College of Engineering

Qassim University جامعة القصيم

Summer Training Program

Control and Evaluation Strategies (GE406)

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This document is adapted from the previous COOP System:

Coop Training Program

Control and Evaluation Strategies

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1. Introduction

Summer Training (ST) Program is a joint effort between the College of Engineering, the public, and the private sectors in the area of specialization to allow students to practice the skills and knowledge.

ST students are required to spend two months (8 working weeks) of practical training in a relevant field in industry at the end of the eighth semester.

The objectives and the learning outcomes of the Summer Training Program are addressed in the hereafter. In addition, the requirements for student eligibility are discussed as well as the planning, the responsibilities and the evaluation strategy. By the end, one may find the main activities of the celebration day. To get the fruitful benefits of this program the students and the advisors have to report surveys for the Summer Training. The guidelines also include how to deal with major and sudden problems. The supplied appendix contains all the required program forms.

2. Objectives of the Summer Training Program

The objectives of the Summer Training have been stated as follows:

1. Allow students to relate the classroom learning outcomes to the actual engineering field experiences in either governmental or private sectors.
2. Build up the student's disciplinary, ability and personality to communicate effectively through teams with the most updated various industries and technologies.
3. Introducing students for first time to their expecting careers.
4. Build up the relation between the college and the various industrial fields as well as knowing the needs and expectations of these fields for the graduated students.
5. Enable the private and public organizations to identify the skills of the trainee, and polarizing him for jobs.

3. Learning outcomes of the Summer Training Program

The Summer Training is one of the most useful areas for students to achieve the program outcomes determined by ABET Accreditation for the different disciplinarians in the college. The student outcomes stated in Table 1 are to be achieved through the summer training practice.

Table 1: Students Outcomes (SO's) aimed by the summer training practice.

	Student Outcomes (SO's)	Reference in the (ABET 2007) Criteria
1	An ability to apply knowledge of mathematics, science, and engineering	SO (a)
2	An ability to function on teams	SO (d)
3	An ability to identify, formulate, and solve engineering problems	SO (e)
4	An understanding of professional and ethical responsibility	SO (f)
5	An ability to communicate effectively	SO (g)
6	The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context	SO (h)
7	A knowledge of contemporary issues	SO (j)
8	An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.	SO (k)

4. Requirements and Eligibility

The following criteria should be met before a student is considered eligible for the admission of the Summer Training program:

1. Student has to complete a minimum of 100 credit hours after the preparatory year prior to admit for the ST program.
2. Student has to satisfy the department special requirements, if any.
3. Student is not permitted to register for any other courses during the ST program.

The college is recommending students to start their summer training program as soon as they finish its requirement (complete 100 Cr. Hr.). This will help students to graduate within 10 semesters. However, the College is not responsible by any mean if any student delayed his summer training program, which results in graduation within more than ten semesters.

In addition the college will work hardly to find a training place for each student while giving the priority to those newly achieving their first 100 Cr. Hrs. However, it is the student decision and responsibility to start time of his summer training program any further.

5. Summer Training Planning and structure

This section focuses on the planning and the structure of the Summer Training Program. The structure and sequences are shown in Figure 1 while the planning is given in Table 2

