Department of Computer Science

1/15/2023

Cooperative Training Handbook

College of Computer Science and Information Technology

Declaration

This Cooperative Training handbook has been developed at Department of Computer Science, College of Computer Science & Information Technology, Jazan University for the purpose of guidance for students and faculty members based on field training.

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DATE OF IMPLEMENTATION

VERSION NO: 02 - 15/01/2023

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1- <u>Introduction</u>

Cooperative training at the College of Computer Science and Information Technology is an important part of the student's academic plan and an essential requirement for graduation. It is shared between the various departments of the college (Computer Science, Information Technology & Security, and Computer & Network Engineering). Cooperative training includes training students externally and internally, so that some academically excellent students are selected for training outside the Kingdom on advanced scientific programs in the field of computers. As for the rest of the students, they train internally, inside the Kingdom, in governmental or private institutions that are concerned with information technology services for a specified period. That is in order to provide them with practical experience in the fields of their specialization.

The trainees, during the training period, are considered employees of the authorities with which they train, and they are subject to all procedures that apply to other employees.

2- <u>Program Objectives</u>

The cooperative training program aims to achieve the following objectives:

1. Provide the opportunity for the student to gain practical experience before graduation.
2. Providing students with experiences and capabilities in applying the concepts and theories, that they studied, in real environments.
3. Provide students with practical experience in project planning and organization under the direct supervision.
4. Training students to take responsibility and punctuality, to deal with other employees and respect them, and to listen to their views, along with the training to gain other teamwork skills.
5. Providing the student with the skills of organization and time management, and the importance of that for the training facility.
6. Demonstrate and prove the department's responsibility towards its students and assist them in gaining familiarity with the practical conditions and job requirements.
7. Introducing the capabilities of the college graduates to institutions that are concerned with the fields of specialization, which would contribute to their recruitment.

3- <u>Benefit to students</u>

1. Cooperative training develops students' applied skills and techniques.
2. Cooperative training provides an opportunity for students to discover their skills and familiarize them with suitable jobs before their graduation.
3. Students acquire the skills of dealing with others and the spirit of working in a group.
4. Students gain practical experience in project planning and organization under direct supervision.
5. Helping students to adapt quickly to work requirements after graduation.

4- <u>The benefit to the training institution</u>

Private and public institutions will be provided with information on the quality of human resources that will contribute to the industry in the future. Thus, these institutions will be able to attract and employ the best personnel from among those who train with them.

5- <u>The benefit to the College</u>

The cooperative training program contributes to knowing the requirements of the labor market, which helps in evaluating training programs as well as developing study programs and plans to be more appropriate. It also provides an opportunity to deal with experiences as well as opening channels of cooperation between the training units and the training institutions.

6- <u>Organizational form and structure of the Cooperative training unit</u>

Cooperative Training Unit is, primarily, responsible for cooperative training; it is an administrative unit that works under to the Vice Dean of Training and Community Service. It consists of the chairperson of the committee and a member from each academic department nominated by the department head. Its primary mission is to develop the basic plan for the cooperative training program, determine the general policies, and follow up on the implementation of the program.

7- Responsibility of different parties regarding Cooperative training

The success of cooperative training is a shared responsibility. The degree to which the various stakeholders, including the student, the training facility, the department, the training unit cooperative, and the academic supervisor, cooperate will determine how effectively the process goes.

The following is the role of the academic department and the training unit.

First: Responsibility of the academic department:

1. Preparing lists of the names of students nominated for cooperative training and sending them to the Cooperative Training Unit on the specified dates.
2. Forming committees to discuss the reports submitted by the trainees in the department and approve the outcome of the discussion.
3. The department appoints an academic supervisor for the trainees to takes over the following tasks:
   - Attending the coordination meeting held by the Cooperative Training Unit.
   - Provide follow-up forms for field visits.
   - Follow up the student on an ongoing basis, and communicate with the field supervisor at the workplace, as they are responsible for directing, following up and evaluating the student.
   - Evaluating the student during the training period and participating in the discussion committee for the final report.
   - Keeping a complete file for the student includes the forms and documents of the student's attendance and regularity, the periodic reports he/she submits, the follow-up forms, the attendance and departure form, the academic supervisor evaluation form, and the field supervisor evaluation form.
   - Submit transcript and periodic reports to the training unit on the specified dates

- Providing the training unit with training files of the students he/she supervises, including a copy of the final report.

