

**Jazan University
Engineering College**

Students' Guide for Field Training Program

**College of Engineering
Vice Deanship for Academic Affairs
Field Training Unit**

**2021 AD
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JAZAN UNIVERSITY

Introduction

The College of Engineering at Jazan University has implemented the field training program in both governmental and private sectors. The program is approved and known as one strategy for constructive knowledge cooperation with the labor market. The field training program is a required for all students, whatever their major is, in order to graduate from the College of Engineering. The field training program is 8 weeks long, which gives students the opportunity to apply practical knowledge and skills gained during their years of study at the College under the supervision of specialists and experts.

The College of Engineering through the field-training unit strives to help students to complete their field training efficiently and effectively, as well as achieving the training's goals with best standards. Therefore, a field training guide has been prepared to instruct the students about the procedures and required from them to complete, also the important dates that they would follow. Besides guiding them with and all program regulations.

Field Training Unit

It is one of the units that is under the Vice Deanship for Academic Affairs. This unit handles all matters related to the student training. Starting from finding training opportunities in both governmental and private sectors to approve the acceptance of training requests. Additionally, distributing the students to training entities, following up on them, and preparing training results in coordination with academic departments. Moreover, the field training unit provides the departments with the required information about the students, as well as other work related to training.

Vision

Leadership in the field of training to enhance the capabilities of the students in accordance to the requirements of the labor market efficiently and effectively.

Mission

Building distinguished and effective relationships in the field of training between the College and its students on one hand and between the College and training entities on the other hand, with the aim of preparing a student capability to excel in practical life by selecting training entities that have suitable and appropriate training programs offered to students. Moreover, giving the student the opportunity to apply the theoretical aspects learned in classrooms in the working/ practical life in the labor market, which enhances the level of partnership between the university and the governmental and private sectors.

Objectives

- Refining and developing the scientific and research skills of students in a developmental scientific environment
- Promoting effective scientific and academic communication between the academic environment and working life
- Strengthening relations through communication between the college and the various training entities through several means of communication in order to create job opportunities for graduates
- Finding suitable training opportunities by communicating with industrial facilities and public and private governmental institutions to assist the training of students

Field Training List

Article (1): The following words wherever mentioned in these instructions shall have the meanings assigned to them in the following unless the context indicates otherwise:

Kingdom: Kingdom of Saudi Arabia

University: Jazan University

College: The University's College of Engineering

Department: Any academic department in the College of Engineering

Dean: Dean of the College

The Unit: It is the field training unit at the College of Engineering. The coordinator of the training unit at the College is responsible for it. The unit is structured under the Vice-Deanship of College for Academic Affairs.

Committee: The committee supervising field training in the college in which the training coordinators in the departments and the training coordinator are in the college and is subject to the administrative structure in dynamism in the college. This committee handles all matters related to the student training from approving the acceptance of training requests to find training opportunities and distribute the students to specific entities and their follow-up and the preparation of the training results and also, to provide the departments with the required information about the students of each department to other work related to training.

Chairman of the Committee: A faculty member assigned by the Dean to supervise and follow up field training in the college.

Unit Coordinator: Means the training unit coordinator at the College of Engineering and is directly linked to the Vice Dean for Academic Affairs.

Department Training Coordinator: Means the field training coordinator for each department within the college is directly linked to the head of the academic department.

Department Training Supervisor: A faculty member assigned by the department to supervise the students and follow up their training during the training period.

Training: Field training for the students of the College of Engineering.

Trainee Student: Any student who meets the training requirements.

The student expected to graduate: Any student who is expected to complete all requirements for obtaining the degree in the same semester in which he is currently enrolled.

Deletion of training: It means deleting the student's name from the training lists and registrations without any punitive measures against the student.

Cancellation of training: Not counting the student's training as well as not canceling student's name from the training registrations and lists and it is the result of an Infraction committed by the student before, during, or after the field training and the subsequent administrative procedures regarding the degree and evaluation of the training and when he applies for training in the future.

Article (2): Field training is obligatory for all college students who are registered for a bachelor's degree in engineering. The college provides training opportunities to the students and the student may obtain student's own training opportunity inside or outside the Kingdom subject to the approval of the committee.

Article (3): The training aims to provide the student with multiple scientific and practical skills in student's field of specialization through training in institutions or public or private companies operating

in student's field. It also aims to market the outputs of the departments as there may be an opportunity to obtain promise of employment from the donor of the training.

Article (4): The student is allowed to apply for training after successfully completing at least 110 hours of the department's approved plan and the start of training is according to the following conditions: -

1. Obtaining the prior approval of the committee by filling out an application form for the registration and undertaking of summer training.
2. Registration of the field training course (according to the number of credit hours for it in the study plan of the program in the training semester (summer semester) for the purposes of continuity of registration.
3. The student may not register any other subject concurrently (scheduled) with the field training course and the training will be canceled in case of infraction.

Article (5): The duration of training inside or outside the Kingdom shall not be less than eight consecutive working weeks, provided that the daily training hours shall not be less than 7 hours. In case, if these conditions are not met, the student's training will not be accepted with the exception of entities that have a fixed training program (such as; Aramco, SABIC, the Royal Commission in Yanbu and Jubail, Misk, etc.) and approved and with the written approval of the committee provided that the duration of the training is continuous and may not be divided in any way. And, the student must inform the committee of any change in the training plan before or during the training.

Article (6): The student applies for training according to specific steps and procedures. The procedures for applying for field training go through several stages and the student next to the field training must complete the procedures below according to the specified time according to the stages shown below:

The first stage: Before the beginning of the field training

1. During the second semester starting from the first week until the end of the fourth week
2. During weeks 5 to 12 of the second semester

The Second Stage: During the field training semester (summer semester).

The Third Stage: After completing the field training (summer semester) and when the next semester begins (the first semester).

The full procedures for the three phases will be explained in the next pages (see page 13).

Article (7): The task of obtaining sufficient training opportunities for the students falls on the field training committee in the college represented by the training unit coordinator at the college and the training coordinators in the academic departments under the supervision of the College Vice Dean for

Academic Affairs, provided that each student is nominated in student's field of specialization and taking into account what is stated in **the Article (6)**. Correspondence shall be carried out as follows:

1. The lists of the entities in the committee for the previous year are reviewed so that new entities can be added or some entities can be deleted based on the reports of the training supervisors in the department (during the training period) or according to the committee's point of view.
2. Letters are prepared to correspond to the entities approved by the committee represented by the coordinator of the training unit in the college and the procedure for signing them by the dean or student's representative is completed with attaching the required forms and the number of training opportunities are distributed to the academic departments according to the needs and requests of the training entities and in coordination with The Vice Dean for Academic Affairs. Then, the Coordinator of the Training Unit at the College, in coordination with the Director of Administration in the College and under the supervision of the Vice Dean for Academic Affairs, to address and follow-up correspondence with the concerned entities, whether by phone, e-mail, or fax to speed up obtaining answers from these entities in a timely manner and provide the Committee with that.
3. The lists of names for training are sent to the concerned entities before the start of the training at an appropriate period and notified of any changes that may occur after that.
4. The student registered for the training subject as a course found in student's study plan and the department's training coordinator, in cooperation with the department's registrar, must ensure the validity of the procedure and the extent to which the conditions apply to registered students.

The lists are reviewed by the College Vice Dean for Academic Affairs to ensure that students are eligible to register for field training courses and not enable trainee students combine any academic course with training, as stated in **Article (4)**.

As for the students who desire to train with certain entities and their willingness to bring special training opportunities are subject to the following:

1. The student submits a request to the training coordinator in student's academic department, indicating student's desire to train with a specific entity, explaining all the required data from the entity, in addition to the verbal (and written, if possible) approval from this entity, and the student bears the responsibility for that (and accordingly a letter is issued to the private entity, and the student is responsible for bringing the approval letter from the training entity in addition to the training plan)
2. The letters are prepared by the coordinator of the training unit at the college for student's entity, accompanied by the forms required to be filled out by the entity.

3. The student is not directed to student's entity until after receiving its verbal approval (and written if possible) and providing the student with the data related to the entity, after which the college letter is issued attached to the training plan that must be filled out by the training entity.

4. The Committee may not approve any special training opportunities from any entity according to the following:

- a. If prior coordination with the Committee is not made.
- b. If the number of opportunities obtained by the committee is sufficient for all students, or the students' obtaining certain seats in an entity may reflect negatively on the relationship of the committee with the entities that have expressed their approval for the training of the students.
- c. That the entity requested by the student is not suitable for training, either due to its small size, poor capabilities, or the large number of students directed for training there.

Article (8): It is not permissible to change the agreed training location except with the prior written approval of the academic department or in coordination with the coordinator of the training unit at the college and under the supervision of the Vice Dean for Academic Affairs after providing the reasons for that.

Article (9): In case, the students competing for training in a specific entity, the comparison between them is based on a points system set by the committee, taking into account the average, number of hours passed, and place of residence, in addition to any other criteria that the committee deems appropriate.

Article (10): Training shall be without any obligation on the part of the university or college, whether that commitment relates to travel, visas, or any other matters.

