كليــــة الهندســة وعلــوم الحاسب
College of Engineering & Computer Science

Summer Training Manual

Kingdom of Saudi Arabia

Ministry of Education

Mustaqbal University

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College of Engineering & Computer Science

المملكـة العربية السعودية

وزارة التـعلـيم

جامعة المستقبل

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1. Introduction

Summer training is considered as one of the basic requirements for graduation in the college of Engineering and Computer Science at the University of Mustaqbal (Buraidah – Quassim – KSA). One should acquire more opportunities of practical experience, knowledge of work environment and deep understanding of the specialization of study besides carrying responsibility and viewing processes of technical equipment. Student must finish internal summer training (in the college) or external summer training (by choosing a training company related to the specialty). The summer training period lasts at least 8 weeks and this should be through summer vacation that comes after the second semester just before graduation. At the end of the summer training, the student submits monthly progress reports (for the first and second months) to the department and provides an oral presentation before faculty members who will evaluate the training work.

2. College vision and mission

- **College Vision**

A nationally distinguished college in education and community partnership in the fields of engineering and computer science.

- **College Mission**

Providing distinguished education and enhancing the skill side in the fields of engineering and computer science, to prepare qualified graduates with skills and knowledge and to ensure their equipment to meet the changing demands of the labor market and society, through the development of technologies and innovation.

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3. Definitions

University: Mustaqbal University

College: College of Engineering and Computer Science

The Electronic Gate: The university course registration gate

Training Committee: The summer training committee

Program: Specialization/Track

4. The importance of field training

The student is required to complete field training in one of the governmental or private institutions as a condition for completing graduation requirements.

5. Training Objectives

Main objectives of the summer training or internship program are:

a) Preparing students for entry level jobs.

b) Enabling students to get familiarity with industrial working environment.

c) Enabling student to learn work ethics and punctuality.

d) Allowing students to apply their knowledge and skills in the field.

e) Allowing students to use and practice on real life practical scenarios instead of

f) working in educational labs.

g) Improving students' communication and interpersonal skills.

h) Linking the university and the college with the relevant industry.

i) Getting feedback and improvement suggestion from the industry.

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6. Eligibility for Training

The student is required to apply for the training program after successfully passing the number of credit hours specified by the program (see Table 1) according to the following conditions:

a) Getting approval from the training committee on the field training program.

b) The student registers the field training in the university electronic gate according to the academic calendar of the university.

c) The student is not allowed to register for any course concurrent with the field training, and in case of violation of this, the field training will be canceled. With the exception of: The student who is expected to graduate in the current semester with training and study of no more than 7 credit hours and the student must provide that the training period does not conflict with the time of studying the academic courses. Also, it is required to obtain the approval of the department council and coordination with the Training Committee.

7. Conditions of the Training Program

a) The training period should not be less than the period specified by the program (see Table 1).

b) The duration of the training must be continuous during the period specified by the program (see Table 1).

c) The student must send the approval of the training authority to the training committee.

d) The student must commit to daily attendance of the training program.

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e) The student is not allowed to be absent for more than five consecutive days during training except with a medical excuse, and the student must send the excuse to the training committee.

f) The student is not allowed to be absent for more than 25% of the training period and the student who absents more than 25% will be marked as DN (Denial)

g) The number of absences is taken into account in calculating the final grade for field training.

Table 1: Field training program requirements.

	Computer Science		Computer Engineering		Electronics and Communication	Industrial Engineering
	Computer science program	Software engineering program	Computer Engineering program	Computer Network program	Practical training	Practical Training
Course Title	Internship	Internship	Practical training	Practical training	Practical training	Practical Training
Course Code	CS 490	CS 490	COE 999	COE 999	EE 999	IE 999
Credit hours	1	1	0	0	1	0
Level	6/8	8/10	8/10	8/10	8/10	8/10
Pre-requisite	95 Credit hours out of 134	126 Credit hours out of 161	129 Credit hours out of 164	129 Credit hours out of 164	110 Credit hours out of 164	129 Credit hours out of 164
Minimum Duration	8 weeks	8 weeks	8 weeks	8 weeks	8 weeks	10 weeks

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8. Training Company Selection

Training mechanism and selection of the training company during the summer training:

a) The College provides internal training opportunities for students to apply for according to the available specializations and according to what is available to it from the training bodies within the college or university.

b) In case the student wishes to apply to a specific entity, it is necessary to upload an application form on training opportunities and fill in the complete data and send it to the training body

c) The student sends the letter to the training body and communicates with them until the response is made.

d) If the entity approves the training, the student sends the approval to the summer training committee.

e) The student's training in the entity is approved based on the training program sent by the training body.

f) Communicate with the College's Summer Training Committee to issue an official (starting) letter of training.

g) The student receives the PDF letter via e-mail and delivers it to the training body as an accreditation from the college to train the student in the concerned authority.

h) When the student starts with training body, he coordinates with the summer training committee to know the mechanism of training and evaluation as well as submit monthly follow-up reports.

