




جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية علوم الحاسب وتقنية المعلومات  
College of Computer Science and Information Technology

# Comprehensive Handbook for Cooperative Training Program


College of Computer Science and  
Information Technology

2023

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**Comprehensive Handbook  
for Cooperative Training  
Program**

## Foreword

This is the COOP Training Program handbook of the College of Computer Sciences and Information Technology (CCSIT) at the Imam Abdulrahman Bin Faisal University, Kingdom of Saudi Arabia (KSA). This handbook holds comprehensive guidelines on the requirements, program details, and assessment of the students, which are needed during their COOP training.

The handbook defines the policy to improve the quality of COOP training. It is intended to set a uniform structure and outline for the undergraduate students of the CS, CIS, CYS, and AI programs. It serves as an instructional manual for the expected contents, deliverables, quality, and the required quantity of COOP training for students. It also provides evaluation rubrics for both supervisors and evaluators.

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## List of Abbreviations

<b>COOP</b>	Cooperative Program
<b>CIS</b>	Computer Information Systems Department
<b>CS</b>	Computer Science Department
<b>CYS</b>	Cyber Security and Digital Forensics
<b>AI</b>	Artificial Intelligence
<b>CCSIT</b>	College of Computer Science and Information Technology

## List of Terms

<b>ACADEMIC SUPERVISOR</b>	A CCSIT faculty member appointed by each respective department to coordinate the COOP tasks and assists/supervise the COOP students.
<b>SITE SUPERVISOR</b>	Designated manager at the training companies, assigned to and responsible for the supervision of COOP student(s).
<b>CS/CIS/CYS/ARTI 444</b>	Practical (COOP) Training Course Code

# Chapter1 Introduction

## 1.1. Overview

The Cooperative Training Program (COOP) is one of the structured practical training academic programs at the College of Computer Science and Information Technology (CCSIT), Imam Abdulrahman Bin Faisal University (IAU), Kingdom of Saudi Arabia (KSA). It is an essential part of the graduation requirements, and it aims at enabling the undergraduates to apply their knowledge and understanding of the computer science and computer information systems to practical experience in different fields represented by the participating companies.

This handbook includes information students would need before, during, and after the training program; and all the forms required to be used during entire COOP training.

### **Vision Statement:**

To provide an effective training program in the field of Computer Science (CS), Cyber Security and Digital Forensics (CYS), Computer Information Systems (CIS), and Artificial Intelligence (AI) for the CCSIT students. It would surely develop their abilities and practical skills in order to prepare them for the competitive job market.

### **Mission Statement:**

To develop strong cooperative ties with different organizations in the field of computer science, both locally and internationally, enabling students to obtain training (before graduation) in the actual workplace environments.

### **Goals:**

1. Refining students' abilities by providing them practical experience in their respective fields before graduation.

2. Giving the students an opportunity to apply theoretical knowledge, which they have gained in the university environment, to practical work environment.
3. Allowing the students to experience real work environment, to take responsibilities, and to develop effective communication skills.
4. Giving the opportunity to external bodies to identify distinctive outcomes of the College of Computer Science and Information Technology (CCSIT) that can add to business development, through hiring students after graduation.
5. Giving the students the opportunity to prepare and write practical technical reports.

## 1.2. Program Objectives

The COOP Training is taken by those students who have completed 119 credit hours. The training period is 8 weeks long, 5 days per week and must take place during summer of the third academic year. For successful completion of the COOP training, student(s) must be placed in any specified organization and should be well-supervised.

The training must develop good co-relation among theoretical/scientific academic background and the work environment. The training should supply a better understanding and a clear view of the real-world work environment. Additionally, it should also provide students with complementary knowledge and training, such as facing and handling real-world problems, and being trained to take part in the teamwork.

Just after completing the COOP training, students must send a report and give a formal presentation, which shall be judged by a committee consisting of two or more faculty members.

### Objectives:

1. Developing student skills using practical applications.
2. Familiarizing with the real-world work environment.



3. Preparing students to transfer their bents from learning environment to work environment.
4. Get sound familiarity with the applied work systems.
5. Understanding the mechanism of different applications.
6. Acquiring the requisite discipline of the workplace.
7. Comparing the scope of college level courses with real-world work demands.