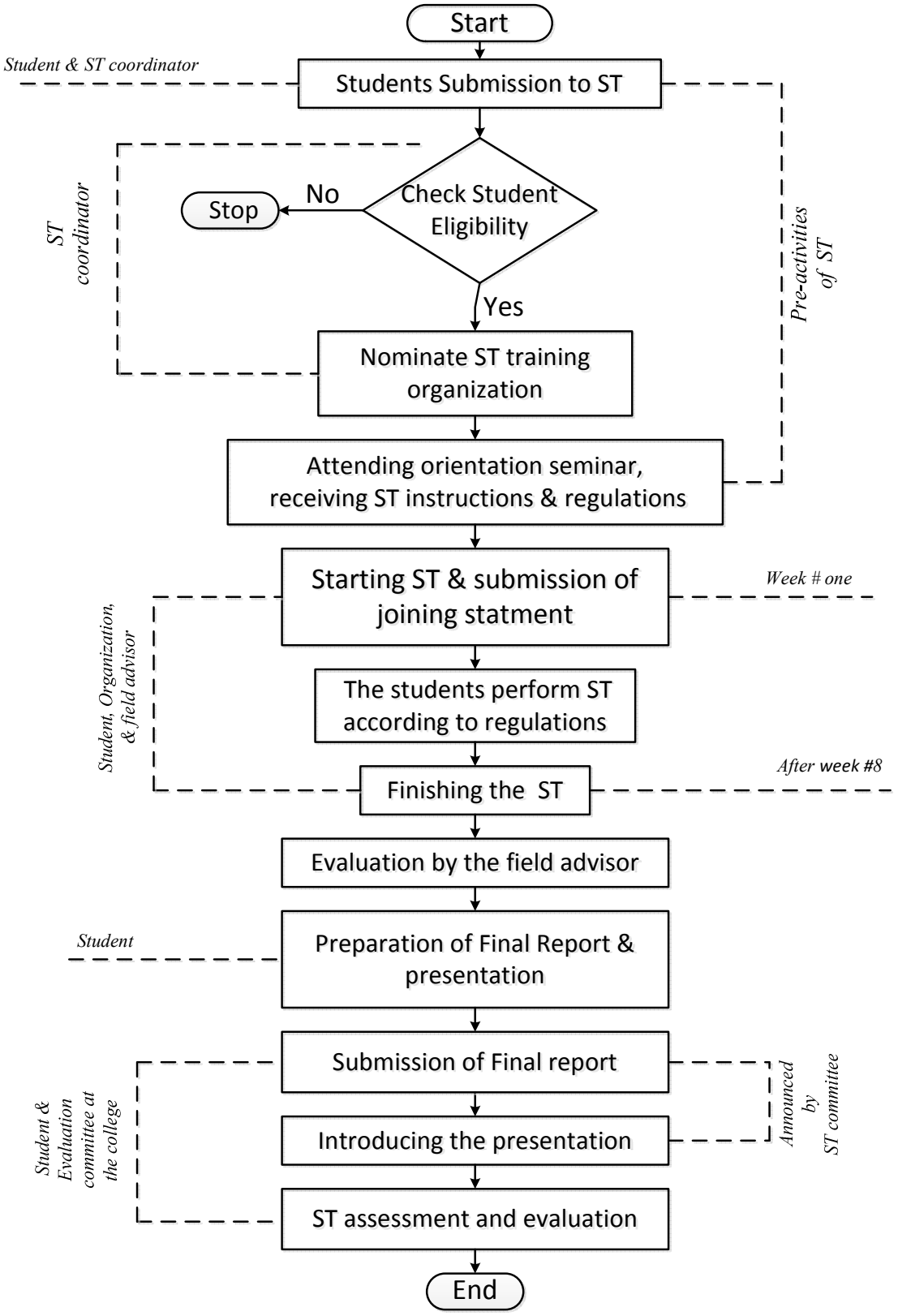

Figure 1: The Flowchart of the ST Program Event Sequences

Table 2: Planning of the ST Program

Week number	Major activity
Before joining the training	Orientation Meeting Student fill a Sign-Off Form (Appendix A)
Week 1	Student send the Joining Report (Appendix A)
Weeks 1- 8	Attending the Summer Training
Three weeks after returning back to the college	▪ Submit the ST final report ▪ Submit ST survey ▪ Submit certificate of attendance ▪ Submit certificate of originality ▪ Get ready for the presentation (to be announced by the program coordinator)

6. Roles and Responsibilities

There are three constituents in the Summer Training program; student, college/department and the organization offering the Summer Training. Each of these constituents has an effective role to get the most outcomes from the ST program. This section focuses on stating the role of each constituent. In addition, the interaction between all of constituents is addressed.

6.1 College/Department Responsibilities

The college organizes an orientation seminar for departing ST students. This offers an opportunity to stress the importance of frequent communication between the students, their ST field Advisor and the ST Coordinator. Moreover, the students will be given information packages including this material, which contains copies of the progress reports to be submitted along with their specific dates and meetings' schedule.

Within the college, the role of the following parties will be of pivotal importance to the professional development of the student and to the successful completion of the ST program:

1. Academic Departments;
2. ST Coordinator
3. ST Exam Committee
4. ST Steering Committee

a) Academic Departments

The responsibilities and authorities of the Academic Departments may be summarized as:

1. Assign a **ST-Coordinator,** who has the responsibilities demonstrated below.
2. Approve the list of nominated students who are submitted and eligible for the ST program.

3. Assign the ST exam committees.

b) ST Coordinator

The roles of the coordinator may be summarized as:

1. Prepare a list of the eligible students who summited for the ST-program and raise it to the departments for approval.
2. Nominate the public and private organizations offering Summer Training.
3. Communicate with the training organizations offering the training.
5. Assure that a username and the college web administrator has assigned password for each ST Field Advisor.
6. Take the appropriate actions for solving any problem.
7. Receives the final reports from the training institutions and proceeds it to the exam committees.
8. Collect, statistically analyze and summarize results of ST- surveys.

c) ST Steering Committee

The ST Steering Committee is responsible for administrating the ST Program. It has another task to periodically review and assesses the data, surveys, reports and records of the ST and may recommend improvement to the different program committees. The committee is formed by the vice dean of academic affairs and reports to him.

d) ST Exam Committee

For each student (or group of students), an exam committee, consists of three faculty members is assigned by the academic department. For each student, each committee - member, evaluates the student's ST report and presentation using the evaluation forms given in Appendix A.