Article (11): An orientation lecture will be held for students who fulfill their training conditions during the second semester (the semester preceding the field training semester). Its activities include the following:

1. Delivering a lecture by the committee and heads of departments on the importance of training and its instructions, and an explanation of the forms required to be filled out by the trained entity or the trainee student, and an explanation of the mechanism for evaluating the training and approving the results.
2. A guiding word from the dean of the college or student's representative.
3. Providing opportunities for discussion and dialogue and answering trainees' questions.
4. Submitting the forms to be filled out, whether from the student, the supervisor or the training entity.

Article (12): The trainee student is obligated to attend the training for the entire specified period, and in case of absence, one of the following actions is taken against him.

1. The student may not be absent for more than five consecutive days, provided that it is not within the starting period of the training. The student is given a grade of deprived in case of infraction if he does not present an appropriate excuse accepted by the committee. If the excuse is accepted, the training is deleted for the student and placed on the reserve list for the next year. The training entities must be notified of this requirement.

2. The student is not entitled to be absent for more than 10 separate days, and whoever is proven to be absent for more than the specified period, a grade of deprived will be monitored if he does not present an appropriate excuse accepted by the committee. If the excuse is accepted, the college training committee is entitled to take what it deems appropriate for the trainee student.

3. A student who is absent for less than the above-mentioned period, with or without an excuse, will be taken into consideration when calculating the final grade.

Article (13): The student bears the responsibility of following up the training procedures and abiding by the instructions of the field training in terms of coordination with the training supervisor during the field training semester (the training supervisor of the department to which the student belongs) and ensuring that the forms are delivered to and from the training donor.

Article (14): The trainee student shall, during student's training, abide by the following:

1. Commencement of training from the first day of the start date of the training.
2. Maintain attendance and absence according to the system of the entity in which the student is trained.
3. Advice and guidance from the training supervisors are accepted by the training entity.
4. Adhere to the training program prepared for him by the entity.
5. Follow the safety conditions in force in the training entity.
6. Cooperating with other employees and implementing what is required of them regarding training regulations and controls.
7. Taking care of the property of the entity and dealing with it with honesty and sincerity.
8. Not divulging the secrets of the training entity that he/she sees, and paying attention to work ethics.
9. Contacting student's supervisor by the college in case there is any problem that he/she could not solve.
10. The student writes student's daily activities documented in the training report and takes the necessary pictures (without contravention of the instructions and directives of the training entity) and what is needed to prepare the final report for training in coordination with the training entity.

Article (15): Within two weeks at most from the end of the training period, the student is committed to the following:

1. Submit all original and complete training forms, signed and sealed.
2. Submit a form (student trainee's evaluation) related to the provision of training, to be filled out by the training donor, and delivered in the sealed and closed envelope to the training supervisor.
3. Submit the original copy of (the weekly progress report to the student) forms related to the evaluation of the training by the student, how advanced is he/she and the problems he/she faces, and handed over to the training supervisor.
4. Preparing and delivering the training report according to the approved form and handing it over to the training supervisor.
5. Commitment to the deadlines set by the training unit and follow-up special procedures within the academic departments to approve the training for the student.

Article (16): Training is evaluated according to the following:

1. Evaluation of the committee formed within the academic department of the field training report (25 marks).
2. Evaluation of the committee formed within the academic department for the student's presentation and competition for field training (25 marks).
3. Evaluation of the student's field training entity according to the training entity evaluation form (25 marks)
4. Evaluation of the training supervisor during the summer period (25 marks), divided as follows:
 - Weekly progress report for the student during the training period (weekly) (15 marks).
 - Delivery of the notice form for direct field training on time (10 marks).

Article (17): The decision to approve the student's field training is made by committees formed within the academic departments to discuss the students who completed the field training in the previous semester, and the grades are raised to the Deanship of Admission and Registration for monitoring after approval by the training supervisor and the dean of the college or student's representative in accordance with the university's instructions within a period not exceeding.

4 weeks from the beginning of the semester following the training, and in the case of the graduate student, the student must notify the committee before the start of the training and review it in order to finish student's procedures before the end of the final exams in that semester (the training semester) in order to coordinate the date of delivery of the report and the visual presentation.

Article (18): Duties of the Head of the Field Training Committee:

1. Implementing the field training regulations and working according to them, constantly reviewing the field training instructions, recommending some changes whenever needed, and submitting its recommendations to the concerned entity for approval and endorsement.
2. Visiting the training entities to obtain training opportunities whenever the need arises, especially the distinguished entities with a good scientific and training reputation, and coordinating with the coordinator of the training unit at the college in this regard.
3. Coordinating with the various departments of the college regarding the nomination of some faculty members as supervisor of field training for students in their academic departments, inspecting their conditions and following up the progress of their training in their field work sites during the training period, after coordination with the Dean of the College.
4. Supervising the holding of a general orientation lecture for field training students in which letters of orientation are distributed, and he/she has the right to invite whomever he deems appropriate to participate in student's lecture, in coordination with the coordinator of the training unit at the College of Engineering.
5. Coordination with field training supervisors in academic departments to solve any problem that obstructs the progress of training any student, and he/she has the right to take the appropriate legal action that ensures the public interest.
6. Supervising and coordinating with field training supervisors in academic departments to evaluate and discuss field training for students.
7. Approve the results of the field training and coordinate to send them to the concerned entities to monitor them in the student registrations.
8. Strengthening the relationship between the training entities and the college to serve the public interest.

9. Providing the training committee with any booklets, brochures, or information about the entities he/she visited so that students can benefit from them when needed.

10. Coordinating with the training coordinator of the college to provide each training supervisor in the departments with the approved forms to evaluate each student and a copy of the lists of the

students supervising their training, indicating the student's name, specialization, type of training, training entity and the required phone numbers, and also providing him/her with lists of the trained entities for students explaining their location and the name of a coordinator training and its different phones.

Article (19): Duties of the field training supervisor (during the training period)

1. Implementation of the field training regulations and work according to them, continuous review of the field training instructions, recommending some changes whenever the need arises, and submitting its recommendations to the concerned entity for approval and endorsement.

2. Ensure that there is an appropriate training program for the student during the training period.

3. Answering the inquiries of the training entities or students about the training and its bylaws and regulations, or about the forms required to be filled out by the training entity.

4. Providing advice and guidance to the student during the training period.

5. Coordination and follow-up with the student's reference entity for field training.

6. Documenting the relationship between the training entities and the college, including the public interest.

7. Provide the Field Training Committee with booklets, brochures, or information about the entities he/she visited so that students can have a base from them when needed.

8. Submission of related grades (immediate notice of 10 marks) and (weekly progress report of 15 marks) to the field training within a week after the end of the training period.

9. Coordination and follow-up with the training discussion committees to discuss the training students after completing the training to work with them according to the rules followed.

10. Follow-up of the trained students in all classes in terms of numbers, trained companies, and start and end dates for each student, according to the instructions of the field training in the college.

11. The supervisor may change the student's training location in emergency cases and in coordination with the training unit in the college in writing.

12. The teaching load for the supervisor is calculated for the two-hour division for the engineering training division, and it is left to the college to determine the number of students in one division.

13. Provide recommendations and suggestions regarding field training in the college on the following:

1. The level of the training entities they have obtained and which future cooperation will help them.
2. The specialties in which these entities can train students and the appropriate numbers in each specialization.
3. Suggestions for developing field training based on the views of the entities and in light of the practical reality.

Article (20): The dean of the college has the right to make an exception from these courses in accordance with the approved academic conditions.

Article (21): These regulations are reviewed and developed for two years, based on what is received regarding field work relations.

Article (22): Amending these materials based on the proposal of the College Council.

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The Field Training

The field training steps are followed as shown in the field training procedures and mechanism below, and its duration is two months.

Field Training Procedures

Field Training Procedures and Mechanism

Phase One: Pre-field Training

The student coming to the field training must complete the procedures below according to the specified time and according to the following:

During the first weeks from the beginning of the second semester until the end of the fourth week:

Before the start of the special procedures below, the student must acknowledge student's approval and sign an undertaking form to abide by the terms and conditions of summer training [JU-ENG-STUTR1]

1- The induction meeting for students who fulfilled the condition of registration for field training (provided that the number of hours registered in the semester preceding the training and the number of successfully passed hours before starting the training is not less than 110), during which the most important elements of the search for training opportunities are presented. A detailed explanation of the forms to be submitted is also provided. It also includes receiving and responding to students' inquiries. Students are urged to attend the meeting by means of an attendance sheet

that proves their attendance and presence. (Students' attendance for the introductory lecture on field training at the College of Engineering)

2 - Updating the communication data and activating the university student's mail, through the student's account in the admission and registration system, and the student bears full responsibility for following up on student's email before, after and during the training.

3- The student who meets the registration requirements for the field training course is obligated to fill out the registration form with the training coordinator in student's academic department, (the field training registration form to be filled out by the student when the conditions for field training apply to him/her). (Summer Internship Registration and Undertaking Form [JU-ENG-STUTR2]).