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i) At the end of the training, the student submits the following documents to the summer training committee:

(i) Monthly reports of training accredited by the training body (progress reports)

(ii) The confidential report accredited by the training body (training student's evaluation- confidential)

(iii) Certificate of attendance accredited by the training body

(iv) A presentation file on the scientific material that the student has trained on during the training period.

j) The Department Council appoints a committee to discuss the summer internship of students with a deadline for student evaluation

k) After completing the evaluation of students by discussion, the final assessment is submitted after its approval from the scientific department to academic affairs to monitor the grades of the summer internship.

9. Requirements to be Met by the Training Companies

Training companies must have the following training areas:

a) Either systems based on computer and networking (as in plant control systems and smart buildings) or designing, implementing, or maintaining such systems, or running software and database applications and artificial intelligence which leads to the student acquiring the appropriate expertise to deal with those areas.

b) To provide a specialist to supervise to oversee and follow-up the students.

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10. Changing the Training Authority

The student is not allowed to change the training program except with written approval from the head of the department, stating the reasons for the change.

11. Obligations of the department/college/University

The university/college/department is not obligated to any financial commitment to the student or to the training program.

12. Obligations of the Training Companies

Training company should be committed to the following:

a) Provide the student with the appropriate job and that does not take advantage of the presence of the student in the institution in carrying out routine is not related to his specialty   Central officer or official files, or interpreter …etc.

b) To provide a monthly progress report to the college to indicate the training tasks that are performed in each month.

c) To provide an evaluation report on the overall level of student performance, to be sent at the end of the training period.

d) The organization that works to achieve the ongoing relationship between the college and the student and allows administrators to visit college students when the need arises to do so.

13. Introductory meeting for summer training

The student is obligated to attend the introductory seminar on the importance of field training and the requirements of field training prepared by the training committee at **the end of the second semester.**

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14.   Students' Obligations

a) The student starts training from the first day according to the training program.

b) The student shall obligate the system of the entity concerned with the training program.

c) The student shall obligate the instructions of the training supervisor from the concerned authority.

d) The student shall obligate all the requirements of the training program.

e) The student must communicate with the training committee in case of any problems during training.

f) The student must document all work and activities during the training program.

g) The student must fill out all the **required forms** and send them to the training committee at the time specified (Attachments).

h) After finishing the training program, the student must submit the training student's evaluation (final report-confidential) to the training committee.

i) The student must prepare a presentation to discuss the training program for the evaluation committee.

15. Students follow up during the training program

To supervise the trainee during the training term:

a) Communicate with students asking for any problems they face and trying to solve these problems

b) Communicate with the field supervisor (either by phone or through email) to see the student's status in terms of regularity in attendance (frequent absence or interruption of training), cooperation with his trainers and co-workers, commitment

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to the tasks required of him

c) Make sudden visits to training places (if possible)

d) Continuous evaluation of students after receiving the progress report (first and second- every 4 weeks) accredited by the training body before the completion of the training period

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16.Attachments: Training Forms

Form #	Form Name	Description
Form-1	APPROVAL FORM	To be filled out by committee to accept or refuse the training company of the student
Form-2	TRAINING DROP FORM	To be filled out by the student
Form-3	ACCEPTANCE OF THE TRAINING COMPANY	To be filled out by the company
Form-4	TRAINING OPPORTUNITIES	Sent to companies by the committee to ask for training opportunities
Form-5	TRAINING COMPANY SELECTION FORM	In case of existence of training opportunities, student can select a company for training
Form-6	TRAINING STUDENTS OBLIGATION	To be filled before leaving the student training
Form-7	PROGRESS REPORT	Packaged by the requestor during the training
Form-8	TRAINING STUDENTS EVALUATION	Filled by admin in training company

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Form-1

Committee Approval	موافقة اللجنة على استخراج خطاب موجه لجهة التدريب

Student's Information (to be filled by the Cooperative Training Coordinator):		
Student Name:		**Student ID:**
Department:	**Track:**	**Cumulative GPA:**
Credits Earned:	**Credits this semester:**	**Total Credits:**
Phone:	**E-mail:**	
Training Place:		
Starting date:		

Qualification Conditions

The Summer Training Coordinator should check√ the appropriate box for each condition below:

No   Yes
☐   ☐ **Student is currently enrolled in the colleges**
☐   ☐ **Student has completed the required number of credits or more (including current semester)**
☐   ☐ **Student registered the Training (Attach her/his academic sheet)**