6.2 Responsibilities of the Training Organization

The training organization is the place where the student will spend his Summer Training period. It is expected that the training organization will supply the students by adequate practical information and training. It is expected also that the organization assign a **ST Field Advisor** for each student or group of students. The ST Field Advisor is asked by the college to keep track of the students and submit individual electronic-report for each student at end of the training period. The report may be accessed electronically through the college website or as a hard copy with official stamp of the training organization. A username and password will be assigned for each ST Field Advisor by which he can access the pre-designed-report and make the appropriate marks for each student.

The training organization, based on its training policy, may arrange for the students' accommodation, transportation and/or monthly payments.

The **ST Field Advisor** is a practicing engineer who is assigned by the training organization. His role is of prime importance in ensuring adequate professional development of an assigned student(s). It is expected that the advisor will set a working/training plan for the student during the training period. ST Field Advisor is expected to perform the following duties:

1. Ensures that the students are provided with the required assignments and follow their practice and progress.
2. Explains to the students and helps them to understand the training activities
3. Completes the Student Evaluation Report

6.3 Student Roles and Responsibilities

a) Before joining the ST

1. Student should familiarize himself with the regulations and planning of the ST program. These are contained in the material and the orientation seminar given to him by the department/college.
2. Student has to make sure that he has obtained all the materials and he understands the way to use it correctly.
3. Student should make a note of the contact data of the ST coordinator/advisor and the fax number of his department.
4. Student has to sign the Summer Training Sign-off Form.
5. Student has to register for the Summer Training prior to start his training

b) During the ST

1. Student should make sure that he is provided with the Summer Training regulations from the training organization. If not, he should ask for this.
2. Student should submit a statement of joining the ST to the college during the first week of training.
3. Once student is assigned to a department or division, he must try to learn as much about it, Know what functions are performed and how these functions are related to the organization as a whole. Student can achieve this by reading organization literature, observing activities and asking questions.
4. Student should act and behave professionally and ethically through the whole period of the ST program.
5. Student should always keep the ST program objectives and outcomes in his mind and to do his best to achieve them at the most.
6. Student should keep records of his daily activities, such as specific jobs performed, field trips made, meetings attended, seminars attended, etc..

7. Student should make sure that during the training period, he collects enough relevant data for his ST-progress, and final reports.
8. Student should bring a training certificate form the training company.

c) Upon Return to the Qassim College of Engineering

1. The student has a period of three weeks from the beginning of the next semester to complete his report and prepare himself for the presentation.
2. The student will write a detailed report of the ST showing all activities and events that he attended and knowledge that he gained during the period of summer training. The report should have a part showing the relation between college knowledge and the course he had learnt. The following table may help in that issue.

Training activities have been observed and related to specific course	Course
Training activities have been observed but not related to any course you have been studied	

3. Along with his report, student must submit the official training certificate obtained from the training company, student ST survey as well as certification of originality to the ST Department Coordinator. These are compulsory conditions to allow student to go through the examination process.

7. Summer Training Webpage

The college has established an online webpage for the ST Program. The site contains all materials and guidelines for the ST. Each student, academic advisor and field advisor has a personal account through this site to send, receive or interchange reports and information. The web-link address is: www.qec.qu.edu.sa. For any problem, one may contact the site-administrator or ST Coordinator.

8. Summer Training Program Evaluation Strategy

The evaluation strategy of the ST program will be based on evaluating two different categories. Each category is divided into many dimensions. Figure 1 gives the mark distribution over the main dimensions of the evaluation categories; while the detailed evaluations are explained in Tables 3 and 4.