### **1.3. Requirements and Eligibility**

Students can take the COOP training if they:

1. Have completed at least 119 credit-hours.
2. Have fulfilled the student preference survey offered by the COOP Committee.
3. Are not subjected to other conditions, requirements, or restrictions, whether academic or otherwise, from CCSIT or from the university.
4. Have fulfilled the pre-requisites for the course, refer to section 1.7.

### **1.4. Registration / Dropping COOP Training**

Students can register online for the COOP training course (CIS 444/ CS 444/ CYS444/ ARTI 444). As COOP training program is considered as a regular undergraduate course, therefore it follows the same college level rules and regulations to register and/or withdraw it.

In addition, students can also drop COOP training course, but with a valid excuse being approved by the college competent authority. In general, the COOP training coordinator is responsible to cope with the drop request if raised by any student(s).

## 1.5. Training Organization Selection

The Cooperative Training Committee (COOP Unit) is responsible to properly guide and prepare students as to how to start the COOP training. Training will take place at the selected organization, which can be inside or outside the KSA. Students shall also have the option of suggesting the training venue, however it should be subject to the Committee's approval.

## 1.6. COOP Program Duration

The COOP Program is spread over a period of total 8 weeks, 5 days per week. A COOP training student is required to spend 8 continuous weeks performing practical work in any organization relevant to his/her field. As stated earlier, the COOP training has to take place during the summer of the third academic year. By the end of the training duration, students shall submit a comprehensive final report regarding the training they obtained at the concerned organization.

As per the university policy, student(s) must submit his/her final training report within **one week** following the end of COOP training. Students must also give an oral presentation, one week later, to the college level committee comprising two or more faculty members. Notably, this presentation should not be later than two weeks following the end of COOP training.

## 1.7. Prerequisite Courses and Skills

This section offers explicit details about the prerequisite course and skills that are recommended to be possessed by a student prior to take his/her COOP training.

### 1.7.1. Cyber Security Systems (CYS)

#### Prerequisite Courses:

1. CYS 405 Advanced Digital Forensics,
2. CYS 406 Applied Cryptography,
3. CYS 407 Secure Software Design Engineering, and
4. CYS 504 Operating System Security.

#### Technical Skills:

- Design and development of security systems.
- Testing and analysis of security systems.
- Installation and Configuration of security tools.
- Forensics investigation of security systems.
- Detection and prevention of threats/vulnerabilities in security systems.
- Active and passive penetration testing for analyzing secure systems.
- Identify, plan, and implement strategies to mitigate security risks.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.2. Artificial Intelligence (AI)

#### Prerequisite Courses:

1. ARTI 401 AI Principle and Techniques and
2. ARTI 406 Machine Learning.
3. ARTI 402 Programming for AI

#### Technical skills:

- Conceptualization of a machine learning project or idea.
- Solve data processing problems.
- Data visualization
- Carry out data cleaning and other preprocessing tasks including outlier detection and treatment, missing values treatment, etc.
- Build machine learning models following established standard practice towards letting the data speak.
- Improving models accuracy by optimizing hyperparameter values of the ML algorithms.
- Discuss Machine modeling outcomes and use appropriate visualization tools to aid results discussions.
- Developing Intelligent Software Applications
- Exploratory data analysis
- Building dashboards for Intelligent Systems
- Developing Machine Learning models for various AI applications areas like business, oil and gas, security, etc.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.3. Computer Science (CS)

