
Vision: Local and international leadership in civil engineering education, innovative research, and knowledge dissemination.

Cooperative Training Guideline

Mission: Providing outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems.

Introduction

Cooperative/ Field Training activities are one of the most important components of professional programs at the college of engineering of Shaqra University. Field training for engineering students includes any work-based activity such as internships and cooperative training. These activities are offered in an industrial or professional environment to provide students with the knowledge and skills required for effective practice in the required professional field, and to give opportunities for students to integrate the labor market during the university period.

Mission of committee

The Cooperative training committee in the Civil Engineering Department aims to supervise students and coordinate between academic departments, companies and institutions targeted for training purposes Achievements of the committee

Cooperative Training Requirements

1. Prior to undertaking the summer training program, the student must obtain the approval of the department and he must have completed, successfully, at least 100 credit hours excluding preparatory year.
2. Students in the department are required to complete a 10 weeks summer training requirement in an area related to Civil Engineering. Complete the training period 300 hours at the training body.
3. Students enrolling in the summer training program are not allowed to take simultaneously any course or projects.
4. Receive the letter of guidance from the training committee to the training authority.
5. Commitment to work rules and regulations.
6. Send the required forms to the training supervisor at the specified dates using the e-mail. Also send a copy to the e-mail of the training committee. mustafa.elrawy@su.edu.sa
7. Coordinate with the training supervisor of the company regarding the final evaluation during the training period and make sure to send it to the training committee.
8. Write the final report on summer training and submit it to the training committee.
9. Presentation and discussion of the final report at the beginning of the first semester.

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Training Features

A civil engineering graduate must have some such skills and experience, which are the proposed topics for cooperative training.

Students are encouraged to seek training during the summer months in government and private companies where they can gain experience in their field. Cooperative training will provide practical engineering experience without increasing the time required for graduation.

Although students will not receive academic accreditation for cooperative internships, the College should strongly encourage participation by emphasizing the numerous benefits available to students. Among the benefits of training are:

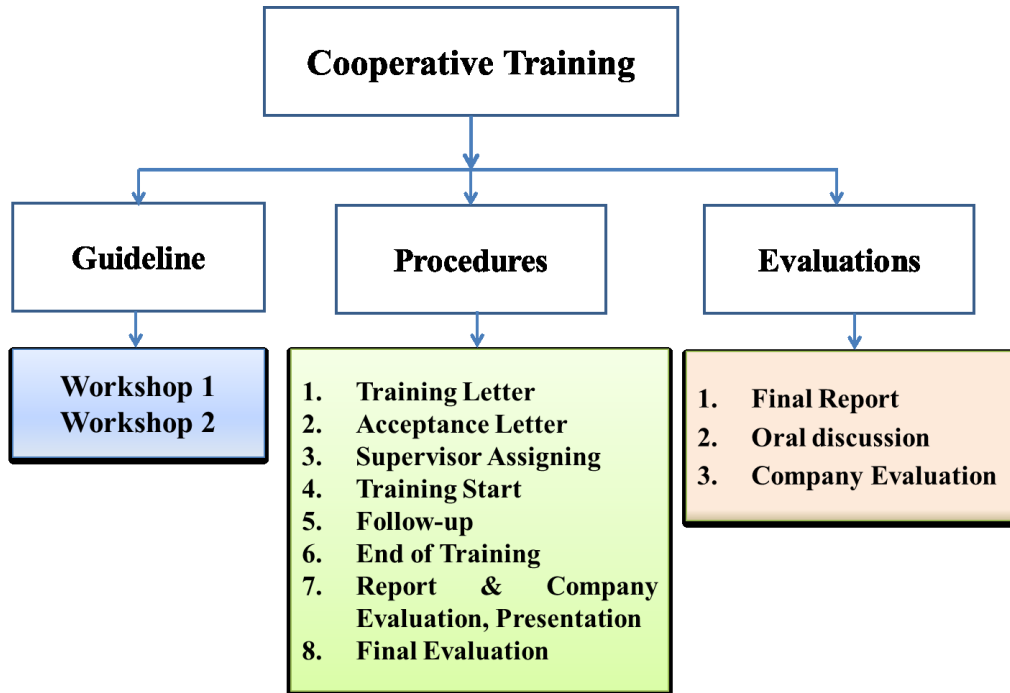
- Assist students in practicing tasks during periods of specialized study in the workplace.
- Students discover what kind of work and company they prefer.
- Students with internship experience are more likely to be selected by employers because they require less training.
- Interns are frequently offered permanent job opportunities by companies after they graduate from university.
- Students with internship experience typically earn significantly more than graduates with no experience.

Decision-making procedures for identifying appropriate locations for field experience

- Every year, the department communicates with relevant companies to provide opportunities to train students in their companies in order to determine suitable sites for field training.
- The department sends a letter from the college to the company where the student will be trained.
- After receiving approval from the company to train the student, the department sends a form called "Evaluation of trainee performance" to the company to evaluate the student after completing the training.