During weeks 5 through 12 of the second semester:

1- Follow up the e-mail and announcements of training opportunities available on the notice board designated for the field training unit at the college in order to register for training opportunities provided by public and private institutions and companies that were previously addressed to provide training opportunities for the college, by registering desires and priorities through the electronic link for this or through the form of desires. Summer Internship Request Form [JU-ENG-STUTR3].

2- In case of a desire to provide a training opportunity from a certain entity (special opportunity) through the student's personal communication, an official letter is issued to the concerned institution, where the student obtains verbal approval from the training entity before issuing the official college letter, which includes a text that the student bears full responsibility for bringing the approval of the training entity, and adding the training plan agreement form [JU-ENG-STUTR4] to be filled out by the direct manager at the training entity to ensure that the training is linked to the student's

specialization. The student submits a letter of approval from the training entity (original signed and sealed) attached to the student training plan agreement

[JU-ENG-STUTR4] (original signed and sealed) to the training supervisor in the scientific department, or in the case of a special opportunity for companies that have a specific training program (such as Aramco, SABIC, the Royal Commission, Misk, etc.), the student must enter through the special link of the institution in case of a desire to register in its training program and the extent to which the conditions announced on the website are applicable.

The Second Stage: during the field training semester (summer semester)

The trainee student must abide by the completion of the procedures below according to the time specified as follows:

The first week of the training semester:

1- The student submits the field training commencement form [JU-ENG-STUTR5] to the training supervisor at the training entity until it is filled out, and the student, in turn, sends it to the field training supervisor in student's department at the college (by e-mail designated for training in each department),

and the student also submits a form attendance, absence, and weekly performance [JU-ENG-STUTR6] and the training agency evaluation form [JU-ENG-STUTR8] for the field training supervisor at the training entity.

2- Attending and absenting, and abiding by the dates of starting work in the training entity.

3- The student fills in and delivers a report form for the progress of the trainee student to the field training supervisor in student's department at the college on a weekly basis at a specific date no later than the end of Saturday of each week (by e-mail designated for training in each department). (Student Weekly Progress Report Form [JU-ENG-STUTR7]).

4- An academic supervisor was appointed for all trainees during the eight weeks of the field training period in the summer in order to follow up with the student regarding training and to set dates for visits to the training entities.

The eighth week at the end of the training semester:

1- Upon completion of the eight-week training period, the student prepares a Power point presentation and writes the report Field Training Report "FTR" [JU-ENG-STUTR Attachment1] in full Word format and saved on a CD, according to the instructions for writing the text of the report shown on the site of the Field Training Unit on the College of Electronic Engineering website.

2- The student shall bring a completed original (signed and sealed) original form of attendance, absence, and weekly attendance [JU-ENG-STUTR6] and the evaluation form of the training entity [JU-ENG-STUTR8] to the supervisor of the field training at the training entity in a closed envelope, as well as the original of the form Direct [JU-ENG-STUTR5] and Weekly Progress Report Forms [JU-ENG-STUTR7]

3- The student follows the deadlines for the delivery of all field training related original forms ready to the supervisor of the field training in the department and is responsible for complying with the announced appointments within the department.

The Third Stage: during the first week to the end of the fourth week of the semester following the semester concerned with training

The student is reminded of the need to submit the following forms to the field training coordinator in the concerned department:

1- Training Agency Evaluation Form for a trainee student (original signed and sealed) [JU-ENG-STUTR8].

2- Field Training Weekly Absence and Evaluation Form (original signed and sealed) [JU-ENG-STUTR6].

3. Summer Training Commencement Notice Form (in case the original was not delivered from the beginning (original signed and sealed). [JU-ENG-STUTR5]

4- The field training report is a hard copy, with a note to follow the instructions for writing the report, which are shown on the Field Training Unit website on the College of Engineering website. (Important information guide and summer training report writing guide) (The report is in English)

[JU-ENG-STUTR Attachment1].

5- The student prepares a Power Point presentation to cover the knowledge and skills acquired during student's training period

6- A CD titled with the student's name, university number, and training entity, on which a copy of the electronic report (Word Document) and Power Point presentation are kept. During this period, the field training coordinator in the academic department and the head of the department form committees to discuss the students and determine the times for the discussions and the places allocated, and they are announced through the student's e-mail, as well as on the notice board of the field training unit in the College of Engineering. Each member of the committee evaluates the student through a template is prepared in advance for this.

(The Final Evaluation Form for the Summer Training of the Department Committees) [JU-ENG-STUTR9] In the case of the virtual field summer training, the formed department committees will take into account the [JU-ENG-STUTR 9-1] form in which only the presentation and discussion grades are registered. Upon completion of the discussions, the committees hand the evaluation forms to the field training coordinator in the academic department, who in turn collects the grades from the committee's evaluation with the degree of evaluation of the training entity and the college's follow-up grades during the training period, based on the following distribution:

25% evaluation and follow-up of the field training supervisor in the college during the training period, where this degree is divided into 10% to follow up on the student's delivery of the direct notice on time

and 15% to follow up on the student during student's attendance of field training according to the model [JU-ENG-STUTR10] so that the supervisor summer field training during the performance of the training in the department concerned with the submission of the form filled in the follow-up part to the training coordinator in the scientific department. In the case of the virtual summer field training, the form [JU-ENG-STUTR10-1] is approved so that the field summer training supervisor during the performance training in the department concerned by submitting the completed form to the training coordinator in the scientific department at the rate of 75% of the total grade, including all grades, except for the degree of evaluation of presentation and discussion by the committees formed in the department according to the model [JU-ENG-STUTR9-1]

- Then the rest of the final evaluation of the field training program is calculated as follows:
- 25% - Evaluation of the training entity
- 25% - Evaluation of the discussion committee in the scientific section of the field training report
- 25% - Evaluation of the discussion committee in the scientific section of the student's presentation Power Point
- The total evaluation is the sum of the total points (1-5) to become 100%

The final grades for all academic departments are delivered to the field training coordinator (supervisor) in the College of Engineering, who in turn delivers them to the Academic Coordination Unit in the College of Engineering to be approved by the Dean of the College or student's representative, and then start the procedures for presenting them to the students by sending them to the Deanship of Admission and register to monitor it.

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In order to more develop and improve the summer training procedures, the previous three stages have been automated to keep pace with the developments of the current stage, so that the training procedures become as follows:

The First Stage: Before Starting the Field Training

Preparation stage to start the initial registration

The student must communicate with the training coordinator in the scientific department as follows:

- 1- Submit your academic registration
- 2- The requirement to pass 110 hours (passed hours + hours registered in the second semester assuming success at the end of the semester) + passing the previous requirement (A.E 357 or registered for it assuming success)
- 3- Registration in the electronic link, each in its scientific section, for those who meet the conditions

Initial training course registration links: (links to be updated every semester)

Department of Chemical Engineering (CHE)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOLzU1OhriOyptNBISuh1Yc8falURE9BWEFXVFBGWERTSEFXVIAIOTJZWE9SRy4u>

Department of Mechanical Engineering (ME)

https://forms.office.com/Pages/ResponsePage.aspx?id=samew1xhNUSseA4wFOIZUSHJAA03CXpNs_cJq2Y9hihUNIZNSULSRINTUE42UIZSSTBHNVK3MUTGVi4u

Department of Electrical Engineering (EE)

[https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUvvi8daHYWRLiHSVTAE3pUOve2RkVLuzMyMVJVVEoxMIFS\(0\)dBMIMwNS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUvvi8daHYWRLiHSVTAE3pUOve2RkVLuzMyMVJVVEoxMIFS(0)dBMIMwNS4u)

Industrial Engineering Department (IE)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOLzUvvi8daHYWRLjHSV.TAEa3pUNE9IN1BORVdaWkE4WkdSWFNRRROYwOU5VVy4u>

Civil Engineering Department (CE)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUrfggoNi2EFK1qHs792kCmVUOTRDNUpDOTRGOTBFVDc2MEJZVDNPSEINWS4u>

Department of Architecture (AE)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUshcHaulrUtLvGG189yFisdUREPVVRL VzY2NTBLSDO4WEDUWIZKMUUpSSy4u>

- 4- Attend the introductory lecture and fill out the required forms for the initial registration and the relevant electronic links
- 5- Registering the summer training course for those who meet the conditions, through the admission and registration system
- 6- Registration in the training opportunities that are available through the college, by registering in the link of the desires of the training opportunities provided by the College of Engineering in agreement with some training entities so that the student's desires are sorted according to student's academic average and the priority planned by the student

Link of the desires for training opportunities provided by the College of Engineering in agreement with some training entities

<https://forms.office.com/pages/ResponsePage.aspx?id=samew1x6NUSA4WFOIZUSHJAAogCXpNscJq2Y9hihuMkhCMDBXWKILMENKSUFSSOUILTIJDWDFDVC4u>

Whoever is not fortunate enough to obtain a training opportunity, he/she registers in the special training opportunities link that the student personally secures by communicating with the training entities that suit student's scientific specialization through the following special opportunities link:

<https://forms.office.com/pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUh8INhNZICpBm6dGsSbeZIURUJNODBFQTIRTUXBWUNONUYOQVRLOVZWOSQIQCNOPWcu>