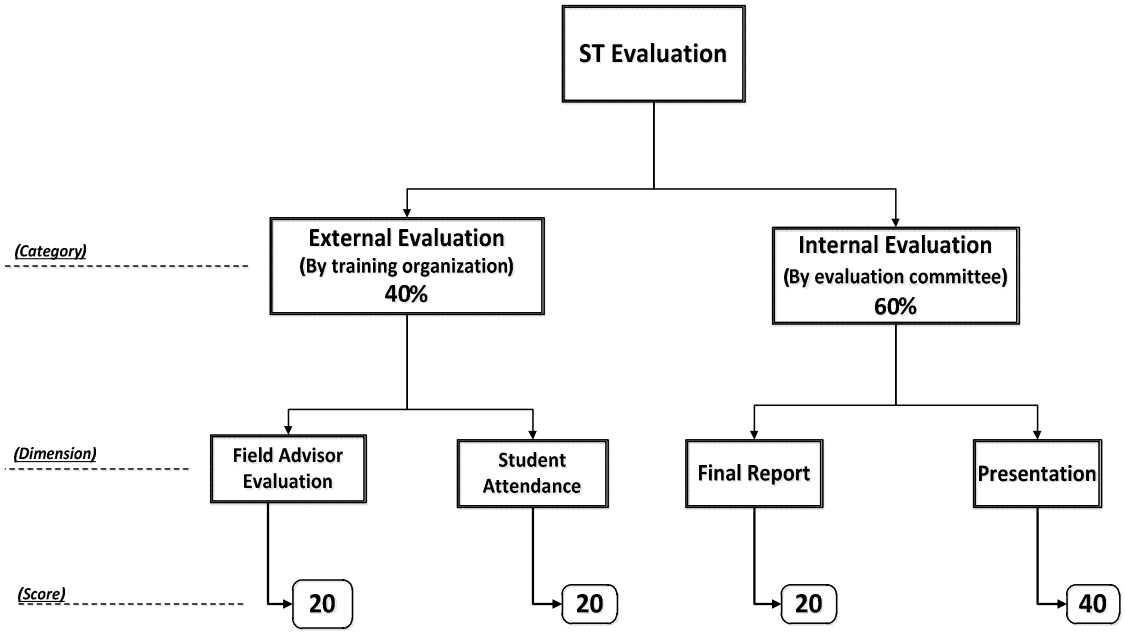

Figure 1: Marks distribution over the main dimensions of the evaluation categories

❒ Evaluation Category 1

This category is performed by the organization at which the student practicing his training. This constitutes 40% of the total evaluation and is measured by the dimensions that shown in table 3.

Table 3: External Evaluation by the training organization.

Dimension	Strategy explanation
ST Field Advisor evaluation (20%)	A short report including the evaluation of the student's performance during the training period is expected from the filed advisor (Appendex A).
The student attendance and punctuality (20%)	The universty attendace policy is applied on the Summer Training course; that is the minimum attendnace percentage is 75%. If a student exceeds the 25% abcence ratio he will fail in this course. However, due to the nature and the importance of the tranining; 2 mark is reducted (out of the 20 marks) corresponding to each abscence day.

❒ **Evaluation Category 2**

This category is performed by the Exam committees formed by the academic departments of the college. This constitutes 60% of the total evaluation and is measured by the dimensions that shown in table 4.

Table 4: Examination committee for evaluation.

Dimension	Strategy explanation
Final report evaluation (20%)	The assessment and evaluation of the final report is to be performed by each member of the examination committee based on specific supplied form given in Appendix A. Afterwards, the average values of the three examiner-evaluations is calculated and recorded in the overall evaluation form given in Appendix A.
Presentation & discussion evaluation (40%)	The assessment and evaluation of the presentation is to be performed by each member of the examination committee based on specific supplied form given in Appendix A. Afterwards, the average values of the three examiner-evaluations is calculated and recorded in the overall evaluation form given in Appendix A.

9. Presentation Day:

The **Final Exam** for the Summer Training program is called **The Celebration**. The time for the celebration is to be announced by the beginning of the semester next to the summer training. The trainee student has to present his final presentation to the exam committee. Student attending celebration day and performing his presentation is an obligatory condition to complete the evaluation process and to credit the student a course grade.

10. Summer Training Survey

Upon completing the program for a specific student, feedback information is required. This information may be obtained by completing the survey forms given in Appendix A. These surveys are collect and statistically analyzed by the ST Coordinator. Results of analysis is submitted to the ST Steering Committee to take appropriate actions. Electronic copies of these forms will be also available by the end of the program through the college website.

11. Urgent Reporting of major and sudden problems

In case of major problems that may face either the student or the field advisor, the urgent reporting form given in Appendix A can be submitted immediately to the ST department coordinator. This form will be available through the college website and will be accessible to both the student and the field advisor.

12. ST program improvement

- **Responsibilities of the ST department coordinators should:**
  - Collect the entire set of forms and documentations from the examiners.
  - Collect the ST surveys and feedbacks.
  - Perform analysis for the collected documents
  - Suggest any required actions and improvements to the ST steering committee.

- **Responsibilities of the ST Steering Committee**

  The ST Steering Committee has to meet at least once per academic year. The objective of this meeting is to review and analyze the different practices, feedbacks and suggestions by the ST department coordinators. Upon, the committee may issue necessary recommendations or take appropriate actions towards the improvements of the ST. Recommendation of the committee are to be raised to the different program committees for further discussion and consideration as an input to the applied continuous improvement cycle.

APPENDIX (A)

Forms Used for Controlling and Evaluating the ST Program

تحرر بواسطة الطالب المتدرب

SUMMER TRAINING STUDENT'S SIGN-OFF

تعهد طالب التدريب الصيفي

Student Name **اسم الطالب**	ID **الرقم الجامعي**
Major **التخصص**	Training Starting Date **تاريخ مباشرة التدريب**
Company /Organization **اسم الشركة/المؤسسة**	Location **موقع التدريب**

أتعهد أنا الموقع أدناه بالإلتزام بالشروط والتعليمات الواردة أدناه وسوف أكون معرضا للعقوبات الأكاديمية المترتبة عند الإخلال بأي بند.