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Cooperative Training Flowchart



Student Final Report

The final report should contains the following items

1. Cover page (Student Information).
 2. Abstract
 3. Table of contents, list of figures, and List of tables
 4. Introduction [one page].
 5. Company profile (activities) [two pages].
 6. Description of the training project [one - two pages].
 7. Detail of main tasks and duties performed during the summer training [15 pages].
 8. Conclusions [one page].
 9. Acknowledgment
 10. Reference section
- The report should be written in English Language
 - Number of pages: up to 20 pages.
 - Font type: Times New Roman. Font size: 12 pt. Line spacing: 1.5. Justify

Cooperative Training Templates

Training letter

سعادة الرئيس التنفيذي لشركة
وفقه الله

السلام عليكم ورحمة الله وبركاته ،،، أما بعد:

نظراً لأهمية التدريب التعاوني في تزويد الطالب بالخبرة العملية وتنمية قدراته الوظيفية وتعميق المفاهيم التي تلقاها نظرياً عن طريق ربطها بالواقع العملي. وحيث أن شركتكم من الشركات الرائدة والمتخصصة في المجال الهندسي والتي أسهمت في تعزيز هذا المفهوم التطبيقي. لذا نأمل من سعادتكم الموافقة على إتاحة الفرصة لطلاب الكلية لكسب الخبرة العملية وإنجاز مقرر التدريب الصيفي بواقع عشرة أسابيع خلال فترة الصيف للعام الدراسي الحالي 1443هـ، والذي هو جزء من متطلبات التخرج في التخصصات المطروحة في الكلية وهي الهندسة المدنية والهندسة الكهربائية والهندسة الميكانيكية.

اسم الطالب	
رقم الهوية	
الرقم الجامعي	
التخصص	

والله يوفقكم ويرعاكم ،،،

عميد كلية الهندسة

د. خالد محمد بن صالح

تقييم اداء الطالب (المتدرب): Evaluation of the Trainee Performance

يرجى استخدام المقياس المرفق لحساب درجة التقييم من خلال التالي: ممتاز (10 درجة)، جيد جدا (8 درجات)، جيد (6 درجات)، مقبول (4 درجات) و ضعيف (2 درجة).						
ملاحظات	الدرجة					عناصر التقييم
	ضعيف (2)	مقبول (4)	جيد (6)	جيد جدا (8)	ممتاز (10)	
						الالتزام بالاداء و المواظبة
						التطبيق العملي للمعرفة العلمية
						العلاقة الفاعلة للتواصل مع الاخرين
						الالتزام بالانظمة المهنية و التدريبية
						المقدرة علي العمل في فريق
						جودة الاداء و الانجاز للمهام
						الشخصية و المظهر العام
						روح المبادرة للمهام
						كتابة و تقديم التقارير
						القدرة علي تحمل ظروف العمل و اتخاذ القرار المناسب
Pleas fill this form and send it to Internship Unit- College of Engineering Shaqra University, Dawadmi 11911 Tel. No. : 0114678140 Or via e-mail			الرجاء ارسال هذا النموذج بعد تعبئته الي العنوان التالي: كلية الهندسة بالاداءمي - وحدة التدريب جامعة شقراء الدوامي 11911 هاتف: 0116478140 ام من خلال البريد الالكتروني			
			coe@su.edu.sa			

تقييم اداء الطالب (المتدرب) من جهة التدريب

بيانات الاتصال

التوقيع:

اسم المشرف علي التدريب :

الختم الرسمي لجهة التدريب

Cooperative Training Survey

البريد الالكتروني:	نوع المؤسسة: قطاع حكومي () قطاع خاص () موقع الشركة / المؤسسة على الانترنت:	اسم الشركة أو المؤسسة:
المنطقة:	ID:	اسم الطالب:
المحافظة:		

What is your evaluation of ... ما هو تقييمك لـ...

	Item	0	1	2	3	4
1	I was assigned meaningful tasks during my COOP. تم تكليفي بمهام ذات مغزى أثناء تعاواني.					
2	My COOP assignments were relevant to my academic coursework. الخاصة بي ذات صلة بدوراتي الدراسية الأكاديمية. COOP كانت مهام					
3	My COOP assignments were relevant to my interests. كانت مهام التعاون الخاصة بي ذات صلة باهتماماتي.					
4	I had regular supervision and guidance from my supervisor. كان لدي إشراف وتوجيه منتظم من مشرفي.					
5	My supervisor and/or other staff were available if I had questions. كان مشرفي و / أو الموظفون الآخرون متاحين إذا كانت لدي أسئلة.					
6	I learned new knowledge & Skills in my COOP. تعلمت معرفة ومهارات جديدة في تعاواني.					
7	How you rate the facilities & resources available in the Company. كيف تقيم المرافق والموارد المتاحة في الشركة					
8	How does the company deal with new ideas? كيف تتعامل الشركة مع الأفكار الجديدة؟					

Please respond to the following questions by selecting the response which is most nearly correct. 0= No Opinion, 1=Poor, 2=Average, 3=Good, 4=Excellent.

Additional Comments (if any):

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Final Evaluation by the department

Cooperative Training Evaluation

Student No.		Academic year
Student Name		Date:

Assessment task	Max. point	Awarded point
1. Evaluation of trainee performance via the training company host	40	
2. Report	30	
3. Oral discussion	30	
Total	100	

Committee Member Name:	Signature:

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Cooperative Training Evaluation

2. Group Report Assessment: 30 points

Evaluation Criteria	Max. point	Awarded point
1. Cover page		
2. Table of contents, list of figures, list of tables		
3. Abstract		
4. Main body of the report		
5. Introduction/ Objectives		
6. A description of the project phases through which the student was trained		
7. Conclusions and recommendations		
8. Presentation Organization and Content 8.1 Information is presented in a logical order 8.2 References and Citation 8.3 Accuracy of information presented 8.4 Use of technical terms		
Total	30	

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Cooperative Training Evaluation

3. Individual Presentation and Oral Discussion Assessment: 30 points

Evaluation Criteria	Max. point	Awarded point
1. Presentation contents		
2. A description of the project phases through which the student was trained		
3. Speakers use clear, audible voice		
4. Eye contact with audience		
5. Language skills		
6. Information was well communication		
7. Speakers appearance		
8. Length of the presentation		
9. Ability to answer the questions		
10. Presentation Organization and Content <i>10.1 Information is presented in a logical order</i> <i>10.2 Accuracy of information presented</i> <i>10.4 Use of technical terms</i>		
Total	30	

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