Comments (Required if any of the conditions above is not met):

For official use only

To Registrar (Students Affairs): ☐ Approved (Please register**)**	Training committee
Original for the registrar/ Copy for the Summer Training Committee	الأصل لشؤون الطلاب/نسخة للجنة التدريب

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Form-2

TRAINING DROP FORM	حذف التدريب

Student's Information (to be filled by the Training Coordinator):		
Student Name:		Student ID:
Department:	Track:	Cumulative GPA:
Credits Earned:	Credits this semester:	Total Credits:
Phone:	E-mail:	
Student Signature:		

The Coordinator's Justification and Comments

The Coordinator should indicate clearly the reason(s) for dropping the training, whether academic or related to the work pace. Please note that:

1. If a student is discontinued from the colleges, he will be automatically dropped from training and should not use this form.
2. If a student is readmitted, he must register the training through the Student Affairs using the training registration form

Name of Coordinator:	Signature:	Date:

For official use only	
To the College Registrar: ☐ Approved (please register)	To Department Coordinator: ☐ Not Approved
Original for the registrar/ Copy for the Training Committee	الأصل لشؤون الطلاب/نسخة للجنة التدريب

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Form-3

Acceptance of the Training Company	موافقة جهة التدريب

Information about the Student	معلومات عن الطالب
Student Name:	اسم الطالب:
Department:	Student ID:

Student's Information (to be filled by the Training Supervisor):

اسم المؤسسة /الشركة (بالعربية) :

Name of Company (in English):

Mailing Address:

Activities of the company associated with computers:

☐ Networks (Administration, Design, Implementation, Maintenance and Security)
☐ Computer-based Sys.
☐ Databases
☐ Software development
☐ IT services
☐ Others ………………………………………………………….

Training period (2 months or more):	Starting date:

Training Plan:

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Training Supervisor:	Job Title:
Phone/ Fax:	E-mail:	Signature:

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Form-4

TRAINING OPPORTUNITIES	استبيان فرص التدريب

Information about the Training Company	معلومات عن جهة التدريب

اسم المؤسسة /الشركة (بالعربية)

Name of Company (in English):

Mailing Address:
Phone/fax: **e-mail:**

Activities of the company associated with computers:

☐ Networks (Administration, Design, Implementation, Maintenance and Security)
☐ Computer-based Sys.
☐ Databases
☐ Software development
☐ IT services

☐ Others ………………………………………………………….

Number of Training Opportunities offered					بيان بعدد فرص التدريب	
مدينة التدريب	تاريخ البداية المتوقع	مدة التدريب	جنس المتدرب ذكر/انثى	العدد	نوع التدريب\التخصص	م
						1
						2
						3

For any information please contact at:	للاستفسار الرجاء الاتصال على البريد الإلكتروني
migomaa-t@uom.edu.sa	

Thanks for your cooperation

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Form-5

نموذج اختيار جهة التدريب

Student's Information

ID#	First Name	Middle	Last
Nationality	**GPA**	**Remaining Credit Hours**	**Major**

Contact Information

Phone	P.O. Box	E-Mail:
Other Contact Information (another person, phone, or mobile):		

Select the companies you would like to have training with in the order you prefer.
example: If you have applied for ARAMCO, select ARAMCO as your first choice

Company Preferences	City
1)	
2)	
3)	

With my signature, I understand that:
1- The above provided information is correct.
2- The choices I have selected may be fulfilled depending on availability and according to the Training Department guidelines for assigning students, which consider the GPA.
3- Once I have been assigned to a company, I will not be able to change it.

Student's Signature: **Date:**

-------------------------------For Official Use----------------------------------

Assigned Company

Company Name:	City:
Department Remarks:	

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Form-6

TRAINING STUDENT'S OBLIGATION	تعهد طالب التدريب

Student's Information (To be filled Student):	

Student Name:		Student ID:
Department:	Track:	Cumulative GPA:
Credits Earned:	Credits this semester:	Total Credits:
Phone:	E-mail:	
Student Signature:		

I, the undersigned, agree to strictly abide to the following obligations:

1. I must check after the end of this term, before leaving to my assigned job, that I am not among the discontinued Students.

2. I must report to my assigned job no later than the date indicated above.

3. I must spend a minimum of 2 months in the above assigned job, industrial training actors for Comp. Eng. Students, and shall not change the place of work unless I get the permission of both the employer and the college.

4. I must observe the laws and regulations of the training organization and I shall not leave my work place without the employer's permission.

5. It is my responsibility to make sure that the supervisor sends the evaluation form to Training Department at the end of my training.

