Department of Computer Science

Program: Bachelor in Information Technology

Guideline to all Faculties involved in the cooperative training program

Cooperative Training Faculty Handbook

College of Engineering & Computer Science

Declaration

This Cooperative Training handbook has been developed at Department of Computer Science, College of Engineering & Computer Science, Jazan University for the purpose of guidance for faculty members based on cooperative training.

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1- Introduction

1.1 Overview

Cooperative training at the College of Engineering & Computer Science is an important part of the student's academic plan and an essential requirement for graduation. It is shared between the two programs of the college (Computer Science and Information Technology). 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

1.2 Program Objectives

The cooperative training program aims to achieve the following objectives: Provide students with the opportunity to gain practical experience before graduation.

i. Provide students with the expertise and capabilities to apply the concepts and theories they have studied to their practical real-world situations.

ii. Provide students with practical experience in project planning and organization under direct supervision, while encouraging independence and initiative.

iii. Train students to assume responsibility, adhere to deadlines, deal with and respect other employees, listen to their opinions, and master other teamwork skills.

iv. Provide students with time management and organization skills, highlighting their importance to the organization.

v. Demonstrate and prove the department's responsibility toward its students and help them become familiar with practical real-world conditions and job requirements.

vi. Inform relevant IT institutions in the areas of specialization about the capabilities of the department's graduates, which contributes to their recruitment and employment.

Benefit to students

    i.   Cooperative training develops students' applied skills and techniques.

    ii.   Cooperative training provides an opportunity for students to discover their skills and familiarize them with suitable jobs before their graduation.

   iii.   Students acquire the skills of dealing with others and the spirit of working in a group.

   iv.   Students gain practical experience in project planning and organization under direct supervision.

    v.   Helping students to adapt quickly to work requirements after graduation.

The benefit to the training institution

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.

The benefit to the College

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 cooperative training committee and the training institutions.