I, whose signature is given below, agree to receive the academic penalties that may be applied by the University in case I break any of the following obligations:

■ It is my own responsibility to know all the requirements of the academic program, the department, the college and the university regarding Summer Training.	■ تقع عليّ مسئولية معرفة جميع متطلبات البرنامج الدراسي و كذلك متطلبات القسم و الكلية و الجامعة فيما يتعلق بالتدريب الصيفي.
■ I must receive all the official documents before I report to my assigned job at the date indicated above.	■ يجب عليّ إستلام كافة الأوراق المتعلقة بالتدريب قبل أن أباشر التدريب في التاريخ الموضح أعلاه.
■ I must spend a minimum of 8 working weeks in the assigned job-training. No changes are to be made unless it is approved by both the employer and the University.	■ يجب علي قضاء فترة التدريب كاملة (٨ ثمانية أسابيع عمل) لدى جهة التدريب المذكورة أعلاه. ولا يحق لي تغيير المكان أو الزمان إلا بعد موافقة كل من الجامعة وجهة التدريب.
■ I must adhere to all rules, instructions and regulations of the training organization and I shall not leave my work place without permission from my field advisor.	■ أتعهد بالإلتزام بقواعد و أنظمة جهة التدريب. و كذلك عدم مغادرة مكان العمل بدون موافقة المشرف على التدريب.
■ I will always keep the ST program objectives and outcomes in my mind and do my best to achieve them at the most.	■ أضع نصب عينيّ أهداف و مخرجات برنامج التدريب الصيفي و أن أعمل دائماً على تحقيقها.
■ I must send the followings to the ST coordinator: the Joining Report through the first week of training and the training schedule of my ST program through the first two weeks my training.	■ أتعهد بإرسال الآتي لمنسق التدريب بالكلية: نموذج مباشرة التدريب خلال الأسبوع الأول وإرسال خطة التدريب الخاصة بى خلال الأسبوعين الأولى للتدريب.
■ I am responsible to make sure that my field advisor sends the Evaluation Reports to the college.	■ تقع عليّ مسئولية التأكد من أن مشرف التدريب الميدانى قد قام بإرسال تقرير التقييم الخاصة بي.
■ After finishing the ST program and before the indicated deadline, I must submit the followings to the ST coordinator: final ST Report, Training Certificate from training company and Certificate of originality. Then I will give ST presentation on front of exam committee. In addition, I understand that failing to do any of these, may end me up with grade of F; and that requires repetition of the entire ST program.	■ بعد نهاية التدريب و قبل نهاية الوقت المحدد لذلك أتعهد بتسليم الآتي لمنسق التدريب : التقرير النهائى للتدريب ، شهادة تدريب من جهة التدريب ، شهادة الأصالة. وبعد ذلك أتعهد بتقديم العرض النهائي للتدريب أمام لجنة الاختبار. وأعى تماماً أن عدم تنفيذ أىّ من ذلك قد يترتب عليه حصولي على درجة " راسب " مما يتطلب مني إعادة برنامج التدريب الصيفي كاملاً.

Signature _____ **Date** _____

نموذج مباشرة التدريب

الطالب المتدرب	
الاسم	
الرقم الجامعي	
التخصص	
الجوال	
البريد الإلكتروني	
التوقيع	

جهة التدريب	
اسم الجهة	
عنوان الجهة	
الهاتف	
الفاكس	
الموقع الإلكتروني	

مشرف التدريب المباشر – بجهة التدريب	
الاسم	
الجوال	
الوظيفة	
البريد الإلكتروني	

المباشرة	
عنوان جهة التدريب	
تاريخ المباشرة	
توقيع مشرف التدريب ختم المكتب	

- يقوم الطالب بتعبئة النموذج وإرسالة على البريد الإلكتروني summer_training@qec.edu.sa خلال الإسبوع الأول من بداية التدريب.

تقرير المشرف الميدانى للتدريب الصيفي (الفترة من ..... إلى .....)

إسم الطالب : ..... مكان التدريب: .....

يرجى تعبئة هذا النموذج بواسطة سعادة المشرف الميدانى للتدريب و ترسل لمسئول التدريب بالكلية بنهاية التدريب

Please the field advisor is requested to fill and submit this evaluation form to the college coordinator by the end of the summer training

Item of Evaluation	Evaluation (التقييـــم*)					عنصر التقييـــم
	٥	٤	٣	٢	١	
1- Posses Enthusiasm and initiation						١- لدى الطالب الحماس والمبادرة
2- I can depend on him in finishing jobs						٢- يعتمد عليه في إنجاز العمل
3- Capable in understanding and dealing with new systems						٣- لديه القدرة على الفهم والتعامل مع الأنظمة الجديدة
4- Has the ability for learning and searching						٤- لديه القدرة على التعلم والبحث
5- Has the ability to judge things and make decisions						٥- لديه القدرة على الحكم على الأمورواتخاذ القرار
6- Interact effectively with his colleagues						٦- يتفاعل إيجابياً مع زملاء العمل
7- Capable in writing and presenting reports						٧- لديه القدرة على كتابة التقارير وعرضها
8- Attendance and punctuality						٨- مواظب و يلتزم بالمواعيد
9- Posses adequate scientific background						٩- يمتلك الخلفية العلمية المناسبة
10- Has the ability to define and solve problems						١٠-لديه القدرة على تعريف وحل المشاكل
Number of working days during training period						عدد أيام الدوام فترة التدريب
Number of absence days of the student during training period						عدد أيام غياب الطالب خلال التدريب

* التقويـــم Evaluation	١:لا أوافق بشدة Strongly do not agree	٢:لا أوافق Do not agree	٣:متعادل Neutral	٤:أوافق Agree	٥:أوافق بشدة Strongly agree

إسم المشرف الميدانى للتدريب: .....

