without completing withdrawal formalities.

4. A student may be automatically withdrawn from the summer training without prior notice due to any of the following reasons:
 - i. Dismissal for academic and/or disciplinary reasons.
 - ii. When the student drops some credit hours during the semester preceding the training period, so that the total number of the earned credit hours after this semester is less than the required credit hours (any cases that show up due to this condition will be discussed separately).

If the student is withdrawn from the summer training due to any of the reasons above, his training will not be counted even if the student fully completed his training period.

PARTICIPANTS AND THEIR RESPONSIBILITIES

For the training to be successful and fruitful, the student should understand the role and responsibility of each one involved in his training program. In the following, the role of each one involved in the training process is explained.

I. The training coordinator

The training coordinator in the trainee's academic department is responsible for following up and ensuring the time and progress of the training. His/ Her main duties include the following:

1. Coordinating the process of registering the students into the program, preparing, and supervising integrated preparation programs to guide the trainees and provide them with the necessary information.
2. Nominating eligible students for the training program who satisfy the training requirements to the positions that have been agreed upon and reserved for the training, matching the student's qualifications and specialization to the need of the job and student's preference if it possible. **Students may find** their training opportunities themselves, but their arrangements must be reviewed and approved by the training coordinator. Student who wishes to find his/her opportunity must get [From No.1.3](#) from the training coordinator, fill it, and submit it to the training coordinator no later than the last working day in the 11th week of the semester preceding the training period.

II. The employer/training institution

The employers/training institutions have a major role in promoting the success of the training program. To achieve this goal, the employer/training institution administration is expected to:

1. Provide a well-structured training plan for the whole training period at the first week of training before the trainee starts his/her training program. The plan must be approved by the student's academic supervisor during the first week of training.

2. Assign for each student a professional (site supervisor) in his field of study who is responsible for supervising the trainee during the training program.
3. Allow the trainee to attend/participate in the seminars at the institution.
4. Treat the trainee like any other employee in the institution based on common interests and work policies. In the event of
 - a violation of labor laws, including attendance, or
 - the performance of the trainee does not meet the employer's/ institution's standards,the employer/institution must inform the trainee's academic supervisor to take the necessary action.

III. The student's academic supervisor

The student's academic supervisor should assist the student while training in the assigned employer/institution. His/her role towards the trainee includes

1. Reviewing and approving student's training plan provided by the training institution during the first week of the training period.
2. Making three visits at least to the student at the training site. During those visits, the academic supervisor will evaluate the trainee's performance in the institution using the designated forms. In case that the training site is outside Al Ahsa area, the visits to the trainee in the institution can be online visits. However, such an arrangement must be approved by the training coordinator and the summer training course's committee.
3. Reviewing the biweekly progress reports prepared and sent by the trainee.
4. Evaluating the student's final report.

IV. The student's site supervisor

The site supervisor plays a vital role in ensuring a professional development of the trainee. His/ Her responsibilities include the following:

1. Ensuring that the student follows the training plan/ task provided by the training institution administration and approved by the academic supervisor.
2. Approving and signing the biweekly progress reports ([Form No.1.8](#)) before the student submits them to his/her academic supervisor.
3. Informing the academic supervisor of any inadequate performance of the trainee or any problems that prevent him/her from performing the duties in the training institution.
4. Completing and submitting the student training evaluation form at the end of the eighth week of the training period.

V. The examiners

The training coordinator forms a panel/committee to evaluate the report and the presentation of the trainee. The examining committee consists of two faculty members from the student's academic department. The faculty examiners should take into consideration any delay by the trainee in submitting any of the required documents and may penalize the student for that delay.

VI. The trainee

For the trainee to successfully complete the training period, there are several steps and requirements that he/she must perform before and during the training period, which can be summarized as follows:

Before starting the training

All nominated students must contact the training coordinator in the academic department to finalize the required administrative procedures before leaving for training. The student must be sure that

1. he/she is enrolled as a regular student at KFU during the whole training period.
2. he/she completed at least the required credit hours for registering the course. The exact number of required credit hours is varied and depends on the student's academic department.
3. he/she completed the training preregistration and student's obligations forms ([Form No.1.1](#), [Form No.1.4](#)), within the first six weeks of the semester preceding the training semester and submitted them to the training coordinator in the academic department for approval.
4. he/she is not registering for any course(s) during the summer training semester. In case that the training course is not during the summer, the trainee is allowed to register one course with a maximum three credit hours providing that there is no conflict with the training scheduled time. If it is found that the student violated this rule, he/she would be withdrawn from the training course without any further negotiating.
5. he/she attended all the mandatory introductory lectures of the training program which are assigned by the academic department.
6. The trainees may find their training opportunities themselves, but such arrangements must be approved by the training coordinator. To obtain the approval, the trainee must fill [Form No.1.3](#), submit it, signed by the training institution officials, to the training coordinator in the academic department. The submission must be no later than the last working day of the 11th week of the semester preceding the training period. The student must allow at least two weeks after submitting the form to get a decision.
7. he/she should have the orientation file that contains all the required official documents from the academic department which include:
 - official letter addressing the concerned person (or) authority of the training institution.
 - contact information (names, telephone numbers, email, etc...) of contact persons in the institution to contact them in case of any major problem during training.
 - All the forms that need to be handed over to the employer/training institution, and the site supervisor in the institution.

During the training period

During the training, the trainees are required to provide several documents at specific times. It is the responsibility of the trainees to check their KFU emails for any announcements from their academic supervisor or the training coordinator. During the training period, the trainee must adhere to the following:

1. Spending the full training period (eight full-time working weeks) with the training institution assigned/ approved by the training coordinator.
2. Filling out the site address form ([Form No.1.5](#)) during the first week of the training and sends it to the academic supervisor.
3. Refraining from transferring to any other training institution without written approval by both the training coordinator and the institution ([Form No.1.6](#)). The trainee must have convincing reasons for any transfer which must be during the first week only or before. It is the trainee responsibility to provide a special opportunity, where he/she can directly complete the training process from the second week without interruption. The new special opportunity must be approved by the training coordinator, and the trainee should repeat sending the contact address ([Form No.1.5](#)) to the supervisor after the transfer process.
4. Asking for a training plan/task from the training institution mentioning the activities that will be performed during the training.
5. Ensuring that the training plan/task is related to his/her major by sending it to the academic supervisor for approval during the first week of training.
6. Dividing the task (if is not already divided) into three subtasks each one lasts for two weeks, such division must be approved by the site supervisor and included in the training plan.
7. Committing to the attendance and leave process as stipulated by the training authority. The trainees also must abide by and obey all institution's effective rules and regulations.
8. Completing and submitting the biweekly progress reports during the training period ([Form No.1.8](#)) to the academic supervisor on the specified dates. In case of more than one trainee are involved in the same project under the supervision of the same site supervisor, each trainee is responsible for preparing and submitting his/her own unique reports. Similar reports will be considered plagiarism.
9. Gathering all information related to writing the final report, submitting a final report to the academic supervisor at the end of the 7th week of the training period, and presenting the final report to the examiners during the 8th week. See [Appendix A](#) for the final report and the final presentation guidelines.
10. Contacting the academic supervisor to get any help or in case of facing any problems related to the training ([Form No.1.9](#)).

The last two weeks of the training period

The trainee is fully responsible for:

1. Contacting the training coordinator during the 5th week of the training program to schedule a date for submitting the final report within the 7th week, and a date for the presentation within the 8th week ([Form No.1.10](#)).
2. Preparing and submitting two copies of the detailed final report to the academic supervisor. In case the trainee does not submit the final report at the specified time, the trainee will receive an incomplete grade, and he/she must repeat the entire training period.
3. Filling out and submitting the survey form ([Form No.1.11](#)) by the end of 8th week.

4. Attending the final discussion and presenting his/her final report orally at the specified time during the 8th week.

EVALUATION AND GRADING

The evaluation of the student's performance in the training program is based on the following:

1. Both the training institution administration, and the site supervisor evaluate the trainee during the training period by filling out the appropriate forms and sending them at the end of the training period to the training coordinator. They evaluate the student on the following items:
 - professional behavior.
 - professional relationships.
 - professional performance.
 - Professional knowledge.
2. The academic supervisor bases his/her evaluation of the trainee on the following:
 - The trainee's commitment to fill out the required documents on time, namely the contact form, the biweekly progress reports, and the final report.
 - The trainee's commitment to his/her work plan and the tasks appointed to him/her.
 - The trainee's communication with the academic supervisor and the employer.
 - The quality of the biweekly reports that are submitted by the trainee and the quality of the final report.
3. The examiners evaluation relies on:
 - The organization, completeness, and technical content of the trainee's final report (does the document demonstrate effective use of professional tools and techniques with proper and correct application?).
 - The quality of the final discussion/ presentation where the student talks about the entire experience and stages of training.
4. The trainee will be given the final grade on a PASS/FAIL basis (Passing grade must be $\geq 60\%$ of the total grade). The total grade will be according to the following

Item to be graded	The percentage of the total grade	The person who awards the grade	
Biweekly reports	15%	The academic supervisor	
Employer's/ training institution's Evaluation	35%	10%	The institution administration's official
		25%	The site supervisor
Final report	35%	10%	The academic supervisor
		25%	The training examining committee
Final presentation	15%	The training examining committee	

For more information about the evaluation's components, see [Form No.2.4](#), [Form No.2.5](#), [Form No.3.3](#), and [Form No.4.1](#).