Second: Responsibility of the Cooperative Training Unit:

1. Collecting training requests submitted by students, sorting them according to the training institutions (training destination), and preparing them for registration within the range of 10 students.

2. Communication with the targeted training institutions in order to identify the training opportunities available to the college's students. A letter and the requirements of each department are sent to the training institutions, and considering this, the training opportunities available to the college's students are determined.

3. Holding a meeting for all course professors in the presence of the dean of the faculty or his representative at the beginning of the first week. The meeting aims to present all necessary forms and information and to explain the supervision, follow-up and evaluation mechanism to ensure its standardization.

4. Following-up the program progress in terms of implementation of training and field visits, as well as surveying the views of supervisors, students and their training institutions on the progress of the training process.

5. Receiving lists of students nominated for training from each academic department on the specified dates.

6. Preparing lists of the names of students nominated for training in each training institution and sending them to those institutions.

7. Holding an introductory meeting for the students of the course before the start of the summer semester, in which the following aspects are reviewed:
   - The training plan includes the course plan and schedule of reports and field visits.
   - Explaining the supervision and coordination mechanism, as well as the required reports and forms.
   - The Training Unit (in coordination with the academic departments) creates an integrated annual report that shows the achievements that have been made, the advantages that characterize the implementation, the negatives that have occurred,

and the recommendations that can contribute to improving performance in the coming stages.

8-   Terms and conditions of Cooperative Training:

It is divided into two parts:

1. General conditions: (for all eligible students for training).

2. Special conditions: These are the criteria for selecting students for external training.

First, general conditions for training:

1. A student who has completed the seventh level or its equivalent in terms of the number of hours accomplished, (90 credit hours)، is allowed to fill out the training form through the college's website after announcing the start of registration for training (which will usually be at the beginning of the second semester. From the university year).

2. Training is permitted only during the first or second semester, or during the summer semester.

3. The student must spend a regular or summer semester at the training site, at a rate of (30) hours per week, and total training hours of not less than (240) hours per semester.

4. The student should be given the opportunity to make the most of the training program. This requires that the student not register in any course other than the training course in order to be able to fully devote himself to practical training and that no other commitments preclude his commitment to attendance at the training headquarters and leave on the specified date. The Dean of the College has the authority to exclude some students who are expected to graduate in a manner that does not conflict with the student's benefit and the achievement of training objectives.

5. The necessity of standardizing the duration of training programs in all external training groups

6. The student must show good morals, discipline, hard work and cooperation during his training period.

<u>Second, special conditions: - Criteria for selecting students for external training.</u>

1. Students are selected based on their GPA and according to the number required for training. So that the highest average in the college is chosen, considering the general conditions and the one that follows it, and so on until the required number is completed. Provided that the GPA is not in any case less than 3.5

2. The student who was selected in the external training program needs the written consent of his guardian.

3. English language tests will be conducted for all students who have been selected, so the English language must be good.

4. Bring a certificate of medical examination and dental examination.

5. Commitment to supervisors' controls and directives. And adherence to laws and regulations that govern work.

6. The student who has been selected for the external training program and does not want to do so for any reason, must fill out the form for unwillingness to participate.

7. The Training Committee has the right to make an exception as required by the public interest.

9- <u>Change of training Organization:</u>

1. The student is not allowed to change the training organization after being instructed in it. And if it is found that the student's training program does not achieve the required goals in the designated entity, he must promptly discuss the matter with the training supervisor and coordinate with the Cooperative Training Unit to correct the situation, or obtain their consent to change the entity if a solution to the problem cannot be found.

2. In the event that the change of training organization is approved, the student must submit a written apology for continuing the training to the entity from which he will move, and request its approval on that before the Cooperative Training Unit directs him to the new entity.