#### Prerequisite Courses:

1. CIS 423 Web-Based Systems,
2. CS 322 Operating Systems, and
3. CS 411 Software Engineering.

#### Technical skills:

- Design software projects for a given problem statements using different programming languages (C++, JAVA, able to learn new language)
- Knowledge in the software engineering life cycle phases: including SPMP, Software requirement specification, Design, and implementation.
- Apply software validation (testing, testing levels, test case generation, black-box and white-box testing techniques) and the software evolution (maintenance, reuse, reengineering, legacy systems).
- Agile Software Development and different specialized systems.
- Demonstrate differences between processes and threads and compare various process/thread synchronization methods used in Operating Systems.
- Analyze modern memory management techniques used in Operating Systems.
- Analyze structure/organization of modern file systems.
- Demonstrates an understanding of the Linux operating system commands.
- Design web pages and websites for business organizations using HTML, CSS and JavaScript.
- Design and create a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design databases using conceptual and logical data models.
- Develop E-R diagrams to model entities and relationships to show data organization within a database.
- Write data queries using relational algebra, relational calculus, and SQL.
- Describe database concepts and architecture including query processing and optimization, concurrency controls and database recovery.
- Design and develop an IP based network for a business organization.
- Assess different networking scenarios using network software and analyze application performance in different organizational scenarios.
- Evaluate the applicability of IT infrastructure and network technologies for a business organization and suggest the appropriate solution.
- Project management skills including project planning, scheduling, risk management, communication, and leadership.
- Write different formal and informal reports to communicate effectively in different professional contexts.

- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

#### 1.7.4. Computer Information Systems (CIS)

##### Prerequisite Courses:

1. CIS417 System Analysis and Design,
2. CIS 416 Data and Information Management,
3. CIS414 IT Project Management, and
4. CIS 423 Web-based Systems.

##### Technical skills:

- Plan different requirement engineering tasks to optimally collect requirements for a business project.
- Collect systems requirements for a business problem by selecting appropriate requirement elicitation approaches.
- Use unified process/UML to analyze and design Information Systems based on user requirements.
- Write requirement specification and design documents.
- Describe project life cycle, and successfully identify the activities involved in each stage.
- Recognize project goals, constraints, quality management, deliverables, performance criteria, control needs of an IT project in the context of a business organization.
- Apply skills, tools, and techniques from Information Systems project knowledge areas to the business organization's strategic plans throughout the project life cycle.
- Compose a project report documenting the management activities undertaken by the team using appropriate reporting standards.
- Assess how computing technologies can impact the success or failure of projects in a business organization.
- Identify database requirements and constraints to solve a business problem.
- Develop databases and execute queries using SQL
- Design professional web pages and websites for business organizations using HTML, CSS and JavaScript
- Design a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design software projects for a given problem statements using different programming languages.

- Write different formal and informal reports to communicate effectively in different professional contexts.
- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

**Soft Skills:**

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

## Chapter2 Roles & Responsibilities

### 2.1. Overview

Throughout the COOP training period, students will be in contact with the *COOP-CCSIT Committee* members in the college, as well as within their designated organization offering the COOP training. These different participants play a key role in enabling students to get the most out of COOP training. It is important students have a clear understanding of the roles and responsibilities of these stakeholders. This chapter describes the role and responsibility of each participant, including students themselves.

### 2.2. Training Organization (Employer)

The Training Organization is the company, corporate, organization, or enterprise where student(s) will be working as COOP trainee(s) for a period of 8 weeks, 5 days per week from Sunday to Thursday.

The roles and responsibilities for the organization are defined as follows:

1. Providing every student with a training/task plan outlining his/her training assignment during the 8 weeks fieldwork period of the training. The task and training must be related to the student's academic field of study.
2. Assigning a 'site supervisor' to each student; a professional from the relevant field of study, who will be responsible for making the student's training program fruitful and effective.
3. Treating the COOP trainee like any other employee in the organization. For example, if a student is not punctual, does not show up to work on time, or is absent, the employer should inform the COOP Coordinator, so that proper actions can be taken.

4. Depending on the training policy of the organization, student accommodation, transportation and/or monthly payments may be arranged by the company.

### **2.3. Site Supervisor**

The training company is required to assign for each COOP student a site supervisor who is a professional in the relevant field and who will ensure the professional development for the student(s). The site-supervisor will be mainly in-charge of the following tasks:

1. Providing the student(s) under his/her supervision with a work plan and ensuring that each student carries out the required tasks throughout the training period. For this purpose, students are required to fill the COOP Registration form [[PCT 101](#)] to take approval from the COOP Unit.
2. Ensuring that the student prepares and submits the required COOP Progress Report [[PCT 104](#)], before the end of each 2<sup>nd</sup> week (biweekly)] correctly, accurately, and timely. The site-supervisor, if required as part of COOP, must read and sign the report before the student submits it to the academic supervisor.
3. Familiarizing student(s) with the work environment at the company site as well as with the required discipline/policy.
4. Completing and submitting the Starting Date Form [[PCT 103](#)], (*on the 1<sup>st</sup> day of the training period*), the Student Attendance Report [[PCT 105](#)], (*at the end of the training period*), the Training Evaluation Form [[PCT 106-A](#)], (*at the end of the training period*), and any other COOP related forms as per the need basis.
5. Informing the COOP Coordinator at CCSIT if a student's performance does not meet the employer's standards or expectations. This act would surely result in taking proper action to resolve the issue.
6. Absences and other unprofessional behavior should be reflected in the evaluation reports.