- 7- Based on what was done above, the final lists of students are prepared, each in student's training entity

The Second Stage: During Field Training

The stage of starting the training at the training entity

So that the training supervisor will be contacted during the summer semester according to the division and the required pdf will be delivered through the Blackboard platform as follows:

1. Commencement of training on the first day and for a period of 8 weeks (delivery of the commencement notice form signed and sealed by the training entity during the first week)
2. The training entity shall submit the weekly absence and attendance form + the training entity evaluation form
3. Fill out the student's weekly progress form (8 reports / 8 weeks) and submit it every Saturday as a maximum, as the report is filled out by the student and the training entity has nothing to do with the report
4. Preparing the final report according to Annex No. 1 in addition to preparing the final power point presentation (in English, each student alone).
5. Save the final report (Word) in addition to the final presentation (power point) on a CD with the name, university number and place of training indicated.
6. Emphasis on the training entity that the two forms should be filled out with seal and signature (the weekly absence and attendance form in addition to the training entity evaluation form) and put them in a closed, confidential file

At this stage, the student is required to:

- 1- Submit your CV
- 2- Registration in the Saudi Council of Engineers
- 3- Registration in some free professional organizations (obligatory) and non-free professional organizations (optional)

The Third Stage: After Finishing the Field Training

Preparing to discuss training

So that the training coordinator in the scientific department will be contacted at the beginning of the first semester of the new year, according to the following steps:

- 1- Ensure that the confidential envelope of the training entity, which contains (the weekly absence and attendance form in addition to the training entity submission form with seal and signature) reaches the training coordinator in the scientific department
- 2- Handing over all the originals of the forms that were sent to the Blackboard during training
- 3- Delivery of the CD as required with a hard copy of the final report
- 4- follow-up announcements to know the committees formed for discussions and adherence to deadlines
- 5- Attend the discussion half an hour before it begins, making sure to bring your presentation file
- 6- After the discussions are completed, the grades will be raised, and the grade will be announced later through admission and registration

At this stage, committees for discussion and monitoring of grades are formed

General Provisions, Warnings and Controls:

1. The necessity of adhering to health precautions such as wearing a mask and physical distancing, with an emphasis on taking the vaccine and showing that he is immune in the application of Tawakalna because it is a requirement to enter many training institutions
2. The student can obtain the field training forms and instructions for this through the website of the field training unit via the official website of the college
(<https://www.jazanu.edu.sa/eng/coll-coop-summ-trai-unit-ar>)
3. The official registration on the admission and registration site for field training is done by the student as a course in student's study plan, and it is stipulated that it should not be combined with any other course.
4. The summer training requirements are met (110 credit hours + 357 GE).

5. Registration in the Saudi Council of Engineers (SCE) no later than the end of the second week of training
6. Registration in professional organizations (obligatory for free and optional for non-free during the second week of training <https://www.abet.org/member-societies/>)
7. Preparing the CV and submitting it to the training supervisor according to the registered division during the second week of training
8. All forms of field training must be approved with the signature and seal of the training entity, except for the student trainee evaluation form.
9. The student is not entitled to start the procedures for applying and registering for field training during the summer semester, but he/she must go through all stages of field training that start from the beginning of the semester that precedes the semester of field training.
10. The student is obliged to activate the e-mail through the admission and registration system, as it is the official means of communication in everything related to field training, and he/she must review the Technical Support and Information Technology Department in case of any technical problems.
11. Continuous communication with the training coordinator in the department
12. Continuous communication with the training supervisor during the training in the summer semester
13. The student shall abide by the safety instructions and requirements at the training entity.
14. The student is not entitled to change the training entity except in emergency cases, as this requires submitting a letter to request the official approval from the college administration stating the reason for wanting to change the training entity, after the approval of: the field training coordinator in the academic department and the head of the concerned department in addition to the field training coordinator at the College of Engineering, then the approval of the Vice Dean for Academic Affairs.
15. The student is obligated not to be absent, to abide by the official working hours determined by the training entity, and to respect the regulations and laws.
16. The attendance sheet and the weekly performance are approved for a period of 8 weeks.

17. In the case of encountering problems in the quality of the work assigned by the employer, the field training supervisor is notified of this, as well as through progress reports that the student sends to the training supervisor during the training period on a weekly basis.
18. The student is not entitled to delete the field training (summer training) and register courses in the summer semester, except after the approval of the college.
19. The training of anyone who does not meet the training requirements will be canceled.
20. Follow the instructions and watch the announcements.

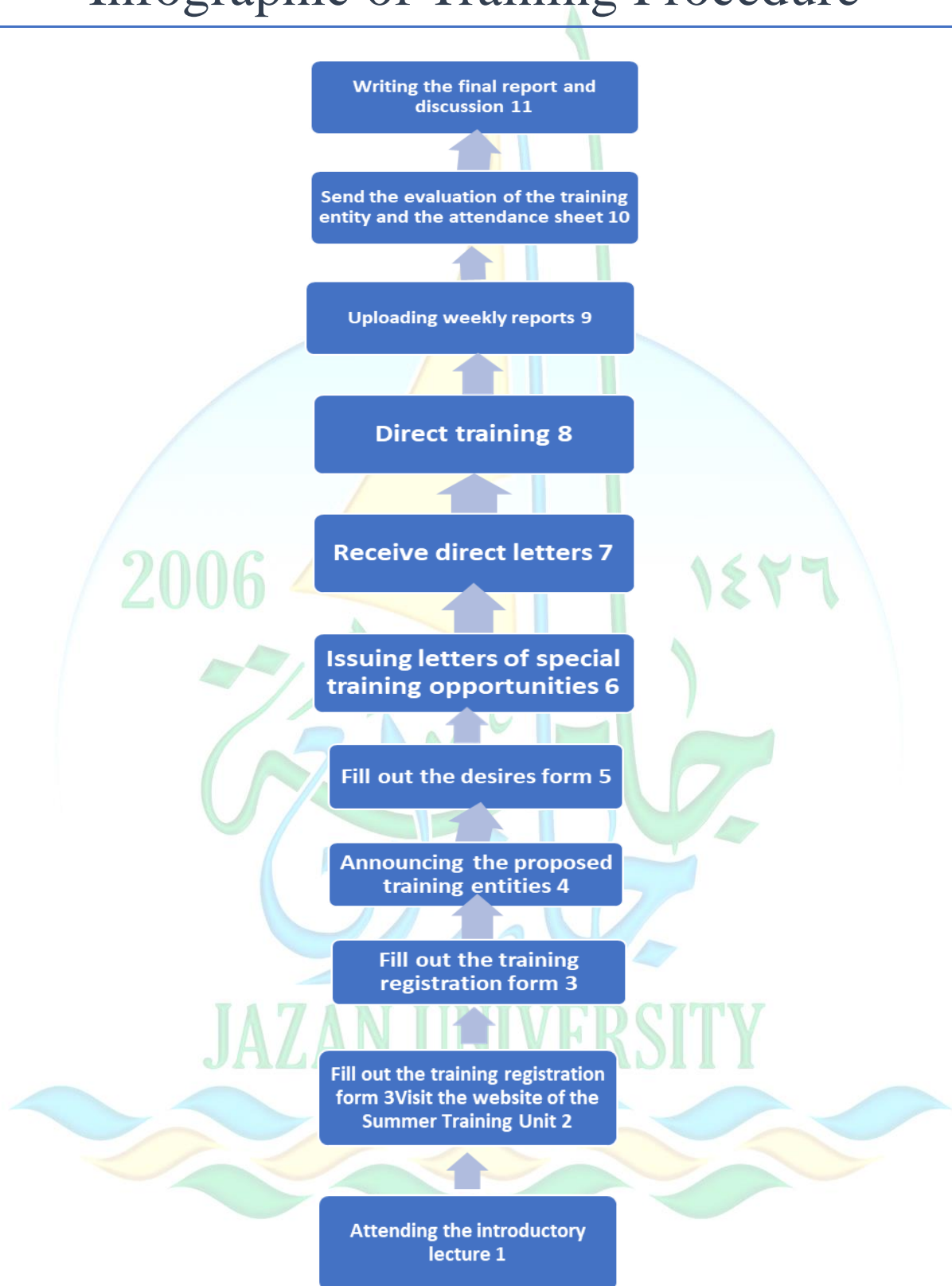
The training organizations associated to the College of Engineering

Aramco
Aramco - Jazan
Aramco – Al Kharasanieh
Aramco - Khobar
Jazan City for Basic and Downstream Industries
The Royal Commission in Yanbu and Jubail
Region Glass Jazan - Glass Factory
Jubail desalination water plant
The General Water Corporation- Jazan
The General Water Corporation - Dammam
The General Water Corporation - Belqarn
Petromin – Jeddah
Shuaiba desalination plant
Al Shuqaiq desalination plant - Al Shuqaiq
Al Shuqaiq Desalination Plant - Furasan
Al Shuqaiq Company for Water and Electricity
Yansab Yanbu Company, SABIC
Steel Solid - Economic Zone. pesh
SABIC Steel - Jubail
Yanbu Technical Institute
Jubail Technical Institute
South Cement Factory – Ahad Al Masarhah
Bisha cement factory
Tehama cement factory
Kingdom Paints Company
Al Jazeera Paints Company
The National Irrigation Corporation - Riyadh
Jazan Port
Petrochemia Company - SABIC
Sadaf Company - SABIC