6. I must fill the progress reports forms and have them approved by the supervisor at work and include them in my final report to the department in the college. -

7. I must submit a progress report every 4 weeks training with copy of the attendance sheet in this period.

8. I must deliver the initial version of the final report of the cooperative training academic guide at the beginning of the semester following the training period; must also deliver the final version of the schedule as well as the preparation of presentation for what has been gained during training for discussion by the Committee for Training.

9. I understand that any delay in submitting the final copy of my Cooperative Training Report will result in an 'F' grade, which requires of the whole training.

١-يجب على التأكد بعد نهاية الفصل الدراسي الحالي وقبل مغادرتي لجهة التدريب من عدم كوني ضمن قائمة الطلاب الموقفين عن الدراسة.

٢-يجب على أن أباشر التدريب ابتداء من التاريخ الموضح أعلاه.

٣--يجب على قضاء فترة تدريب شهرين على الأقل لدى جهة التدريب (صناعية لطلبة هندسة الحاسب) والمذكورة أعلاه ولا يحق لي تغيير المكان أو الزمان إلا بعد موافقة كل من الكلية وجهة التدريب.

٤-يجب على الالتزام بقواعد وأنظمة جهة التدريب وأن لا أغادر مكان العمل بدون موافقة المشرف على التدريب.

٥-تقع على مسئولية تذكير مشرف التدريب بإرسال تقر ير" تقويم التدريب الصيفي "إلى إدارة التدريب بالكلية عند نهاية فترة التدريب.

٦-يجب على تعئية نماذج التقارير المرحلية وتصديقها من مشرف التدريب في العمل وإرفاقها مع التقرير النهائي الذي سأقدمه إلى القسم في الكلية.

٧- يجب على تقديم تقرير مرحلي كل ٤ اسابيع تدريب مع صورة من كشف الحضور في هذه الفترة.

٨-يجب على تسليم النسخة الأولية من التقرير النهائي للتدريب للمرشد الأكاديمي في بداية الفصل الدراسي الذي يعقب فترة التدريب؛ كما يجب علي تسليم النسخة النهائية في الموعد المحدد وكذلك يتم تجهيز عرض عن ما تم اكتسابه من التدريب للمناقشة من قبل لجنة التدريب.

٩-أصبح معلوما لدي أن أي تأخير في تسليم النسخة النهائية لتقرير التدريب سوف يترتب عليه حصولي على درجة "راسب " مما يتطلب مني إعادة التدريب.

Signature _____   Date _____

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Form-7

Progress Report No. ( )	تقرير مرحلي رقم

Student Name:	Student
Major:	Date:

Brief description of the activities, assignments, projects, and training the student was involved in:

Supervisor Name:	Signature:
Position:	Date:
Company/Organization: (Please affix company stamp)	Phone: Fax: E-Mail:

Important Instructions	تعليمات هامة
1. This form is to be filled in English by the student and approved by his supervisor at work. every 4 weeks 2.This form is to be filled 3. The original approved three progress reports must be attached to the final report to be submitted to the department. 4. In case you need to type or extend this form, the supervisor should sign any additional pages.	١. يعبأ الطالب هذا النموذج بالإنجليزية ويصادق عليه المشرف في العمل ٢. يعبأ هذا النموذج كل 4 اسابيع. ٣. يجب إرفاق النسخ الأصلية المصدقة لهذه التقارير الثلاثة مع كامل التقرير النهائي المقدم للقسم ٤. إذا أردت الزيادة أو الطباعة فيجب مصادقة المشرف على الملحقات.

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Form-8

TRAINING STUDENT'S EVALUATION	تقيم طالب التدريب (سري)

Student Name:	Student ID:
Major:	Starting Date of Training: Ending date:
Brief Description of the Training Job:	

Please rate the student for the following items on a scale from 0 to 10 score:

	Score	
• Enthusiasm and interest in work		• الحماس للعمل والرغبة فيه
• Attitude towards delivering accurate work		• الدقة في تقديم العمل المطلوب
• Quality of work output		• جودة الأداء
• Initiative in taking tasks to complete		• روح المبادرة للمهمات
• Dependability and reliability		• الاعتمادية والثقة بالقدرة على الإنجاز
• Ability to learn and search for information		• القدرة على التعلم والبحث عن المعلومات
• Judgment and decision making		• الحكم على الأمور واتخاذ القرار
• Maintain an effective relation with co-workers		• العلاقة الفاعلة مع الآخرين في العمل
• Ability of reporting and presenting his work		• كتابة التقارير وعرضها
• Attendance		• الالتزام بالدوام

Overall rating for the student's performance	Poor	Marginal	Good	V. Good	Excellent	التقييم العام لأداء الطالب
• Comments:						

Supervisor Name:	Signature:
Position:	Date:
Company/Organization: (Please affix company stamp)	Phone: Fax: E-Mail: