



King Faisal University

College of Engineering

Engineering Training Guidelines

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1. INTRODUCTION

Students of College of Engineering (CoE) at King Faisal University (KFU) are required to undergo a comprehensive Engineering training with local and multinational organizations relevant to their major and area of expertise. The purpose of engineering training is to enhance student's skills to latest industry standards and deepen their technical knowledge. In addition, such training strengthens the coordination/linkage between the CoE at KFU and the industry.

Students are expected to spend their entire summer training period with the training organization abiding by organizational rules, policies and procedures. At the end of the training period, the students are required to submit a final formal written Engineering Training Report .

For the college to access the performance of engineering students during the training period ,the training organization shall fill in a confidential evaluation form and post it to the engineering training office with required information that includes the number of days spent on training, the absence and an overall performance of the trainee.

2. VALUE AND OBJECTIVES

The overall objective of Engineering Training is to provide engineering students an exposure to the updated industry practice in their field of their specialization. In particular, Engineering Training is intended to :

- Enable students to gain valuable industry experience.
- Expose students to the organizational cultural environment and working ethics.
- Expose students to apply their theoretical knowledge into practice, thus enhancing their problem solving skills.
- Evaluate students career interests .
- Enable students to learn more in their field of expertise .
- Provide students with opportunities to earn extra income ‘
- Give the training organizations an exposure in relation to technical expertise of KFU students.
- Enhance the coordination and exchange of information between the CoE and organizations.

3. DURATION OF THE ENGINEERING TRAINING

The qualifying student for engineering training should spend at least eight working weeks on a full-time basis in a governmental organization (or) reputable industrial firm (or) research centres that are involved in engineering practices relevant to their area of specialization.



4. SUMMER TRAINING DEPARTMENT COORDINATOR TASKS

The summer training department coordinator is a department faculty member assigned by the department chairman. The main duties of the coordinator are as follows:

Task Number	Task	Working Hours
1	Planning and scheduling the students' summer training.	2
2	Review and approve companies list provided by the student.	5
3	Nominate eligible students for the summer training program who will satisfy the training requirements.	4
4	Issue letters to organizations on student's request.	5
5	Approving the student's summer training plan.	7
6	Visiting the student on site in case of complaints or problems by student or company supervisor.	5
7	Receiving the evaluation reports (surveys) from employers.	2
8	Receiving the evaluation reports (surveys) from students.	2
9	Preparing ABET/Field Experience course portfolio of training course and performing the indirect assessment of the student outcomes of this course based on the student and supervisor surveys.	8
10	Arranging for examining the students by distribution of students' final training reports and presentation among department faculty.	2
11	Calculating the final grade of the training course and updating it in the banner.	3
Total		45

The above tasks are carried out during the summer term and are equivalent to 45 contact hours and are equivalent to 3 credit hours load.

5. ASSIGNING AN ENGINEERING TRAINING EXAMINER

Two faculty members from each department will be assigned to evaluate student performance. The faculty members will report the final grade on a PASS/FAIL basis to the Training Coordinator. The faculty members/examiners should take into consideration any delay by the student in submitting any of the required documents and may penalize the student for that delay .



6. ACADEMIC REGULATIONS AND REQUIREMENTS

The following points represent important considerations, the student should be aware of :

- Students are responsible for following the academic rules and regulations, including requirements for graduation.
- Academic advisors should assist students in planning and managing their academic program .
- Students are not allowed to register for any course(s) during their training period .
- Students must complete their training before enrolling in their last semester.
- Students must fulfil the following eligibility requirements in order to qualify for Engineering Training :**
 - Completion of no less than 90 total credit hours at the time of requesting a training assignment (including the credit hours expected to be completed at the end of the semester prior to the training).
 - Hold the status of a regular student during the training (i.e. not dismissed for academic or disciplinary reasons).

7. REGISTRATION PROCEDURES

- The early registration period for Engineering Training will usually starts on the last day of dropping courses without permanent record and continues until the last day of dropping courses with a grade of "W" of the Second semester of each academic year ‘
- All eligible students should complete and submit the training registration form/training information- within the registration period- to the Engineering Training Coordinator for approval.
- The Engineering Training course is a zero-credit hour normal course. Therefore, registration confirmation is a must, like other courses, and it is the student responsibility.