Kayan Company - SABIC
Safeco - SABIC Company
chemia Company - SAIC
Misk Foundation - via Japan Internship Program
Jazan Region Hospitals - Health Affairs
Tabuk Pharmaceutical Industries Company
Saudi Airlines
Al Jazeera Paints Company
Pepsi and Soft Drinks Factory - Khamis Mushait
Department of Roads and Transport Jazan
Saudi Bin Laden Foundation
Shibh Al Jazira Contracting Company
B.A.S. F. Saudi Building Materials Ltd.
Tohama Cement Factory
Bisha Cement Factory
Toyota Salem Babli Company
Hyundai International Road
Hassan Hadi Contracting Est
Mohammed Bin Jarbou Contracting Est
Al Zahed Companies
Sahara Petrochemical Company
Al Manjoof Contracting and Maintenance Company
Black Engineering Consultancy
Muzn Water South Water Company
Jazan Development Company
Jazan Municipality
Project Management - Jazan University
Toyota Salem Babaki Company
Saudi Electricity Company
Sama Water Company
General Projects Administration - Jazan University
Operation, Maintenance and Cleaning Department - Jazan University
Border Guard Command
General Directorate of Civil Defense

JAZAN UNIVERSITY

Infographic of Training Procedure



Summer Training Forms

#	File Name and Description	Code/No. form
1	Attachment Important Information for Summer Training	JU-ENG-STUTR Attachment 1
2	A Pledge to Abide by the Requirements and Controls of the Field Summer Training Form	JU-ENG-STUTR1
3	Summer Training Request and Pledge Form	JU-ENG-STUTR2
4	Summer training options form	JU-ENG-STUTR3
5	Proposed training Plan Form	JU-ENG-STUTR4
6	Start Notification of Summer Training Form	JU-ENG-STUTR5
7	Weekly Absences and Evaluation Record Form	JU-ENG-STUTR6
8	Weekly Progress Report of Student Form	JU-ENG-STUTR7
9	Training organization student evaluation form	JU-ENG-STUTR8
10	Final evaluation form for summer training form	JU-ENG-STUTR9
11	Final evaluation form for virtual summer training form	JU-ENG-STUTR9-1
12	Final Marks Distribution and Learning Outcomes Form 100%	JU-ENG-STUTR10
13	Virtual field summer training evaluation form 75%	JU-ENG-STUTR10-1
14	Pledge of Apology for the Summer Field Training Form	JU-ENG-STUTR11
15	Attendance List of Summer Training Introductory Lecture Form	JU-ENG-STUTR12

Delivery Schedule for Summer Training (20213)

Step	Due Date	Notes
Training direct notice	During the first week of training	It must be signed and sealed
Registration in the Saudi Council of Engineers SCE	The second week of training	Obligatory
Registration in professional organizations https://www.abet.org/member-societies/	The second week of training	Obligatory for free organizations and optional for non-free organizations
CV submission	The second week of training	Obligatory
Submit forms (all original)	End of the second week of the first semester 20221	It must be signed and sealed
Submit the final training report	End of the second week of the first semester 20221	Follow the instructions
Discuss the final offer	End of the third week of the first semester 20221	Follow the instructions
Final grade announcement	End of the fifth week of the first semester 20221	Through the admission and registration system

Summer Training Forms and Attachments



JU-ENG-STUTR Attachment 1

Important Information for Summer Training

Dear Student; Training Unit, Engineering College is pleased to welcome you at the beginning of the practical training program and wish you successful training and practical experience. This will help you in practicing the theoretical information that you received while studying and open up new prospects for practical life. We are also pleased to enclose the following instructions:

1. Manual of preparing final report of the training [**JU-ENG-STUTR Attachment 1**] (to be used to write the report).
2. Start Notification of Summer Training [**JU-ENG-STUTR2**] (to be filled and sent to the Training Department during the first week of training).
3. Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**] (to be handed over to the training company and filled by the supervisor during the training period).
4. Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] (to be handed over to the training company and filled by the supervisor at the end of the training period).
5. Weekly Progress Report of Student [**JU-ENG-STUTR7**] (8 reports) (to be filled by the student and sent to faculty training supervisor every Saturday of each week (from the 2nd week to the 9th week) through the university official e-mail to the supervisor (Student may not be awarded the full degrees if he fails to send the weekly report in time).
6. Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**], and Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] should be received by the student (sealed enveloped) from the training company at the end of training period and submitted to the training department coordinator with the final report no later than the end of the second week of the beginning of the next academic year.

Training administration emphasizes on the need to read the instructions contained by this guide before writing the report and to follow it strictly. The student should have, at the beginning of training, a number of personal photos, copy of the civil national card, that might be requested by some companies and training sites. The student should follow the training site instructions and regulations and has to be concerned for punctuality. In case, the student gets a result as “not satisfactory”, the training program will be terminated and must be repeated it in next semesters.

The student should follow the completion of Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**], and Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] with the supervisor in the training site at the end of the training period completed (signature & Stamp) and sealed, Training unit will not accept the report without the forms under signed by the training officer and official seal.

Wish you the best!

Practical Training Report Preparation Guide

Introduction:

One of the practical training objectives is to connect the theoretical study that gained by learning, with the actual practice of the career of engineer. The goal of writing training report is to highlight and document the observations and learning's during the training period. The training report includes discussion for engineering and administrative processes that the student practiced through training period. Examination committee assigned by College departments will evaluate training reports according to the specialization, ability of the student to write technical report (writing the report with proper language, avoiding prolongation, filler quoted from the references, and using the training materials offered form [JU-ENG-STUTR9]. Students can mentor educational consulting if he has difficulty in writing the report. The student should hand over the final report on or before the due date fixed by the department to the training unit in order to be evaluated by the examination committee. The student may approach the evaluator to know the quality of the report and the basis of the grading. The students are allowed to rewrite the report as per the views of the evaluator and to submit it to the same evaluator for reassessment.

The student has to present the work, information and skills gained by training by preparing a power point presentation that will be presented and evaluated by the examination committee.

General Instructions:

Guide lines for Report Writing:

1. Each student should write his own report on the training by his language and style, and prepares a presentation of the report. Also, he should send a copy of the report and presentation, in PDF format, to the department training coordinator.
2. The student should submit the original copy of his report providing a clearly written report with computer programs of **minimum 10 pages and maximum 20 pages**, with font size 12 times new roman for the text body and 1.5 spacing.
3. Report should be written in English on white paper of size A4.
4. Margins to be set on the pages of the report as follows:
 - 25mm from the top and bottom of the page.
 - 40 mm from the left of the page and 25 mm from the right of the page.

Guide lines for Power point presentation:

- Presentation language is English
- Each student must present his specific topic individually
- Number of power point presentation slides: 10 – 15 slides
- Presentation period: 15 minutes for each student (10 minutes for Presentation and 5 minutes for questions)

- The student has to submit a soft copy of his power point presentation file (Microsoft power point) and soft copy report (Microsoft word) saved on a CD RW with a label show the name, university ID, training Semester, name of the company or training site submitted along with the hard copy report to Department training coordinator.

Report Contents

1. Cover Page: it includes the following information:
 - Student's name
 - Student's ID
 - Specialization
 - Training period
 - Training company
2. List the contents of the report; A list of headlines and sub headings as they are existing in the body of the report, according to the sequence of pages.
3. Introduction contains a brief description of the organization in which the student carried out his training program, the nature and quality of the training undergone by the student. Also the introduction part includes a brief description of the contents of the report at the end.
4. The public display; It comprises the important part of the report, which includes details of the actual training undergone by the student. Students are advised to distribute these details into several sections, depending on the nature of the training program, which has been completed. Student should choose headings and sub- headings suitable for each section.
5. Conclusions; Contain a summary of the skills, experience and knowledge gained during the training period and may include the student's observations and views on training.
6. Appendices; This part of the report includes all the supporting information for the body of the report, maps, illustrations and additional data which may be useful to the reader of the report to refer in accordance to the information's of the report. At the end the appendices may contain some of the information's of contents of the report.

Training Evaluation:

The student will be evaluated in two phases:

1. The first phase will be during the training period
 - a. The evaluation of training company; the training supervisor fills Training Organization Student Evaluation Form [JU-ENG-STUTR8] prepared by the faculty training unit.
 - b. Training supervisor; receives Weekly Progress Report of Student [JU-ENG-STUTR7] (8 reports) to carry out continuous evaluation and visits the company depending on the requirement.

The student should fill and send the weekly progressive report to the training supervisor through the university official E-mail.

If the student obtains “satisfactory” report from the company at end of first stage, he is allowed to continue the second stage where as if he gets “unsatisfactory” note from the trainer then his training is meant for cancellation and he may be asked to repeat.

2. The second phase will be started at the beginning of the first semester of the following academic year as declared by the training unit.