## 2.4. Training Committee

The Training Committee at CCSIT is responsible to provide following services to COOP students:

1. Contacting different organizations for COOP training; and filtering and nominating it based on relevancy of the work/tasks/projects offered.
2. Provide proper counselling to students while choosing a best fit for their COOP training.
3. Assigning qualified candidates based on the matching criteria defined by the COOP Committee. The criteria may include student's preferences about the environment, student's GPA, host organization requirements (if any), and any other measures deemed important by the committee.
4. Preparing students to be familiar with the regulations and planning of the COOP program by providing them with the COOP Training handbook and giving the orientation seminar.
5. Assigning an academic supervisor to each student and/or company.

## 2.5. Academic Supervisor

The student's academic supervisor is a faculty member in the student's academic department with expertise in the subject of COOP assignments assigned by the COOP Training Committee. The academic supervisor's roles towards the COOP student(s) include:

### During the Training Period:

1. Send a welcoming letter to site supervisor.
2. Emphasize the importance of training especially first week of training.
3. Guiding and assisting student(s) with regards to reporting their progress and any issues faced during the COOP training duration.
4. Ensuring adequacy of the work assignment, by reviewing the task plan and description provided by the student(s) through the company (or the Site Supervisor).

5. Visit the COOP students onsite during the training period / meet online.
6. The academic supervisor is responsible for the following:
  - a. Starting Date Form [PCT 103], *(on the 1<sup>st</sup> day of the training period)*,
  - b. Reviewing and responding to the progress reports prepared and sent by the students on the form (PCT 104) with adequate feedback within one week of submission (this is mandatory). In case of issues or concerns, the faculty advisor will communicate with the site-supervisor to adjust the tasks and/or plans.
  - c. Student Attendance Report [PCT 105], *(at the end of the training period)*
  - d. Training Evaluation Form [PCT 106], *(at the end of the training period)*,
  - e. Company Evaluation Form (PCT-110-A) *(filled on second visit of the training period)*

#### After the Training is Completed:

1. Collect and submit performance grades for the Biweekly Progress Reports, Student Internal Supervisor Evaluation Form, External Supervisor Evaluations, Final report, and Final Presentation to the COOP unit in automated marksheet using the excel sheets template provided by COOP Unit.
2. Collect employer survey about the academic program from the training agency.
3. **Attending** and evaluating student's oral presentation if needed.
4. Submit each student record (all PCT and evaluation forms, Final Report and Presentation, Grading sheet) in COOP Unit folder.

## 2.6. Examining Committee

The Examining Committee comprises two or more faculty members from the student's academic department assigned by the Vice Dean of Academic Affairs. The Examining Committee evaluates student's final report and presentation and submits the grade to academic supervisor for approval from the relevant Head of the Department (HoD).

## 2.7. Academic Departments

The role of the Academic Departments is summarized as follows:

1. Assigning a COOP Training Committee and the COOP Examining Committees.
2. Determining and nominating the number of eligible students who will require COOP training for the academic year.
3. Collecting, statistically analyzing, and summarizing the assessment of the COOP Examining Committee.
4. Collecting, statistically analyzing, and summarizing results of COOP student surveys.
5. Any other additional tasks requested by the COOP Chair.

## 2.8. Students

The role of the student is divided into three phases as follows:

- I. **Before** beginning of training period,
- II. **During** training period, and
- III. **After** end of training period.

## 2.9. Before Training Period

1. Accomplishing all academic and administrative procedures at the Training unit
2. Attending a preliminary meeting for the Cooperative training program and receiving the COOP training handbook.
3. Registering to access to training material thereby logging into the system (or as instructed) and checking for necessary terms & conditions.
4. Upon completion of 3<sup>rd</sup> year exams, student heading to Training unit to obtain necessary forms and instructions related to training.