SUMMARY OUTLINES

Period	Task	Time Frame	Documents	Responsibility
During the semester preceding the training semester	Filling the preregistration and obligation forms.	From the 2 nd till the 6 th week.	Form No.1.1 Form No.1.4	The trainee/The training coordinator
	The registration of the summer training course.	The early registration for the courses	NA	Banner
	Arranging for a training opportunity by the student.	From the 2 nd week till the end of 11 th week.	Form No.1.3	The trainee/ training coordinator
	Organizing/ Attending the mandatory preparatory lectures held by the academic department. (Mandatory)	By announcement.	NA	The academic department /The trainee
During the training period	Assigning faculty Supervisor.	In the beginning of the training semester	NA	The training coordinator
	Attending the training institution- Getting a training plan	1 st week	Form No.2.1	The trainee and Employer/Training institution
	Sending the training institution's contact information to the academic supervisor	1 st week	Form No.1.5	The trainee
	Regular calls with site supervisors	During the training period	NA	Academic supervisor
	Site visits	3 visits (at least)	Form No.3.2	Academic supervisor
	biweekly tasks	During the training period	NA	The trainee
	Submitting the biweekly reports	By the end of 2 nd , 4 th , and 6 th weeks	Form No.1.8	The trainee
The last two weeks of training	Student evaluation by training institution/site supervisor	8 th week	Form No.2.4 Form No.2.5	Training institution/site supervisor
	The training survey form- the trainee	8 th week	Form No.1.11	The trainee
	Final report	7 th week	Guidelines provided in Appendix A	the trainee
	Presentation and discussion	8 th week	Form No.4.1	Academic supervisor and examiners

APPENDICES

APPENDIX A: FINAL REPORT AND FINAL PRESENTATION GUIDELINES.

The report should demonstrate what students learned and accomplished during the training period. Here are a few suggestions for writing a good report in general:

1. Organize the information in the report in a logical manner, so that the reader can understand what you are trying to convey.
2. Tables and figures can be used very effectively to support your comments and conclusions. Use figures and tables to communicate results whenever possible, arrange graphs and tables in such a way that they help to illustrate your points. Each figure and table must have a caption with a clear description.
3. Provide meaningful conclusions and material supporting the conclusions. In stating the conclusions, draw the reader's attention to supporting data or results. If possible, offer a reasonable "theoretical" explanation for the conclusions. Make statements as quantitative as possible.
4. Do not omit any essential information or explanations.
5. Include safety and chemical hazard information.
6. Finally, make sure that your report is free from spelling and grammatical typos.

Important Remark:

Preparing the final report should be without the assistance of external parties. The percentage of quotations should not exceed 20% of the total of the report. Student can use the approved citation programs (Turnitin) on the university's website to ensure that the specified percentage is not exceeded. To create an account for the program, please visit the link <https://www.kfu.edu.sa/ar/Deans/Library/Pages/sdl.aspx>

The final report and the final presentation should be prepared according to the format detailed in [here](#).

APPENDIX B: GENERAL ADVICE FOR THE TRAINEES .

1. Your performance in the summer training course will positively/negatively affect the impression that the employer/ training institute has about the college and the university in general, so be the best representative of your college.
2. Your evaluation will be based on how well you present yourself in a professional manner that reflects the quality of your education and your acquired ethics.
3. Before heading to the employer/training institution, make sure that you have all the needed documents related to the course.