Faculty member (examination committee) will assess the student report and his presentation according to the following items; [JU-ENG-STUTR9]

- Cover page and a list of the contents of the report submitted.
- The overall appearance of the report and preparation pattern.
- Preparation of a complete diary the training.
- Tables, graphics, and images.
- Student's ability to correlate scientific theories and practical application during the training period.
- Technical observations of the work performed by the student during the training period
- Conclusions and comment
- The overall impression from the report.

Grades distribution:

1. Training Supervisor during summer	25%
2. Training company evaluation	25%
3. Final technical report evaluation	25%
4. Presentation evaluation	25%

Note:

1. The examination Committee, which evaluated the presentation has right to cancel the student training.
2. Full degrees will not be awarded for the students who fail to submit the forms and reports in time.

Training unit wishes every success for all students!!

JU-ENG-STUTR1

A Pledge to Abide by the Requirements and Controls of the Field Summer Training Semester (.....202)

Student Information					
Student's Name				University ID	
Scientific Department				Course name and code	
Number of hours registered this semester:		Number of hours of the study plan		Number of hours successfully passed	
Number of hours remaining if all the registered courses are successfully passed (Number of hours remaining = Number of hours of the total study plan - Number of hours successfully completed)					

I, the student whose details are mentioned above, inform you of my desire to start the procedures for registering and starting the summer field training course, as if I pass all the courses of the current semester successfully, I will only have the summer training course (.....) with (2) credit hour as I pledge to do so:

- 1- Completing all relevant forms and submitting them to the scientific department and taking the initial approval for the training entities.
- 2- Communicate with the department to register the summer training course during the allowed add and drop period.
- 3- Not to start summer training at the training entity until after making sure that all the courses of this semester have been successfully passed.
- 4- Notifying the college to start the summer training on the first day of the summer training by sending an email to the training coordinator in the department and the college training coordinator on the email.
(E-mail of the training coordinator at the college: isamyq@jazanu.edu.sa)

I also assure that the department and college have the right not to recognize summer training in case of infraction of the above-mentioned regulations

Date:

Student's Name:

Signature:

JU-ENG-STUTR2

طلب تسجيل وتعهد التدريب الصيفي

للفصل الدراسي: العام الجامعي: ١٤ / ١٤ هـ

اسم الطالب	الرقم الجامعي	
التخصص	عدد الساعات المنجزة بنجاح	
البريد الإلكتروني	رقم الجوال	

- أقدم أنا الطالب الموضح بياناتي أعلاه بطلب فرصة تدريب صيفي كما أتعهد بأن ألتزم بالآتي :
- ١- في حالة التقديم المبني للحصول على فرصة للتدريب الصيفي فإن تسجيلي للتدريب الصيفي يعتبر الزامي ولا يمكن العدول عنه إلا بالموافقة الخطية من قبل القسم .
 - ٢- عدم تسجيل أو حذف التدريب الصيفي إلا عن طريق مشرف التدريب الصيفي بالقسم.
 - ٣- عدم تسجيل أي مواد دراسية بالفصل الصيفي وأن التزم بالفرصة التدريبية التي توفرها الكلية أو التي وفرتها أنا بمعرفتي وتم قبولها من الكلية .
 - ٤- في حالة تسجيلي لمواد بالفصل الصيفي يحق للكلية حذف تلك المواد والإبقاء على التدريب الصيفي فقط وخمس درجات من التدريب الصيفي . وفي حال تسجيل المواد الدراسية بعد حذفها يحق للكلية حذف التدريب الصيفي والمواد الدراسية.
 - ٥- الالتزام بحضور المحاضرة التعريفية عن التدريب الصيفي.
 - ٦- وفي حالة تغيير مكان التدريب الصيفي سواءً من الكلية أو من قبل الجهة المشرفة على التدريب الصيفي سوف أقوم بالالتزام بالتدريب في أي جهة تراها الكلية .
 - ٧- التواصل مع مشرف التدريب المحدد من قبل القسم بشكل مستمر وموافاته بجميع الاحتياجات و المعوقات التي أواجهها في فترة التدريب .
 - ٨- رقم الجوال والبريد الإلكتروني المسجلة أعلاه هي وسائل الاتصال الأساسية لتلقي معلومات التدريب وفي حالة التغيير سوف أقوم بإشعار الكلية بذلك .
 - ٩- الالتزام بمواعيد تقديم التقرير والمناقشة والمحددة من قبل القسم .
 - ١٠- الاستفسار عن آلية التقييم المحددة من قبل القسم والالتزام بما فيها .
 - ١١- الحصول على جميع النماذج الخاصة بالتدريب عن طريق موقع الكلية.
 - ١٢- كتابة جميع التقارير والعروض باللغة الإنجليزية.
 - ١٣- يحق للكلية حذف التدريب الصيفي في حالة عدم اجتيازي ل ١٠ ساعة أو أكثر مع نهاية الترم الحالي (الفصل الدراسي الثاني للعام الجامعي الحالي).

التاريخ:

توقيع الطالب:

اسم الطالب:

JU-ENG-STUTR2

Summer Training Request and Pledge

Semester:

Academic year: 14 /14 H.

Student Name		University ID	
Department		Hrs. Completed successfully	
E-mail		Mobile	

I, am student with aforementioned details, willing to register the summer training, and I pledge that:

- 1- The registration of summer training is mandatory and will not be canceled unless a written approval is obtained from the department.
- 2- Non-registering or cancelling summer training is possible only by department summer training coordinator's approval.
- 3- Non registering of any course during summer training and the commitment in the training opportunity provided by the college or obtained by myself with the approval of the college, are mandatory.
- 4- The college has right to cancel the registered summer courses during the period of summer training if the student registers the courses and training simultaneously. Also, the student will be awarded only five degrees meant for the summer training upon successful completion of the training.
- 5- It is understood that attending the introductory lecture on summer training is compulsory.
- 6- In case of change of place of the summer training suggested either by the college or by the authority supervising the summer training, I will abide by the regulations of training according to vision the college.
- 7- Regular communication will be established with the training coordinator to update the progress of the training program including the difficulties faced during the training.
- 8- Mobile number and e-mail address listed above are the basic means of communication to convey/receive training information. A notification will be given to the college, in case of change of the aforementioned details.
- 9- I will abide by the regulations of summer training to submit report in time and appear for the discussion as specified by department.
- 10- It is understood that the evaluation mechanism is defined by the department and expected to comply with them.
- 11- All the training models and related information's must be obtained through college web site.
- 12- All written reports and presentations must be submitted in English.
- 13- College has the right to delete summer training if I do not have 110 credit hours or more at the end of the spring season (the 2nd semester of the current year).

Student's Name:

Student's signature:

Date:

JU-ENG-STUTR3

إستمارة رغبات التدريب الصيفي

إسم الطالب:
الرقم الجامعي:
المستوى الحالي:
المعدل التراكمي:
البريد الإلكتروني:

رغبات التدريب حسب أولوية الطالب: (الرجاء تعبئة جميع الرغبات بالأسفل)

١.
٢.
٣.
٤.
٥.
٦.
٧.
٨.

ملاحظات:

الإسم /

التوقيع /

تاريخ تقديم الاستمارة /

بناءً على رغبات الطالب تم ترشيحه للتدريب في:

☐ لم تتحقق أي رغبة للطالب

☐ رقم رغبة الطالب المحققة

المبررات:

منسق شؤون التدريب بالقسم

/د/

التوقيع /

التاريخ /

تتمتع بالمعرفة الطالبة

بإدارة التدريب

JU-ENG-STUTR3

Summer Training Options

Data to be completed by the student	<p>Student Name:</p> <p>University ID No.: Department:.....</p> <p>Recent Level: Academic Year:.....</p> <p>GPA: The accomplished hours:</p> <p>Email Address:.....</p> <p>The options of training proposed by the student based on student's priorities: (Fill all)</p> <p>1-</p> <p>2-</p> <p>3-</p> <p>4-</p> <p>5-</p> <p>6-</p> <p>7-</p> <p>8-</p> <p>Notes:</p> <p>Student's Name:</p> <p>Student's signature:</p> <p>Submission date:</p>
	<p>For training administration</p> <p>Based on the proposal of the student, he has been nominated for training in:</p> <p>Student's option No. <input type="checkbox"/> No option had been realized: <input type="checkbox"/></p> <p>Reason & proceedings:</p> <p>Department Training Coordinator Dr..... signature:</p> <p>Date:</p>

JU-ENG-STUTR4

خطة التدريب الصيفي المقترح من جهة التدريب

اسم الطالب / _____ رقم جامعي : _____ تخصص : _____

جهة التدريب :

عنوان جهة التدريب: المدينة/ الحي/ الشارع/

دوامين: ()

دوام: ()

فترة الدوام الرسمي: دوام:

الاسبوع	موقع التدريب بالشركة	الموضوعات التي يتدرب عليها الطالب
١		
٢		
٣		
٤		
٥		
٦		
٧		
٨		

اسم المشرف المباشر: وظيفته:

رقم الهاتف: تحويلة: فاكس:

البريد الإلكتروني:

توقيع المشرف المباشر:

الختم الرسمي لجهة التدريب

برجاء ملئ الاستمارة و ارسالها مع الموافقة على تدريب الطالب لديكم .