1.3 Co-op Training Program Schedule & Submission Guide

Start of Training

| Week 01 | → Site Contact information |

Week 02 → Co-op Plan

Follow-Up Week 1- Week 6 ← Week 3

Week 4 → First Report

First Presentation ← Week 5

Week 6 → Follow Up Week 5- Week 8

Final report ← Week 7

Week 8 → Final Presentation

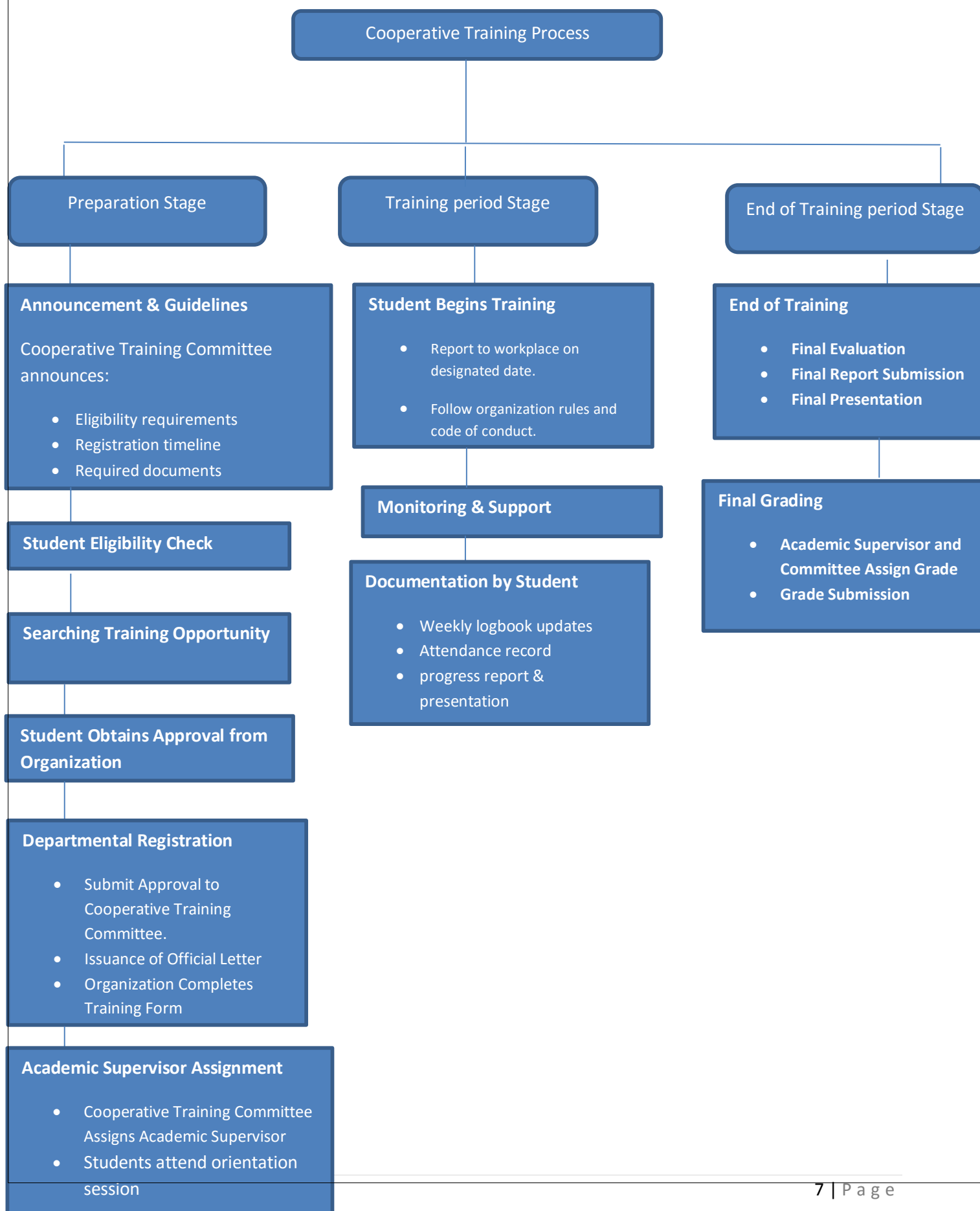Site Final Evaluation

End of Training
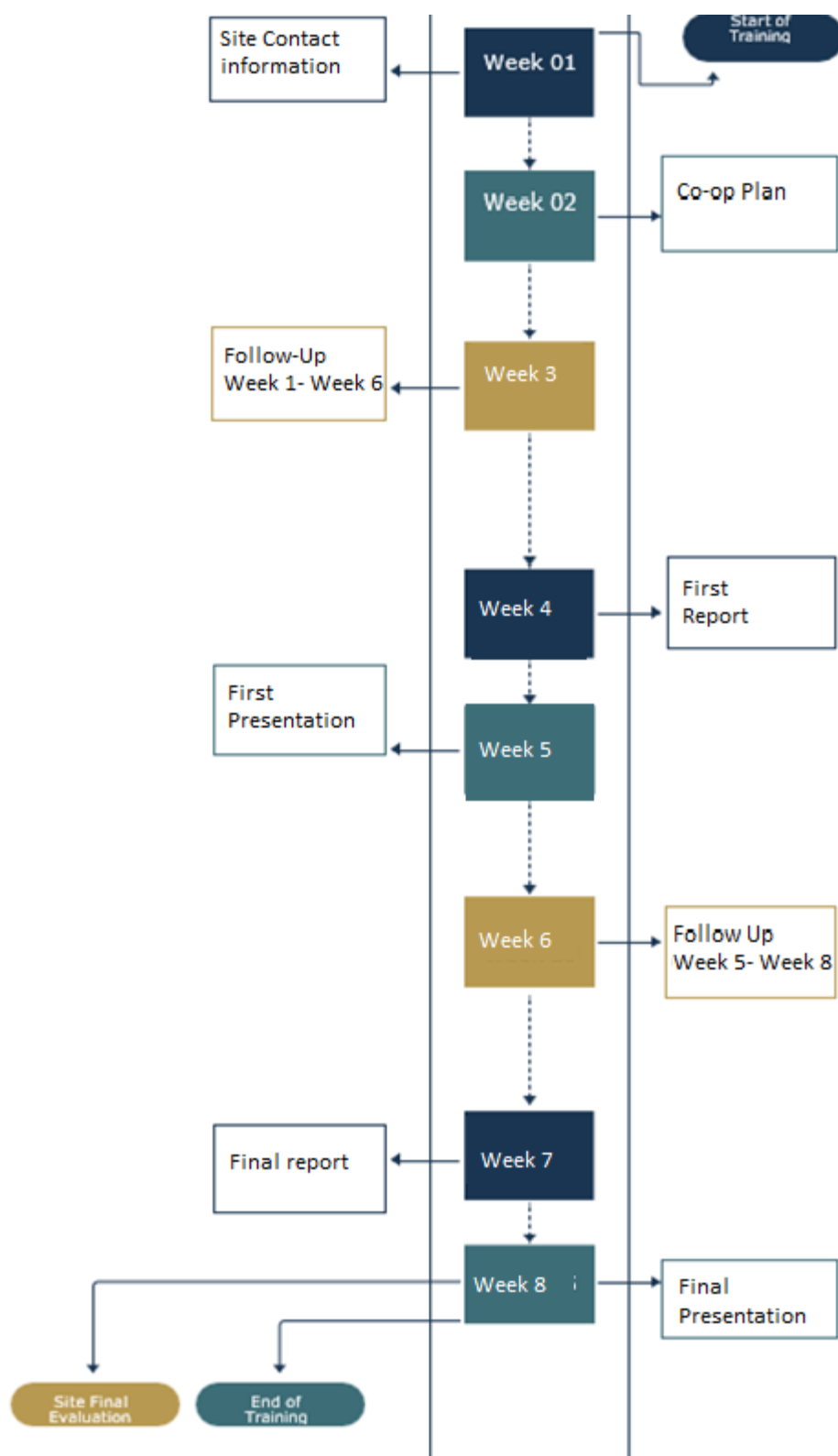
2. Roles and Responsibilities

2.1 Students: The student will have to be in contact with a number of stakeholders throughout this training period. It is important that he/she has a clear understanding of the roles and responsibilities of these stakeholders.

- ➢ Commitment to tasks: Committing to performing the tasks assigned to them during the training period and achieving the set objectives.

- ➢ Periodic reporting: Providing periodic reports to the supervisor on work progress and any challenges.

- ➢ Commitment to ethics: Refraining from behaving in an unethical or unprofessional manner during the training period.

- ➢ Treating information confidentially: Committing to the required confidentiality when dealing with confidential or sensitive information.

3- Cooperative Training Process

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Cooperative Training Process
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Preparation Stage

Announcement & Guidelines

Cooperative Training Committee announces:

- Eligibility requirements
- Registration timeline
- Required documents

Student Eligibility Check

Searching Training Opportunity

Student Obtains Approval from Organization

Departmental Registration

- Submit Approval to Cooperative Training Committee.
- Issuance of Official Letter
- Organization Completes Training Form

Academic Supervisor Assignment

- Cooperative Training Committee Assigns Academic Supervisor
- Students attend orientation session

Training period Stage

Student Begins Training

- Report to workplace on designated date.
- Follow organization rules and code of conduct.

Monitoring & Support

Documentation by Student

- Weekly logbook updates
- Attendance record
- progress report & presentation

End of Training period Stage

End of Training

- **Final Evaluation**
- **Final Report Submission**
- **Final Presentation**

Final Grading

- **Academic Supervisor and Committee Assign Grade**
- **Grade Submission**

3.2 Activities during the Cooperative Training Program

During the Co-op Training, students are required to provide several documents in a timely fashion. During the Co-op, it is the responsibility of the students to check their Jazan University emails and phones regularly for any announcements from the Academic Supervisor or the Cooperative Training Committee.