4. Maintain the attendance policy at the institution, the general appearance, and sincerity at work. You consider yourself a full-time employee in the institution.
5. Adhere to the institution rules regarding confidentiality of information and professional ethics.
6. Follow all the instructions related to your tasks and ask questions if needed.
7. Explore areas that you are interested in and visit other departments in the training institution to learn about the hiring process.
8. Try to initiate a good relationship within the work environment to help you in searching for your future job.
9. Collect all information related to your task and training process in general.
10. Start writing the report immediately after joining the employer/ training institution, update it regularly, and do not wait until the end of the period.
11. Submit the periodic reports on the scheduled time and amend the time in case of changing or cancelling any work.
12. Discuss the content of your reports with your site supervisor and ask him/her politely for any needed assistance.
13. Contact your academic supervisor and update him regularly on your progress.
14. At the end of the training, be sure to collect all documents related to your evaluation process.
15. The final discussion forms a large part of your evaluation, so be sure to prepare yourself by reviewing your report and notes during the training period.

APPENDIX C: FREQUENTLY QUESTIONS AND ANSWERS.

1. Can I search and find a special training opportunity myself ?

Yes, the trainee can search on his own for a special opportunity that suits his tendencies and ambition, but the choice must have the department approval and during the semester preceding the training semester.

2. What is the last date for applying for special opportunities?

The student must fill [From No.1.3](#), submit it, signed by the training institution officials, to the training coordinator in the academic department for approval. Submitting the signed form must be no later than the last working day of the 11th week of the semester preceding the training period. The student must allow at least two weeks after submitting the form to get a decision.

3. If I cannot provide a suitable training opportunity, will the department provide it for me?

Yes, the department is primarily responsible for providing the opportunity for the trainee, and these opportunities are often announced before the start of the training period.

4. Can I register for the training course during the first or second semester of the year?

Yes, as long as the trainee satisfied all the registration requirements and was not registered in more than one course along with the training period, providing that there is no conflict with the training scheduled time.

5. How and when are the academic supervisors appointed?

The academic supervisor is often selected by the department and is assigned to the trainee while they receive their letters that address them to the training institution.

6. Do I have to strictly adhere to the methodology of the final report that is specified in the guideline?

The report must be written according to the methodology mentioned in [Appendix A](#). All instructions for formatting the final report in terms of font size and type should be followed. The trainee can add any other points that are important in his/her opinion.

7. How can check the plagiarism's percentage in the report before submitting it to the academic supervisor?

The trainee must contact his/her academic supervisor to create an account in Turnitin, a software that is used for this purpose, via the deanship of library affairs. <https://www.kfu.edu.sa/ar/Deans/Library/Pages/sdl.aspx>

8. In the event of any problem between the trainee and the training institution, to whom should the trainee return?

If a problem arises between the trainee and the employer, the trainee must contact his/her academic supervisor immediately, the trainee must report the problem using ([Form No.1.9](#)).

9. Can I change/transfer the employer/training institution ?

Yes, the trainee can be transferred if the training institution is not suitable, provided that

- The trainee has convincing reasons for this transfer ([Form No.1.6](#)).
- The transfer must be during the first week **only** or before.
- The trainee has to provide a special opportunity where he can directly complete the training process from the second week without interruption.
- The trainee should repeat sending the academic address to the supervisor after the transfer process.

10. Does the training institution provide a salary to the trainee?

This depends on the training institution, and there is often no salary/ reward or compensation.

APPENDIX D: THE TRAINING FORMS.

All the forms are available online at the college's website, copies of all the forms can be provided by the training coordinator upon request via the email. The following are links to the trainee's forms and the evaluation forms.

[Form No.1.1: The training Preregistration form](#)

[Form No.1.2: The training drop form](#)

[Form No.1.3: The opportunity to search for the training institution by the trainee](#)

[Form No.1.4: Training student's obligations](#)

[Form No.1.5: The employer/training institution contact information](#)

[Form No.1.6: Transferring to another employer/training institution](#)

[Form No.1.7: Student's absences justification](#)

[Form No.1.8: The training biweekly report](#)

[Form No.1.9: Notifying the academic supervisor about any problem during the training](#)

[Form No.1.10: Scheduling the final report and the final presentation](#)

[Form No.1.11: The training survey form- the trainee](#)

[Form No. 2.1: The trainee's training plan.](#)

[Form N.2.4: The training evaluation - Employer](#)

[Form No.2.5: The training evaluation - Site supervisor](#)

[Form No.3.2: The training evaluation of the trainee's performance/ training institution during the visit by the academic supervisor](#)

[Form No.3.3: The training evaluation- Academic supervisor](#)

[Form No.4.1: The training evaluation- the examiners](#)

APPENDIX E: LIST OF ALL EMPLOYERS/TRAINING INSTITUTIONS THAT ARE AVAILABLE FOR THE TRAINING PROGRAM.

Note that the list is updated regularly at the beginning of each semester. The full current list can be found [Here](#).