Please fill out the form and send it with the approval of the student training.

JU-ENG-STUTR5

إشعار مباشرة التدريب الصيفي

اسم الطالب : الرقم الجامعي :
التخصص : رقم الجوال :
البريد الإلكتروني: توقيع الطالب :
جهة التدريب : تاريخ المباشرة :
عنوان جهة التدريب: المدينة/ الحي/ الشارع/
فترة الدوام الرسمي: دوام: دوامين: الفترة:

إسم المشرف المباشر: وظيفته:
رقم الهاتف: تحويلة: فاكس:
البريد الإلكتروني:
توقيع المشرف المباشر:

الختم الرسمي لجهة التدريب

الرجاء عدم السماح للطلاب بالاستمرار في التدريب إذا تغيب خمسة أيام فأكثر وعليه مراجعة الكلية.

شروط التسجيل/ لن يتم تسجيل المادة للطلاب إلا إذا تحققت الشروط التالية:-

١. أن يجتاز الطالب بنجاح عدد الساعات المحددة (١١٠) من قبل إدارة التدريب.
٢. أن لا يسجل الطالب أي مقرر دراسي آخر مع مقرر التدريب أو مع مباشرة التدريب.
٣. أن يقوم الطالب بتسليم هذا النموذج بعد تعبئته إلى وحدة التدريب أو يرسله إلى البريد الإلكتروني الرسمي الخاص بالمشرف على التدريب في قسمه العلمي خلال الأسبوع الأول من التدريب.

JU-ENG-STUTR5

Start Notification of Summer Training

Student Name: Student Number:
Department: Mobile No.:
E-Mail: Student's signature:
Training Company: Starting Date:
Company Address: City: district: Street:
Official Working Shift: One Shift ☐ Two Shifts ☐ Period:

Name of Direct Supervisor: His Position:

Telephone number: Fax:

E-mail:

Direct Supervisor Signature:

Official stamp of the Training Company

Student is not qualified to continue the training if he is absent during his tenure for five days or more.

Regulations of Training Registration;

The student has to fulfill the following criterion in order to register the training course successful.

1. The student must pass successfully the number of hours (110) specified by the Training Unit.
2. Student should not register any other courses with training course.
3. Student submits this form to the training unit or send it by e mail to his supervisor in his department during the first week of training.

JU-ENG-STUTR6

نموذج الغياب والتقيد الأسبوعي
Weekly Absences and Evaluation Record

اسم الطالب (Student Name) :
رقم الطالب (Student Number) :
التخصص أو القسم (Department) :
جهة التدريب (Organization) :

ملاحظات	تقييم الأداء الأسبوعي					الحضور					الإسبوع Week	م
	ممتاز	جيد جدا	جيد	مقبول	ضعيف	الخميس Thursday	الأربعاء Wednesday	الثلاثاء Tuesday	الاثنين Monday	الأحد Sunday		
											من ١٤٤٤ / / إلى ١٤٤٤ / /	١
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٢
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٣
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٤
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٥
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٦
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٧
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٨
											من ١٤٤٤ / / إلى ١٤٤٤ / /	٩

الختم الرسمي لجهة التدريب
Official Stamp of the Training Company

مدير إدارة جهة التدريب
Director of the Training Company

المشرف على التدريب
Training Supervisor

الإسم :
التوقيع :
التاريخ :

الإسم :
التوقيع :
التاريخ :

JU-ENG-STUTR6

Weekly Absences and Evaluation Record

نموذج الغياب والتقويم الأسبوعي

Student Name (اسم الطالب)

Student Number (رقم الطالب)

Department (التخصص أو القسم)

Organization (جهة التدريب)

No.	Week	Attendance					Weekly Performance Evaluation					Notes
		Sunday	Monday	Tuesday	Wednesday	Thursday	Weak	Acceptable	Good	V. Good	Excellent	
1	From / / 20 To / / 20											
2	From / / 20 To / / 20											
3	From / / 20 To / / 20											
4	From / / 20 To / / 20											
5	From / / 20 To / / 20											
6	From / / 20 To / / 20											
7	From / / 20 To / / 20											
8	From / / 20 To / / 20											
9	From / / 20 To / / 20											

Training Supervisor

Name:

Signature:

Date:

Director of the Training Company

Name:

Signature:

Date:

Official Stamp of the Training Company

JU-ENG-STUTR7

Weekly Progress Report of Student

تقرير التقدم الاسبوعي للطالب

ملحوظة: يتم تعبأ هذا التقرير بواسطة الطالب ويرسل للمشرف على التدريب بالكلية قبل يوم الاحد من كل اسبوع بداية من الاسبوع الثاني الى الاسبوع التاسع عبر البريد الالكتروني للمشرف (يعاقب الطالب بالخصم من الدرجات عند التأخر عن التسليم)

Student Name:..... / اسم الطالب

University ID:..... / الرقم الجامعي

Specialization:..... / التخصص

Training Company:..... / جهة التدريب

Reporting Period:..... مدة التقرير:

From:..... من :

To:..... الى :

Week No.:..... رقم الاسبوع:

Total hours worked:..... عدد ساعات العمل:

For the mentioned period, please report the following:

١. ما هي مسؤولياتك أو مهامك خلال التدريب؟ 1. List your responsibilities or duties assigned during the reporting training period.	
٢. ما هي المهارات التقنية التي إكتسبتها أثناء التدريب؟ 2. List the new technical skills that you learnt during the reporting training period.	
٣. ما الذي تعلمته خلال الدراسة النظرية وشاهدته أو طبقته أثناء التدريب؟ 3. What are the instances at which the theoretical knowledge gained in classrooms is applied to practical problems?	
٤. هل المؤسسة التي تتدرب بها مساندة ومساعدة لك في تدريبك بها؟ ما هي الصعوبات التي واجهتها أثناء تدريبك إن وجدت؟ 4. Was the organization supportive / helpful in your training? What difficulties, if any, did you face during the reporting training period?	

٥. ما هي المهارات التي يمكن أن تستخدمها لتحسين أدائك في التدريب؟ 5. List the skills that are used to improve your performance in your training?	
٦. ما هي العلاقات الهامة التي كونتها أثناء تدريبك مع المشرف على التدريب أو مع الموظفين الآخرين؟ 6. Interesting or challenging moments of your training with your supervisor or any other employee of the organization may be narrated here.	
٧. ما هي المجالات التي تعتقد أنك مازلت تحتاج إلى تحسينها وتطويرها؟ 7. Technical domains that you need to improve are:	
٨. أى تعليقات إضافية إذا وجدت. 8. Additional comments if any.	

Note: Use additional paper, if necessary, to elaborate on your responses.

.....
اسم الطالب :
(Student Name)

.....
الرقم الجامعي :
(University ID)

.....
التخصص :
(Department)

.....
رقم الجوال :
(Mobile)

.....
توقيع الطالب :
(Student Signature)

.....
التاريخ :
(Date)

1. Indicate the specific areas of the student's training? (Extra sheet may be used if necessary)

٢. هل أعطي للطالب عمل محدد؟ (نعم/لا) في حالة الإجابة بنعم فضلاً حدد نوع وصفة هذا العمل (يمكن استخدام ورقة إضافية إذا لزم الأمر)

2. Was the student assigned a specific job? (Yes/No)In case yes, a statement of the assigned job may be narrated below. (Extra sheet may be used if necessary)

.....

.....

.....

.....

.....

.....

٣. انطباعكم العام عن تدريب الطالب

3. Overall impression about the performance of the student in training:

.....

.....

.....

.....

.....

.....

٤. ماهي ملاحظتكم لتحسين مستوى التدريب؟ (يمكن استخدام ورقة إضافية إذا لزم الأمر)

4. Suggestions to improve the performance of the students in training may be given below (A separate sheet may be used if necessary)

.....

.....

.....

.....

.....

.....

D. Evaluation of Students Performance:

د. تقويم أداء الطالب :

الرجاء اختيار الدرجة المناسبة ووضعها في المربع المقابل.
(ممتاز=٥، جيد جداً=٤، جيد=٣، مقبول=٢، ضعيف=١)

Please select the appropriate grade and put it in the opposite box.

(5=excellent, 4= very good, 3=good, 2=fair, 1=poor).

1. Attendance and punctuality

☐

١. التزام الطالب بالحضور وأوقات الدوام

الرجاء عدم السماح للطالب بالاستمرار في التدريب إذا تغيب خمسة أيام فأكثر وعليه مراجعة الكلية.

The student does not qualify to continue the training in case he is absent for five days or more.

2. Partnership shown by the student in training

☐

٢. اهتمام الطالب بالتدريب ومدى حماسة للعمل

☐

٣. تعاون الطالب مع الآخرين

3. Cooperation of the student with supervisor and other members.

☐

٤. الإنتاجية وجودة العمل المسند إليه

4. Productivity and quality of work carried out by the student.

☐

٥. استخدام المعلومات النظرية.