توقيع المشرف الميدانى للتدريب: .....

خاتم مكان التدريب

Evaluation Checklist for the ST Final Report

Student Name		**PIN number**	
Training Organization			

Scoring system: **0** = Not exist/acceptable, **1** = Weak, **2** = Acceptable, and **3** = Good **4** = Excellent

No.	Item to be checked	Score
I) Report Formality		
1	Is the report established in the correct order (Cover page, Acknowledgement, Table of contents, Introduction, Main Body, Conclusion, References, and Appendices)?	
2	Is there a well-formatted cover page and table of contents?	
3	Is the **main body** of the report divided into sections with appropriate titles and subtitles using appropriate font for each?	
4	Is text written with suitable font size (12 pt. or 14 pt.) Times New Roman?	
5	Do all figures and tables have **numbers** and a **caption**, and are properly mentioned in the text?	
6	Does a references section appear as the last Item of the main report? Moreover, In the text, are references used referred to by numbers between two square brackets, e.g. [5].	
II) Report Technical Contents		
7	To how extent, the introduction orients the reader to the report (i.e. gives the reader some sense of what follows)	
8	To how extent, the method of writing the report consider the followings: ▪ Each paragraph contains only one subject. ▪ Punctuations are appropriately used. ▪ There are logical relations between sentences in each paragraph. ▪ Spell check and language are adequately followed in the report	
9	How extent, the report reflects the practice and experience of the student in the ST.	
10	How extent, the report reflects the ability of students to referee practice and experience to the engineering basics and background.	
11	Does the Appendix section show evidences of student's activities; specific tasks, meeting minutes,…..etc.	
12	To how extent, the CONCLUSION is clear, insightful, and outlining all important results explained in the report?	
	Total Mark	

III) Submission Time

☐ **On time**

☐ **Late for** ……. **days** (in this case **2 marks are deducted** from the total mark for **the first day** of lateness and **Afterwards** extra deduction with a rate of **1 mark/day** is applied)

Final Mark for the ST Report			
Evaluator Name		**Final Mark**	**(/ 48)**
Evaluator Signature			

Evaluation Checklist for the ST Presentation

Student Name		**PIN number**	
Training Organization			

No.	Evaluation Item	Score
Scoring system: **0** = Not exist/acceptable, **1** = Weak, **2** = Acceptable, and **3** = Good **4** = Excellent		
(I) Presentation Material		
1	Is the presentation established in the sandwich format (Title slide, Introduction, Main Body, Conclusion)?	
2	To how extent the presentation reflects what was learned and practiced?	
3	How do you rate the presentation style and readability?	
4	How do you rate the written English of the presentation?	
(II) Presenter's Approach		
5	Verbal communication (ability to effectively describe internship experience and project)	
6	Non and Para verbal communication (eye contact, time management, confidence, vocal quality, appropriate gestures, posture, etc.)	
7	How do you rate the student's ability in handling questions and discussions in English?	
(III) Presenter's Background		
8	How do you rate the student's ability to relate the training program to the engineering course(s)	
9	How do you rate the student's background in the relevant course(s) for his training program?	
(IV) Presenter's Technical Experience		
10	Realization of the training company (Management approach, scope, product, overall production facilities, …)	
11	Ability to analyses the process and technical aspects for the training activities	
12	Demonstration of daily tasks as per schedule and evidence of participation	
13	Any challenges and case studies discussed with solutions and lessons learnt	
14	Using appropriate terminology and demonstrate ability for professional practicing	
15	Overall quality with accurate interpretation of information	

Final Mark for the ST Presentation			
Evaluator Name		**Final Mark**	**(/ 40)**
Evaluator Signature			

Date: / /

Summer Training Student Survey

This form is to be completed by the *student* at the end of the Summer Training period. No grades will be recorded to the student unless he supplied this survey statement to the college.