5. The student must sign a written agreement ensuring his/her commitment to the terms of training program [[PCT 102](#)] at the college.

## **2.10. During Training Period**

1. The students must fill in the Training Start form [[PCT 103](#)] in first week of training and submit it to COOP training coordinator.
2. Students must fill in the Biweekly Progress Report [[PCT 104](#)], endorse it by the training provider (i.e., Company Supervisor), and make sure to receive feedback from academic supervisor as per COOP Biweekly Progress Report Rubrics.
3. Students must show progress and complete the whole training period in the approved training provider's workplace.
4. The students must abide by the work terms and rules of training provider.
5. The students must commit to the training in the approved training provider (students are not allowed to change the training provider without COOP Chair's approval).

## **2.11. After Training Period**

After finishing training, COOP student must carry out the following:

1. Request the company departments to clear his/her position from any obligations.
2. Submit a detailed final report [Refer to [Chapter 3](#)] about his/her work in the company. This report must be submitted within one week after returning from COOP training (refer to next chapter). It is recommended that students include comprehensive information about their tasks in biweekly reports; so that the Final Report writing task essentially becomes summarizing the previous reports submitted, along with some additional details.

3. The student needs to prepare a presentation [Refer to [Chapter 3](#)] describing the work done at the training company, throughout the COOP training period. The COOP training committee shall decide the date of the presentation to be given in front of the COOP examination committee. The suggested duration for the presentation is 15 minutes with 5-10 minutes followed by Q&A.
4. There's a survey form (PCT-111): Student Satisfaction Form. The students need to complete this survey and submit along with their report.

# Chapter3 Final Report and Presentation

## 3.1. Report Writing

The objective of writing the final report is to document the practical tasks and knowledge gained by the students during the training period. In general, the report includes work description done, techniques learned, skills acquired, added value of training environment, and lessons learned by the students in their training experiences. Moreover, accustoming the students to prepare detailed final report helps improve their skills in presenting specified information, and assists in developing their communication skills.

Students should consider writing their COOP report based on the below listed principles:

1. Must prepare a well-organized report. It must be easy for the readers to read and understand all sections in report.
2. Should take into account proper coordination of the topics, clarity, and syntax while writing report, and focusing on the practical side of training experience.
3. Must write the report in English language using his/her own words. Copying from other sources (without references) is NOT accepted and will be considered as plagiarized (see section- for more details).
4. May support the report with tables, figures, and charts if needed; and may use appropriate naming and numbering. All of them will be presented in the Appendixes - A.
5. May support the information and facts about the training provider with internal reports and will be reflect in the Appendix - B.
6. Must include sufficient information that shows the activities and tasks done, by the student, during the complete COOP training period will be presented in Chapter – 02 (table provided).
7. Must include a list of references and any other relevant sources.

8. The template for the COOP report is accompany this document, (see the COOP-Report Template at the end).

### 3.2. Report Evaluation Rubrics

The final COOP reports submitted by students are evaluated by different faculty member(s), based on the following rubric table (subject to minor changes). The following is the list of Report Evaluation for all programs offered in the college:

1. CS 444 - Practical (Co-op) Training for Computer Science Program,
2. CYS 444 - Practical (Co-op) Training for Networks and Communications Program,
3. ARTI 444 - Practical (Co-op) Training for Computer Engineering Program, and
4. CIS 444 - Practical (Co-op) Training for Computer Information Systems Program.