5. Student's capability to apply the theoretical concepts to solve the industrial problems.

Total Grade (out of 25 points)

☐

مجموع الدرجات (من إجمالي ٢٥ درجة)

الختم الرسمي لجهة التدريب

Official seal of the training organization



إسم الطالب:

Student's Name:

أفيد إدارة التدريب بكلية الهندسة - جامعة جازان بأنني أشرفت شخصياً على تدريب الطالب الموضح اسمه أعلاه
للفترة من : / / ٢٠٢٢ م إلى / / ٢٠٢٢ م
الموافق: / / ١٤٤٤ هـ إلى / / ١٤٤٤ هـ

This is to certify that I personally supervised the On-job training of the student
(.....) for the period from / / 20 G to / / 20 G.
Corresponding to / / 144 H to / / 144 H

توقيع المشرف المباشر على تدريب الطالب :

Signature of the On-job training Supervisor:

(إن إدارة التدريب بكلية الهندسة لن تعتمد هذا التقييم ما لم يحمل الختم الرسمي)

Note: Official seal is mandatory to consider the evaluation report.

الختم الرسمي لجهة التدريب

Official seal of the training organization

JAZAN UNIVERSITY

JU-ENG-STUTR9

FINAL EVALUATION FORM FOR SUMMER TRAINING

Student Name: _____ ID No: _____

Department: _____

Name of Evaluator (s) (for Presentation and Report):

- 1- _____
- 2- _____
- 3- _____

Items (To be filled in by the evaluator)	Max.	Evaluator Marks		
		1 st	2 nd	3 rd
(A) Evaluation of Presentation				
1. Feedback and highlighting the training field	10			
2. Ability to answer questions	5			
3. Spoken Language and self-confident	5			
4. Presentation flow	5			
Marks out of 25	25			
(B) Evaluation of Written Report				
1. Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)	10			
2. Report flow and coverage	10			
3. Report formatting (Figures, Tables, References, Fonts, Titles)	5			
Marks out of 25	25			
Signature of Evaluator:				

Item (To be filled in by the Department Training coordinator)	Given Marks
(A) Presentation (25%) (average)	
(B) Written Report (25%) (average)	
(C) Company evaluation of student's performance (25%)	
(D) Semester work; Attendance, Weekly Progress Report for Student (15 %)	
(E) Delivery of start notification and Reports on time (10%)	
Total Marks (100%)	

Department Training coordinator:

Name:

Signature:

Grade Awarded = _____

JU-ENG-STUTR 9-1

FINAL EVALUATION FORM FOR VIRTUAL SUMMER TRAINING (Form 9-1)

Student Name: _____ ID No: _____ (Sem.: 202)

Name of Evaluator (s) (**for Presentation**):

1st Evaluator: _____ (Chairman of the Evaluation committee)

2nd Evaluator: _____ (member)

3rd Evaluator: _____ (member)

(A) Evaluation of Presentation Items (To be filled in by the evaluator)	Max.	Evaluator Marks			
		1 st Evaluator (Chairman)	2 nd Evaluator (Member)	3 rd Evaluator (Member)	Average (To be filled by Chairman)
5. Feedback and highlighting the training field	10				
6. Ability to answer questions	5				
7. Spoken Language and self-confident	5				
8. Presentation flow	5				
Marks out of 25	25				
Signature of Evaluator:					

Instructions:

- 1- Presentation language is English
- 2- Each student must present his specific topic individually
- 3- Number of power point presentation slides: 10 – 15 slides
- 4- Presentation period: 15 minutes for each student
(10 minutes for Presentation and 5 minutes for questions)
- 5- Student has to submit a soft copy of his presentation to the Field Summer training coordinator in his Department.

JU-ENG-STUTR10

Field Summer Training Evaluation using Rubric Assessment

Name of the student		University ID	Department	Training Organization			Year/Semester		
Outcomes						MARKS		Evaluation by	
SO 2	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, Safety, and welfare, as well as global, cultural, social, environmental, and economic factors.							Evaluation of Written Report 25%	Exam Committee (50%)
KPI-1	Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)				(10 marks)				
KPI-2	Report flow and coverage				(10 marks)				
KPI-3	Report formatting (Figures, Tables, References, Fonts, Titles)				(5 marks)				
Average Marks of Outcome: SO 2 out of 25									
SO 3	an ability to communicate effectively with a range of audiences.							Evaluation of Presentation 25%	
KPI-1	Feedback and highlighting the training field				(10 marks)				
KPI-2	Ability to answer questions				(5 marks)				
KPI-3	Spoken Language and self-confident				(5 marks)				
KPI-4	Presentation flow				(5 marks)				
Average Marks of Outcome: SO 3 out of 25									
SO 4	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.							Evaluation by Supervisor (25%)	Supervisor (25%)
KPI-1	Delivery of start notification of field summer training				(10 marks)				
KPI-2	Weekly progress report Following up on time				(15marks)				
KPI-3	Attendance and punctuality				(5 marks)				
Average Marks of Outcome: SO 4 out of 30							Company evaluation of student's performance (25%)	Company 25%	
SO 5	an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.								
KPI-1	Partnership shown by the student in training				(5 marks)				
KPI-2	Cooperation of the student with supervisor and other members.				(5 marks)				
Average Marks of Outcome: SO 5 out of 10									
SO 6	an ability to develop & conduct appropriate experimentation, analyze, interpret data, and use engineering judgment to draw conclusions.								
KPI-1	Productivity and quality of work carried out by the student.				(5 marks)				
KPI-2	Student's capability to apply the theoretical concepts to solve the industrial problems.				(5 marks)				
Average Marks of Outcome: SO 6 out of 10									
Total Marks 100%								Coordinator	

Committee Members (Name & Signature):

JU-ENG-STUTR 10-1

Virtual Field Summer Training Evaluation (Form 10-1)

(To be filled by the supervisor during the summer)

Name of the student	University ID	Department	Training Organization	Year/Semester
			Virtual Field Summer Training	

Outcomes		MARKS		Evaluation by
SO 2	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, Safety, and welfare, as well as global, cultural, social, environmental, and economic factors.			Evaluation of Written Report (25%)
KPI-1	Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)	(10 marks)		
KPI-2	Report flow and coverage	(10 marks)		
KPI-3	Report formatting (Figures, Tables, References, Fonts, Titles)	(5 marks)		
			Average Marks out of 25	
SO 4	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.			Evaluation by (follow up) Supervisor (25%)
KPI-1	Delivery of start notification of field summer training	(10 marks)		
KPI-2	Weekly progress report Following up on time	(15marks)		
KPI-3	Attendance and punctuality	(5 marks)		
			Average Marks out of 30	
SO 5	an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.			Company evaluation of student's performance (25%)
KPI-1	Partnership shown by the student in training	(5 marks)		
KPI-2	Cooperation of the student with supervisor and other members.	(5 marks)		
			Average Marks out of 10	
SO 6	an ability to develop & conduct appropriate experimentation, analyze, interpret data, and use engineering judgment to draw conclusions.			
KPI-1	Productivity and quality of work carried out by the student.	(5 marks)		
KPI-2	Student's capability to apply the theoretical concepts to solve the industrial problems.	(5 marks)		
			Average Marks out of 10	
			Total Marks out of 75%	
				Supervisor

Based on the Virtual Field Summer Training Program with 3 training tracks and ABET

Signature: (_____)

Name (The Supervisor during summer semester): _____

JU-ENG-STUTR 11

Pledge of Apology for the Summer Field Training Semester (.....)

I pledge that I am fully responsible for the apology for the summer training (.....) for the purpose of registering in the courses offered in the summer semester (.....) note that the courses of the summer semester

(.....) are not confirmed and subject to deletion in case that registration controls for the summer semester are not met (.....) which were approved by the Deanship of Admission and Registration. And that in case that these courses are not available and they are deleted from the summer courses, and when I desire to return and register for summer training again, I am aware that the college is not responsible for providing an opportunity for training, and I bear the responsibility of providing a special opportunity.

Accordingly, I acknowledge the above and sign my full responsibility.

Student's Name:

University ID:

Specialization:

Issued by:

Signature:

JAZAN UNIVERSITY

JU-ENG-STUTR 12

List of Attending Introductory Lecture Student (202)

Lecture Day:		Department:	
Date	:Time:	No. of Registered Stu. ():No. of Attend.()	
Place:		Attending % :()	
✓ or Signature	ID	Name	م
			1
			2
			3
			4
			5
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			9
			10
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			30

Contact us at Field Summer Training at College of Engineering- Jazan University

College vice Deanship for Academic Affairs

Field Summer Training Unit

isamyq@jazanu.edu.sa

Vice Dean for Academic Affairs

engvdaa@jazanu.edu.sa



References:

1. Information and forms of training Unit College of Engineering JU
[https://www.jazanu.edu.sa/eng/trainingunit-ar/"\)\)](https://www.jazanu.edu.sa/eng/trainingunit-ar/)
2. Information of training Unit College of Engineering Um Al Qura University
https://drive.uqu.edu.sa/_/coleng/files/ST%20Manual.pdf
3. Information of training Unit College of Engineering Najran University
<https://engineering.nu.edu.sa/69>
4. Information of training Unit Al Jubail College
<http://www.ucj.edu.sa/ar/eservices/Pages/Field-Training-Students-Forms.aspx>