10- <u>Rules of absence:</u>

1. The student is not entitled to leave the workplace (during his working hours) without the approval of the supervisor at the training authority, and the supervisor in this case informs the academic supervisor at the college when visiting him to follow the progress of the training process.

2. It applies to the same approved absence regulations for college courses.

11- Canceling the Cooperative Training course:

A student who is exposed to force majeure may cancel the cooperative training course after a recommendation by his academic supervisor to be approved by the relevant academic department and submitted to the cooperative training unit to complete the deletion procedures. In this case, the training agency shall be notified and apologized. It applies to the same regulations for dropping and excusing college courses.

12- Guidelines for internal Cooperative Training students

First: Before the student enroll for training

1. The student must be familiar with all procedures and laws related to the cooperative training program.

2. The student chooses one of the bodies recommended for training. The Training Committee has the right to distribute students according to the available places it deems appropriate for students.

3. The student must ensure that the summer training course (cooperative) is registered in his academic schedule.

4. A letter of cooperative training request is sent to the training authority in addition to a sample training plan.

5. Approval from the training authority to accept the student and develop the training plan.

6. The student must ensure that he joins a supervisor (the training supervisor, which is determined by the college's training committee)، the necessity to meet him to discuss the training plan, the date for submitting the reports and the method for writing the final report.

7. A time schedule is prepared by the training authority in coordination with the training supervisor.

8. The trainee student is responsible for informing the training agency supervisor of the work schedule, and he is also responsible for informing him of any problems encountered in implementing the schedule so that the training body supervisor can solve these problems in coordination with the supervisor in the training program.

9. For the student to write down a mobile number and e-mail to the academic supervisor and the training program coordinator in the department and the college for the necessity of communication.

Second: During the training period

1. The first thing that the trainee student begins on the first day of joining the training program, fill out the information sheet (Form No. 3) and send or deliver it to the training supervisor.

2. The trainee student during the training period is considered an employee of the entity he is training with, and is subject to all procedures that apply to other of its employees.

3. The trainee gets to know all the units related to the unit or units in which he is trained.

4. The student writes down all the daily tasks such as the activities that have been accomplished and the meetings and seminars he attended.

5. Every trainee student must meet his academic supervisor at least once a week, which allows the student to discuss all the technical problems he faces and solutions.

6. The training supervisor's meetings with the trainees are documented according to a follow-up form (Form No. 4).

7. The trainee student submits periodic reports to his academic supervisor (at least 4 reports during the training period). (Form No. 5)

8. The student collects information during the training period to use it in preparing the final report.

Third: After completing the training:

1. The student begins writing the final report. So that he communicates with the academic supervisor to determine the mechanism for writing the report and the date of the discussion, which is determined by the Collaborative Training Committee in the period before the final exams for the summer semester.
2. The student must submit the report on time and well in advance of the discussion date.
3. The report includes all the tasks that the student accomplished during the training period, the extent of his benefit, the skills that the student learned, as well as the difficulties he faced and the proposals he makes (the final report form)
4. The student must be ready to make a presentation on the training to the discussion committee to evaluate the trainees, as well as an oral test to find out the student's benefit from the training program.

13-<u>The mechanism of observing trainees</u>

The students who are registered in the cooperative training program and who are enrolled in one of the institutions are followed up by the student's training supervisor and the department's training supervisor as follows:

1. A supervisor confirms the enrollment of all students in the institution to which they are directed.

2. The training supervisor meets with students and introduces them to his tasks and responsibilities, as well as the tasks and duties of each student, urges them to be diligent and persevering, and offers them his readiness to solve any problems facing them.

3. The training supervisor makes inspection visits (at least two field visits during the training period) to the training sites to ensure that students are regular in training and that they perform the tasks assigned to them, in coordination with the training supervisor in the institution.

4. The training supervisor discusses students in the fields in which they are receiving training.

5. The form for each student is filled out after each field visit that the Training Supervisor makes to the training authority, including his observations.

14-The Cooperative Training Final Report

1- All students of internal and external cooperative training are obligated to write a final report. The aim of the report is to train the student to write a detailed scientific report, which reflects the student's ability and capabilities to provide specific information and develop communication skills.