MINISTRY OF EDUCATION  
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INFORMATION TECHNOLOGY  
PRACTICAL CO-OP TRAINING

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كلية علوم الحاسب  
وتقنية المعلومات  
برنامج التدريب التعاوني

جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



**Department of Computer Science**  
**CS 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Report"**  
**(to be filled by each evaluator)**

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [4]	R2 [4]	R3 [4]	R4 [4]	R5 [4]	R6 [15]	Total [35]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2</b> <b>Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3</b> <b>Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4</b> <b>Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5</b> <b>Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6</b> <b>COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15

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PRACTICAL CO-OP TRAINING

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وتقنية المعلومات  
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**Department of Computer Science**  
**CYS 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Report"**  
**(to be filled by each evaluator)**

Student Name		Student ID		Term & Academic Year	
Company Name					

Evaluation Summary

R1 [4]	R2 [4]	R3 [4]	R4 [4]	R5 [4]	R6 [15]	Total [35]

Evaluator		Signature of evaluator		Date	
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<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15



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وتقنية المعلومات  
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**Department of Computer Science**  
**ARTI 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Report"**  
**(to be filled by each evaluator)**

Student Name		Student ID		Term & Academic Year	
Company Name					

Evaluation Summary

R1 [4]	R2 [4]	R3 [4]	R4 [4]	R5 [4]	R6 [15]	Total [35]

Evaluator		Signature of evaluator		Date	
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<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15

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**Department of Computer Information Systems**  
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**Evaluation of "COOP Report"**  
(to be filled by each evaluator)

Student Name		Student ID		Term & Academic Year	
Company Name					

**Evaluation Summary**

R1 [4]	R2 [4]	R3 [4]	R4 [4]	R5 [4]	R6 [15]	Total [35]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--



<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics &amp; Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	Inability to work on a new development tool	Able to gain limited working mastery of a new development tool only under instructor guidance	Able to gain working mastery of a new development tool only under instructor guidance	Able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology;	Able to analyze and reason about the impact of advances in computer	_____/15

<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
	computer technology		However, some minor details are missing.	technology in a professional manner.	

### 3.3. Presentation Guidelines

As part of the COOP evaluation, students are expected to present their COOP experiences to a group of faculty members. These presentations are generally 20 minutes long, with 15 minutes devoted to the presentation and 5 minutes for questions. The general guidelines for preparing COOP final presentation are as follows:

1. Students are free to choose any slide format. However, they should make sure having a proper number of slides so that they are able to finish on time. It is recommended to limit the number of lines in each slide to six or less.
2. At the start of the presentation, students should introduce their COOP venues, describing the business of the company or organization. For bigger companies, it is recommended to introduce the actual division or section where the students worked.
3. The presentation must state the tasks or duties given to the student during the COOP. If the students were provided with any training or tutorials, it is recommended to mention it briefly.
4. The presentation must showcase how well the students were able to complete the tasks or duties during their COOP; whether they faced any problems during their work, and how they dealt with those problems or challenges.
5. The presentation must describe the students' overall COOP experience, by identifying the key lessons they have learned during their COOP.
6. The presentation must link any learning acquired during the COOP to the university curriculum that students have studied so far.
7. The presentation should include any suggestions to improve the curriculum; so that the curriculum may help students to better prepare for the COOP.
8. The presentation should give some suggestions towards improvement of the COOP program.

9. The template for the COOP presentation is included in this document, (see the COOP-Presentation Template at the end).

### **3.4. Presentation Evaluation**

The final COOP student presentations are evaluated by different faculty member(s) based on the following rubric table (subject to minor changes):

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**Department of Computer Science  
CS 444 - Practical (Co-op) Training  
Evaluation of “COOP Presentation”**  
(to be filled by each evaluator)

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10

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**ARTI 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Presentation"**  
**(to be filled by each evaluator)**

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

Criteria	Poor (0.5 marks)	Developing (1 mark)	Developed (2 marks)	Exemplary (3 marks)	Marks
R1 Clarity	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
R2 Engaging audience	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
R3 Delivery	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
R4 Technical Knowledge	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
R5 Answering questions from audience	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
R6 COOP Experience	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10



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**Department of Computer Science**  
**CYS 444 - Practical (Co-op) Training**  
**Evaluation of “COOP Presentation”**  
**(to be filled by each evaluator)**

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10

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## Department of Computer Information Systems CIS 444 - Practical (Co-op) Training

### Evaluation of "COOP Presentation" (to be filled by each evaluator)

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
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<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Don't understand the application of technology in IS environment	Limited understanding of application of technology in IS environment	partially understand the application of technology in IS environment	completely understand the application of technology in IS environment	_____/10

## Chapter4 COOP Training Forms

This section contains all the different forms required to complete the requirements of COOP training. It is important that students make sure all forms are complete and submitted timely as detailed by the previous sections in the handbook.