3.3 Faculty Advisor's Follow-up

➢ By the end of week 1, the student is required to complete and submit the Site Contact information to the faculty advisor. This includes information about the company, working hours, and site supervisor contact details.

➢ By the end of week 2, the student must submit the Co-op training plan to the faculty advisor, signed by the site supervisor.

➢ By the end of week 4 and week 5, the student must complete and submit the Weekly Tasks Follow-up section to the faculty advisor, outlining the tasks completed each week. The document must also be signed by the site supervisor to confirm the student's involvement and progress.

➢ By the end of training period, the academic supervisor must complete the Academic Supervisor Visits section.

3.4 Submission of Reports and Presentations

➢ Students are required to submit their first report to the faculty advisor by the end of week 4 and deliver their oral presentation in week 5.

➢ By the end week 7, students have to submit their final report to the faculty advisor, followed by their final oral presentation in week 8.

4 Co-op Grading

No.	Assessment	Grade
1	Site Supervisor Evaluation	40%
2	Weekly Reports	10%
3	Final Report	20%
4	Final Presentation	30%

4.1 Detailed Grading Scheme and Deadlines

The following table illustrates the deliverables along with their respective weights and deadlines.

No.	Assessment	Grade
8 weeks	Site Supervisor Evaluation	40%
	Weekly Reports	10%
	Final Report	20%
	Final Presentation	30%

Report evaluation will include the following criteria:

1. Organization & Completeness of the Document:
How well the student introduces and organizes the information. Does the document include all the required sections and are complete and sufficiently elaborated and explained?

2. Technical Content of the Document:
How well the student demonstrates that he really understood his work. Sub-criteria within this include

- ➤ **Technical Description**: Does the document demonstrate effective use of professional tools and techniques with proper and correct usage?

- ➤ **Training Quality**: Does the document provide a proper description of the training program and is it consistent with the objectives of the Co-op training program?

- ➤ **Experience**: Does the document include sufficient details about the experiences and lessons learned by the student throughout the Co-op training program?

- ➤ **Consistency**: Does the document contain information that is consistent with the student's tri weekly report submissions to the Faculty Advisor?

- ➤ **Correctness**: Is the information presented in the document correct and accurate?

5. Terms and conditions of Cooperative Training:

It is divided into two parts:

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

i. 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 semester).

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

iii. 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.

iv. 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.

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

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

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

i. 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

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

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

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

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

vi.   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.

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

Change of training Organization:

i.   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 committee to correct the situation, or obtain their consent to change the entity if a solution to the problem cannot be found.

ii. 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 committee directs him to the new site place

Rules of absence:

i.   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.

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

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 committee 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.

6. <u>Guidelines for internal Cooperative Training students</u>

<u>First: Before the student enroll for training</u>

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

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

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

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

v. Approval from the cooperative training committee to accept the student and develop the training plan.

vi. The student must ensure that he/she joins a supervisor (the academic supervisor, which is determined by the cooperative 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.

vii. A time schedule is prepared by the cooperative training authority in coordination with the academic supervisor.

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

ix. 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.

<u>Second: During the training period</u>

1. The first thing that the trainee student begins on the first day of joining the training program, fill out the information sheet and send or deliver it to the academic supervisor.

2. The trainee student during the training period is considered an employee of the site place he/she 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/she 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/she 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/she faces and solutions.

6. The training supervisor's meetings with the trainees are documented according to a follow-up form.

7. The trainee student submits periodic reports to his academic supervisor (at least 4 reports during the training period).