2- The report must include all the tasks that the student has accomplished or learned during the training period, the modern technologies that he/she learned, the skills he/she acquired, and the contributions that he added to the work environment in addition to the conclusion he/she derived from the training.

3- The student should keep the following points in mind when writing the final report:

- The report should be organized in a logical manner, so it helps the reader to understand the details of the content.
- The topics of the report should be clear, consistent, and concise.
- The report should be well written and includes tables, illustrations, and charts, as it is important.
- Supporting facts and information with references, documents and/or photos from the training institution.
- The report does not necessarily have to be long or short in terms of the number of pages.
- The report should be indexed and arranged

15-Presentation and Discussion

a. The presentation and discussion must be in the English language. The discussion committee will pose questions and notes.

b. A classroom shall be equipped with all the necessary equipment such as a board, a projector, a computer, and any other requirements set by the trainee students at least one week before the presentation date.

c. Students use "Power Point" to present the report.

d. A discussion committee is formed of three or four members, to be selected by the Collaborative Training Committee.

e. The presentation must be specific and include all the tasks that the trainee has accomplished during the training period.

f. Each student reviews his experiences and skills acquired separately, and the extent of his understanding of the management in training institution.

16- <u>Evaluation of the trainee student:</u>

Agreed elements must be provided to evaluate the performance of the trainee student, instead of the diligence that could be right or wrong. The presence of agreed elements facilitates the evaluation process, especially in the case of multiple faculty members who supervise training.

Observing that the trainee student's acquisition of new skills and his enjoyment of professional ethics, perseverance and adherence to attendance and departure dates are all the most important elements that if the student adheres to them, it indicates that he has achieved many training objectives. In addition to other elements, which are the ability to organize technical and devise appropriate solutions to the problems and positive cooperation and participation with others in the training environment.

These are all positive characteristics that reflect the distinction of the trained student. And his ability to achieve them means the success of the cooperative training program.

It is worth noting that these elements must be known to the student in advance that they form the basis of evaluating his performance, as this prior knowledge makes him keen to adhere to them and work to achieve them.

It is important that these elements must be informed to the student in advance, and they form the basis of his performance evaluation. Therefore, it makes him keen to adhere to it and work to achieve it.

17- <u>Forming the Discussion committee</u>

- Discussion committees are formed by the college's cooperative training committee in agreement with the college departments.
- The number of members of the discussion committee is not less than three.
- Each member evaluates and the average result will be taken.

50 (semester marks - during training)		50 (final marks)	
40	10	20	30
Training institution evaluation	Weekly reports	Final report	Commission evaluation

- Marks are posted during the final examination period.
- The training supervisor must hand over the students' marks to the training coordinator before the discussion, so that the committee can review them and present them to the discussion committee at the date of the discussion.
- What applies to the courses is applied to the training program in terms of attendance, absence, deprivation, and out from training.

18. <u>Forms for Summer Training:</u>

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Form T-1

Training Plan Form

Section A:Student Information **(to be filled by student)**

Name:		
ID:	Department: IT CS CNet	
E-Mail:	Mobile #:	

Section B: Site's Supervisor Information **(to be filled by site supervisor)**

Supervisor's Name:	
Title:	Phone #:
Mobile #:	Best Time to be contacted:
Site Name :	

Section C: Training Plan **(to be filled by site supervisor)**

Site Supervisor Signature: Date:

Site Stamp

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<u>نموذج الخطة التدريبية</u>

نموذج T-1

الفقرة الأولى : معلومات الطالب (يعبأ هذا الجدول من قبل الطالب)

اسم الطالب :	
الرقم الجامعي :	القسم : ☐نظم المعلومات ☐علوم الحاسب ☐شبكات الحاسب
رقم الجوال :	البريد الإلكتروني :

الفقرة الثانية : معلومات المشرف على تدريب الطالب

اسم المشرف :	
مسمى الوظيفة :	رقم الهاتف المباشر:
رقم الجوال :	أفضل وقت للإتصال :
اسم الجهة التدريبية :	

الفقرة الثالثة : الخطة التدريبية

ملخص لتدريب الطالب :

توقيع المشرف :   التاريخ :

