

Kingdom of Saudi Arabia
Jazan University
Engineering College
Academic Affairs
Training Unit



VISION رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المملكة العربية السعودية
جامعة جازان
كلية الهندسة
وكالة الكلية للشؤون الأكاديمية
وحدة التدريب

Jazan University
Engineering College

Students' Guide for Field Training Program

College of Engineering
Vice Deanship for Academic Affairs
Field Training Unit

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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.

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.

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=samewIx6NUSA4wFOLzU1OhriOyptNBISuh1Yc8falURE9BWEFXVFBGWERTSEFXVIAIOTJZWE9SRy4u>

Department of Mechanical Engineering (ME)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samewlxhNUSeA4wFOIZUSHJAA03CXpNs cJq2Y9hihUNIZNSULSRINTUE42UIZSSTBHNVK3MUTGV4u>

Department of Electrical Engineering (EE)

[https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUvvi8daHYWRLiHSVTAe3pUOve2RkVLUzMyMVJVVEoxMIFS\(0\)dBMIMw NS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOIzUvvi8daHYWRLiHSVTAe3pUOve2RkVLUzMyMVJVVEoxMIFS(0)dBMIMw NS4u)

Industrial Engineering Department (IE)

<https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4wFOLzUvvi8daHYWRLjHSV.TAea3pUNE9IN1BORVda WkE4WkdSWFNRRROYwOU5VVy4u>

Civil Engineering Department (CE)

https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4_wFOIzUrfggoNi2EFKlqHs792kCmVUOTRDNUpDOTRGOTBFVDC2MEJZVDNPSEINWS4u

Department of Architecture (AE)

https://forms.office.com/Pages/ResponsePage.aspx?id=samew1x6NUSA4_wFOIzUshcHaulrUtLvGG189yFisdUREPVVVRL_VzY2NTBLSDO4WEDUWIZKMUpSSy4u

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=samew1x6NUSA4_WFOIZUSHJAAogCXpNscJq2Y9hihuMkhCMDBXWKILMENKSUFSSOULTIJDWDFDVC4u

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=samew1x6NUSA4_wFOIzUh8INhNZICpBm6d_GsSbeZIURUJNODBFQTIRTUXBWUNONUYOQVRLOVZWOSQIQCNOPWcu

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

Kingdom of Saudi Arabia
Jazan University
Engineering College
Academic Affairs
Training Unit

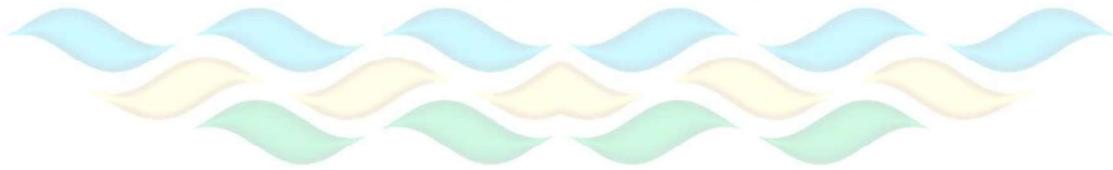


VISION رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المملكة العربية السعودية
جامعة جازان
كلية الهندسة
وكالة الكلية للشؤون الأكاديمية
وحدة التدريب

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