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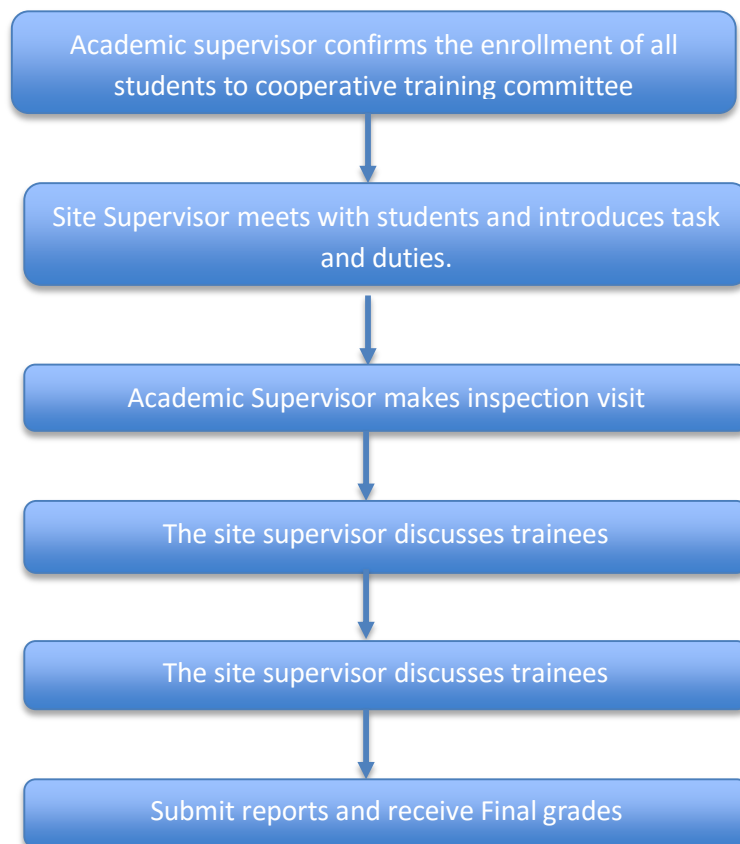
Third: After completing the training:

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 Cooperative 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/she faced and the proposals he/she 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.

7. **The mechanism of observing trainees**

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 academic supervisor and the cooperative training committee as follows:

i. Academic supervisor confirms the enrollment of all students in the institution to which they are directed.

ii. The site 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.

iii. The academic 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.

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

Academic supervisor confirms the enrollment of all students to cooperative training committee

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Site Supervisor meets with students and introduces task and duties.

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Academic Supervisor makes inspection visit

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The site supervisor discusses trainees

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The site supervisor discusses trainees

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Submit reports and receive Final grades

Mechanism of Observing trainee of Cooperative training.

The Cooperative Training Final Report

i. 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.

ii. 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.

iii. 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.

Presentation and Discussion

- The presentation and discussion must be in the English language. The discussion committee will pose questions and notes.
- 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.
- Students use "Power Point" to present the report.
- A discussion committee is formed of three or four members, to be selected by the Collaborative Training Committee.
- The presentation must be specific and include all the tasks that the trainee has accomplished during the training period.
- Each student reviews his experiences and skills acquired separately, and the extent of his understanding of the management in training institution.

8. Evaluation of the trainee student:

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.

Forming the Discussion committee

- ➢ Final Evaluation Committee are formed by the cooperative training committee in agreement with the department head.
- ➢ The number of members of the final evaluation committee is not less than two.
- ➢ Each member evaluates and the average result will be taken.

40 (semester marks - during training)	60 (final marks)		
40	10	20	30
Site Supervisor Evaluation	Weekly reports	Final report	Final Evaluation Committee

- ➢ Marks are posted during the final examination period.
- ➢ The academic supervisor must hand over the students' marks to the Cooperative training committee before the discussion, so that the committee can review them and present them to the Final evaluation 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.

9. Cooperative Training Evaluation Strategy

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

Fig- Marks distribution over the main dimensions of the evaluation categories