ختم الجهة التدريبية

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Arrival and Departure Time for Trainees

Form T-2

ID:	Name:

Training organization name:

Day	Date	Arrival Time	Departure time

Note: This form shall be delivered after the end of the training period in a closed (confidential) envelope to your academic supervisor

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	نموذج T-2

نموذج حضور وإنصراف المتدربين

الإسم :		الرقم الجامعي:	
اسم الجهة التدريبية :			

وقت الإنصراف	وقت الحضور	التاريخ	اليوم

ملحوظة: يسلم هذا النموذج بعد انتهاء الفترة التدريبية داخل ظرف مغلق (سري) إلى مشرفك الأكاديمي

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Form T-3

Bi-Weekly Progress Report

Name :		ID:
Name of Employer:		
Name of Faculty Advisor:		
Report # :	Period Covered: From / /14 H **To** / /14 H	

1. List and describe your principal assignments and responsibilities during the last two weeks.

2. Tell us about yourTask Plan for the next two weeks.Also tell us what activities you will carry out to accomplish its objectives. (Ask your site supervisor if necessary).

Student signature :   Site Supervisor Signature :

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College of Computer Science & Information Technology

ORGANIZATIONAL SUPERVISOR'S REPORT

Student's Name	
ID No.	
Course	
Organization's Name	
Duration of Training	

Reminder: Please return this form in final week of internship in a sealed envelope to the following address:

Intern Performance Evaluation

Instruction:

Supervisor is kindly requested to fill up (/) the box indicated on each item in section A and B as guideline shown below:

0= Not Satisfied	3= Good
1= Less Satisfied	4= Very Good
2= Satisfied	

Section A (Job Performance)	0	1	2	3	4	Official use only
A.1 Knowledge about the task assigned: In-depth knowledge about area of work.	☐	☐	☐	☐	☐	☐
A.2 Job production: Quality of job evaluated against professional standard.	☐	☐	☐	☐	☐	☐
A.3 Quality of job performed: Precision and efficiency.	☐	☐	☐	☐	☐	☐
A.4 Punctuality in production: Ability to carry out job within the specified time frame.	☐	☐	☐	☐	☐	☐
A.5 Initiative: Ability to act independently in accomplishing the tasks assigned and solving problems.	☐	☐	☐	☐	☐	☐

Section B (Intern's Soft Skills)	0	1	2	3	4	Official use only
B.1 Discipline: Willingness to conform to organization rule.	☐	☐	☐	☐	☐	☐
B.2 Responsibility: Honest, sincere, fair and caring attitude to others during the training.	☐	☐	☐	☐	☐	☐
B.3 Socialization: Ability to socialize with different levels of staff in the organization.	☐	☐	☐	☐	☐	☐
B.4 Communication: Ability to express ideas and orders in a clear and organized manner.	☐	☐	☐	☐	☐	☐
B.5 Decision making capability: Ability to make decision in achieving the goals that have been set.	☐	☐	☐	☐	☐	☐

TOTAL MARK	**40**
Official Use Only	

Section C (Intern's potential in the profession and overall comments)
(*Supervisor is kindly requested to write up comments on intern's potential and overall comment*)

_____

_____

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_____

Signature   : …………………………………..

Supervisor Name   : …………………………………..

Position & Official Stamp   : …………………………………..

Date   : …………………………………..

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Form T-5

<u>Academic Supervisor Visit Form</u>

Section A: Visit Information

Site Name: …………………..…………………………………………………………….

City: ……………………………………………………. Date: ……………………………

Section B: Site Supervisor Information

Name: …………………………………….
Comments:
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Date: ……………………………………   Signature: …………………………

Academic Supervisor Name: …………………………………………………………
Date: ………………………….   Signature: ……………...................

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نموذج زيارة مشرف

نموذج T-5

معلومات الزيارة

اسم الجهة التدريبية : ....

المدينة : .... ………………………………………………… التاريخ : ....

معلومات المشرف على الطلاب في الجهة التدريبية

الإسم: ....

التعليقات:

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التوقيع : ……………………………………… التاريخ: ....

اسم المشرف الدراسي : ....

التوقيع : .... التاريخ : ....