This survey is intended to provide an opportunity to rate your training company and work experience, thereby providing information, which can improve this program. Please rate your feedback using the following rating scale:
5: completely agree, **4:** agree to some extent, **3:** neutral, **2:** not agree to some extent, and **1:** strongly not agree

Student's Name:	**Date:**
Organization Name:	**Term:**

Topic	Rate
Question Regarding Education	
My education was sufficient to act effectively through the Summer Training	
My education being put to use	
I learned more by applying my education in the Summer Training	
Question Regarding Supervision	
my field supervisor generally satisfactory	
my field supervisor was available and ready for consultation	
work directions and explanations were adequate	
Question Regarding Company	
I was treated very well by other organization employees	
The organization posses satisfactory equipment and work areas for the training	
The organization offered me very effective training program	
My training work was beneficial to the organization as well for me	
My training program was excellent in comparison to what I've heard about others	
I recommend other students to conduct training in this organization	

For each of the following questions please write a short statement expressing your opinion.

1. What do you like about this organization?

2. What do you not like about this organization?

3. Any suggestions?

4. Do you have any positive or negative comments on the total ST program?

Please evaluate your achievement level for the following program outcomes based on your practice in the Summer Training.

Student Outcomes (ABET 2007)		Level of achievement (1:5) 1 low, 5 high
(a)	An ability to apply knowledge of mathematics, science, and engineering	
(d)	An ability to function on teams	
(e)	An ability to identify, formulate, and solve engineering problems	
(f)	An understanding of professional and ethical responsibility	
(g)	An ability to communicate effectively	
(h)	The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context	
(j)	A knowledge of contemporary issues	
(k)	An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.	

Please select one.		**Confidential**-For Departmental Administration only.
		OK for others to read.
Student's Signature:		

Summer Training Field Advisor Survey

This form is to be completed electronically by the *field advisor* at the end of the Summer Training period.

Training Organization	
field advisor	

Item of Evaluation	التقويـــم* (Evaluation) ٥	٤	٣	٢	١	عنصر التقويـــم
In general the students of Qassim University- college of engineering: -						على وجه العموم أعتبر طلبة كلية الهندسة جامعة القصيم:-
1- Posse enthusiasm and initiation						١- لديهم الحماس والمبادرة
2- Capable in understanding and dealing with new systems						٢- لديهم القدرة على الفهم والتعامل مع الأنظمة الجديدة
3- Has the ability to judge things and make decisions						٣- لديهم القدرة على الحكم على الأمورواتخاذ القرار
4- Has the ability for learning and searching						٤- لديهم القدرة على التعلم والبحث
5- Posse adequate scientific background						٥- يمتلكون الخلفية العلمية المناسبة
6- Their feeling with responsibility and seriousness was increasing as the training was progress						٦- تزايدت جديتهم و إحساسهم بالمسئولية مع تقدم أسابيع التدريب
7- Are rated the top between other universities' students						٧- أقيمهم كأفضل طلاب قمت بتدريبهم
8- Are rated the bottom between other universities' students						٨- أقيمهم كأسوأ طلاب قمت بتدريبهم
9- Next session, I would recommend having students from this institute						٩- مستقبلاً أوصى بتدريب طلاب من جامعة القصيم
10- How many students did your company/division have this session?						١٠-كم عدد الطلاب اللذين قامت الشركة/القطاع بتدريبهم هذا العام من جامعة القصيم؟
11- Is this number of students was (select one)						١١- هل هذا العدد من الطلاب؟ (أختر إجابة)
Less than enough ☐ أقل من اللازم						
OK ☐ مناسب						
More than enough ☐ أكثر من اللازم						

Urgent Reporting Form

Date: / /

1) Description of the case/problem:	١) وصف الحالة أو المشكلة
This is raised by :	**هذه الحالة مرفوعة من :**
Organization :	**المؤسسة / الشركة**
2) Training coordinator opinion and/or suggested action for problem solution:	**٢) رأي منسق التدريب والحل المقترح للمشكلة**
Training coordinator: ..... **Date: / /**	
3) Follow up result:	**٣) متابعة تنفيذ الحل المقترح للمشكلة**
☐ Action was implemented and the case was effectively eliminated	
☐ Action was implemented but the case was not eliminated and another action is needed (extra sheet for the new action description and follow up is to be attached)	
☐ Action was not implemented. This case should be raised to.....	
Training coordinator: ..... **Date: / /**	
4) Study by the ST Improvement Committee:	**٤) دراسة لجنة تطوير التدريب الصيفي للحالة**
Responsible : ..... **Date: / /**	

Certificate of Originality

I am the signer in the hereafter certify that all submitted documents or work regarding my summer training program is completely related to my own effort and I am the original creator of it. No one else *"especially student in the same or similar training program"* has any contribution in the creating or maintaining of this work, except the advices from my field advisors. In case the vice versa has been proven, I shall accept whatever academic punishment as stated in similar situations at the college regulations.

Date:

Name: Signature:

شهادة الأصالة

أتعهد أنا الموقع أدناه بأن الوثائق والأعمال المقدمة مني بخصوص برنامج التدريب الصيفي هي من صميم انتاجي ومجهودي الشخصي وبأنني المنشئ الأصلي لها. كما أشهد بأنه ليس لأحد آخر " لاسيما الطلاب الذين أنهوا أو يؤدون حالياً برنامجاً مماثل أو مشابه لهذا البرنامج " أي فضل في اخراج هذا العمل ، ماعدا بعض النصائح من المشرف الميداني.