8. WITHDRAWAL PROCEDURE

- After the registration deadline is over; the student trainee needs the approval of the Engineering Training Coordinator. This approval will be granted only to students with legitimate reasons by completing the dropout form and submitting it to the Engineering Training Coordinator. Then, student can drop the course during the dropping period.
- By default the student may be withdrawn from Engineering Training without prior notice due to any of the following reasons :**
 - Dismissal for academic and/or disciplinary reasons ‘
 - Dropping some credit hours by the student during the semester preceding the training period so that the total number of the earned credit hours after this semester is less than 90 credit hours (cases that arise due to this Condition will be discussed separately). In addition, in this case student cannot make the registration confirmation of the Engineering Training course.



- A failing grade, "F", will be given to any student who withdraws from Engineering Training without completing the withdrawal formalities.

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

9. PLACEMENT OF TRAINEES

It is the responsibility of the Engineering Training Office from the College of Engineering to coordinate with organizations within and outside the Kingdom of Saudi Arabia to create training opportunities for eligible students. All nominated engineering students must contact the Training Office and/or the Training Coordinator to finalize the required administrative procedures before starting their training .

10. REQUIREMENTS FROM THE TRAINING ORGANIZATIONS

Training organizations are kindly requested to provide the following :

- A well-structured training schedule for the whole training period before a student commences his training.
- Utilize the trainee in a job related to the different fields of engineering in the different aspects of interests .
- Provide the university with a filled KFU engineering evaluation form for each trainee at the end of the training period .
- Allow and arrange for the university officials to visit the trainee(s) when required .

11. ANNOUNCEMENT TO ENGINEERING TRAINING STUDENTS

A. Before start of training:

Students have to make sure that:

- They are enrolled as a regular student at KFU during the training period .
- The training assignment is discussed with their coordinator.
- They are well prepared for the engineering training assignment and responsible for writing a quality training report .
- They will keep the telephone number of the coordinator as well as the telephone, fax numbers, and the e-mail of their respective Department representative in case of need.
- They should have all the required official documents from the summer Training Office – College of Engineering - that includes
 - Official letter addressing the Concerned Person (or) Authority of the training organization.



- Contact information (names, telephone numbers) of contact persons in the organization to contact them in case of any major problem during training.
- The evaluation form that needs to be handed over to the training supervisor in the organization .

B. During the training period:

Students have to make sure that the following requirements are fully satisfied :

- Spend the full training period (minimum of 8 full-time working weeks) with the organization assigned by the Training Office.
- Refrain from transferring to any other organization without written approval by both the University and the organization .
- Send their contact address of the training organization to the University no later than the end of the second week of start of training .
- Ask for a training schedule from the training organization mentioning the activities that will be performed during the training .
- The training schedule is related to the student's major .
- Abide by and obey all organization's effective rules and regulations .
- Collect all information related to writing of final report .

C. After the training period:

Students are fully responsible for :

- Contacting the training coordinator during the first week of the training period to provide the needed contact information of the company assigned mentor.
- Contacting the training coordinator, to get any help, during the training period.
- Completing their final report as well as presentation before the last week of their training.

12. STUDENT SUBMISSIONS

Upon the completion of training (in the last week of his training), the student is required to submit two hard copies of his final report to the coordinator. The copies should be submitted at least few days before the scheduled presentation date which must be set on or before the first week of the semester following the training. The report should be prepared in accordance to the format detailed in this document .



13. EVALUATION AND GRADING

The student will be given a PASS/FAIL grade (Pass \geq 60 %) by an exam committee, that will be formed for this purpose according to the following criteria :

- Organization's evaluation will carry a weight of 50 % of the total grade.
- The training final report will carry 30 % of the total grade.
- Presentation and discussion will carry 20 % of the total grade.
- Student should get at least 60 % of the company weight to pass the course.