واذا ثبت عكس ذلك فإني أقبل بتطبيق العقوبات المدرجة بشأن حالات الغش المنصوص عليها بلائحة الكلية.

تاريخ:

الاسم: التوقيع:

APPENDIX (B)
Expectations for the Final Report of the ST Program

Final reports submitted to the exam committee of the *Summer Training Program* should follow the Sandwich Presentation Method, which is appropriate to present a technical work. Thus the report must have the following items at least:

- Well formatted cover page
- Acknowledgement
- Introduction
- Main body of the report
- Discussions and conclusions
- References
- Appendices (if any)

I. COVER PAGE

The cover page of the technical work should at least contain:

- The university and college names and logo.
- The names of the students, PIN numbers.
- The name of the academic advisor.
- The name of the company in which the training was conducted.
- Semester and year.
- Date of submission.

All the information above must be arranged with good page format.

II. Acknowledgement

Acknowledgement section is recommended to be included. Acknowledgement means a statement or expression of thanks for all personnel or entities who assist you to perform the ST and getting its learning outcomes.

III. INTRODUCTION

The introduction orients the reader to the report (i.e. gives the reader some sense of what follows). This material could include:

- Introductory paragraph about Summer Training program, its objective and outcomes.
- Information about the company in which the training was conducted.
- The important topics presented in the report to enable the reader to follow the report easily.

IV. MAIN BODY OF THE REPORT

1. Don't write "Body of work" as a title or a subtitle. Divide the main body into sections and use appropriate titles and subtitles.
2. Body part should contain detailed information.

3. Similar titles and similar subtitles must have similar format (i.e. if bold or underline is used in one subtitle then it must be used with all similar subtitles).
4. Try to use tables, charts, diagram, photos, etc.., to make the subject understandable.
5. All tables and figures must be numbered. Do not put any of them unless you mention it in the text. They appear only after the paragraphs which refer to them.
6. Tables should have titles on the top, while figures have their titles at the bottom.
7. Use a level of language that the supposed reader can easily understand.
8. The main body may include for example:
   a) The Summer Training schedule,
   b) Brief observations, practices and comments regarding each applied items in the schedule,
   c) Engineering problems that student had faced or observed and how they were be solved.
   d) An exciting features or technologies in the training company,
   e) The courses studied by the student which have direct impact or relation with the training activities.
   f) Training activities have been observed but not related to any studied course,
   g) Difficulties may be faced through the training program.
   h) Any other useful information or material.

V. DISCUSSIONS AND CONCLUSSIONS

This part ends the report and discusses or reflects on the work done. The terms "Discussion", "Conclusion", or "Summary" may be used as a title for this section.
This end material could discuss:

a) what was learned, or
b) the main conclusion and main personal outcomes from the Summer Training
c) recommendations and final comments
d) the student view of, how this Summer Training may improve his professionalism.

VI. REFERENCES

References must be listed at the end of the report while the references themselves must be maintained in the ST-Portfolio. In the text the references used are referred to by numbers between two square brackets, e.g. [5].

VII. APPENDICES

Some data or information such as evidences and proofs of the training practices may be included in an Appendix after the whole report. An Appendix must start in a new page.

VIII. IMPORTANT POINTS TO BE NOTICED IN REPORT WRITING

1. In your writing, one paragraph should contain only one subject. If the subject is changed, use another paragraph.
2. There should be logical relation between sentences in the paragraph.
3. Use punctuation as appropriate.

4. Write with suitable font size (12 pt. or 14 pt.) Times New Roman.
5. If you download anything from web pages do not use copy and paste. You must edit the text to be suitable for your report.

IX. REPORT SUBMISSION TIME

All students are required to submit their individual ST Reports to their academic supervisors in a definite date. This date will be fixed and announced by each department head. Late submission is not permitted, however in such cases penalties will be applied as follows:

- For the **First day** of lateness, **2 marks** will be reduced from the total mark obtained by the student after evaluating his ST report.
- **After wards** extra grade reduction with a rate of **1 degree/day** will be applied.

APPENDIX (C)
Expectations for the ST Presentation

The ST-presentation is to be presented to the exam committee during the Celebration Day.

It is expected that your presentation:

- Be prepared using the MS power point or any equivalent software.
- It should follow the Sandwich Presentation format which is appropriate to present a technical work. Thus the presentation must have the following items at least:
  - Well formatted cover page
  - Introduction
  - Main body
  - Discussions and conclusions
- Reflects what was learned and practiced
- Refers what you had practiced in the ST to the relevant courses
- Is in good style and quit readable
- Reflects good command of English
- Complies with the evaluation checklist

It is expected that you as a presenter:

- Have good time management (on time and duration)
- Have quite confidence
- Show your good command of English
- Make discussion and answer questions in English
- Show your understanding of engineering basics and backgrounds related to the ST practiced activities