## COOP REGISTRATION

(PCT 101)

## نموذج تسجيل طلب تدريب

Student's Information	بيانات الطالب/ة
Name:	الاسم:
ID:	الرقم الجامعي: Student
GPA:	المعدل التراكمي:
Department:	القسم:
Email:	البريد الإلكتروني:

Company's Information (filled in by the student) (بيانات جهة التدريب (تعبئ من قبل الطالب/ة)	
Name:	اسم الجهة : Company
Website:	الموقع الإلكتروني :
Business sector: <input type="checkbox"/> Private <input type="checkbox"/> Government	نوع القطاع : <input type="checkbox"/> حكومي <input type="checkbox"/> خاص
City:	المدينة:
Address:	العنوان :
area:	التخصص المتاح للتدريب: Available training
Type of Field Training:	نوع التدريب:
<input type="checkbox"/> Clinical training	<input type="checkbox"/> Internship
<input type="checkbox"/> Summer training	<input type="checkbox"/> COOP training
	<input type="checkbox"/> تدريب طبي <input type="checkbox"/> تدريب داخلي
	<input type="checkbox"/> تدريب صيفي <input type="checkbox"/> تدريب ميداني
Company's representative information: بيانات ممثل جهة التدريب لشؤون التدريب	
Phone:	الهاتف :
Mobile:	الجوال :
Name:	الاسم :

Fax:	الفاكس:	الوظيفة
		Job:
		Email:

وصف مبسط للأعمال التي سوف تسند للطالب/ة خلال فترة التدريب (تعباً من قبل ممثل جهة التدريب لشؤون التدريب)  
Simplified description of the work that will be assigned to the student during the training period  
(to be filled in by the Company's representative)

	اسم ممثل جهة التدريب:
Company's representative :	name
Signature:	التوقيع:

**\*Student and Company's representative must complete this form and submit it to Training Unit through email to take approval.**

اعتماد وكيل/ة الكلية للشؤون الأكاديمية Vice Dean for Academic Affairs Approval	توصية وحدة التدريب التعاوني Training Unit Recommendation	
الاسم: التوقيع:	<input type="checkbox"/> لا أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I do not recommend to attend the training program in terms of the above work.	<input type="checkbox"/> أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I would recommend to attend the training program in terms of the above work.

**\*After approval student must submit this form to his / her Academic Supervisor.**

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## STUDENT'S OBLIGATION (PCT 102)

### Student's Information

Student Name:	Student ID:
Department:	Training Start Date:
Assigned Company:	Company Location:

### Student's Undertaking

By joining the COOP program, I the undersigned, agree to strictly abide by the following obligations

1. I must check after the end of this semester before leaving to my assigned company that I am not among the dismissed or discontinued student.
2. I must report to my assigned company on the date assigned by the COOP committee or otherwise as indicated above.
3. I must spend a continuous eight (8) weeks in my assigned company and shall not change the place unless with a prior permission of both the company and the COOP committee.
4. I must observe the laws and regulations of the training organization and shall not leave my places of training expect with my superior's permission.
5. I must submit the Starting Date Form to the COOP coordinator within the first week of my training.
6. I must submit the duly progress reports, each week of my training respectively.
7. It is my responsibility to submit the stamped training logbook to the COOP coordinator directly after the last week of my training.
8. I understand that any delay in submitting my progress reports, evaluation report and training logbook will affect my COOP training grade.
9. I will immediately communicate via e-mail and mobile/telephone to the COOP coordinator whenever I am facing any problem in trying to abide by the aforementioned rule and regulations.
10. Once I decided to drop the training, I will immediately fill in the Drop Form and send it to the COOP coordinator.



Signature:	Date:
*Student must complete this form and submit it to the Academic Supervisor before starting his / her training.	

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STARTING DATE		(PCT 103)	مباشرة التدريب
Information to be provided by student		بيانات تعباً بواسطة الطالب	
Student Name			اسم الطالب/ة
Student ID			الرقم الجامعي
Major			التخصص
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني

Information to be provided by Training Supervisor		بيانات تعباً بواسطة المشرف على التدريب	
Company Name			اسم الشركة
Supervisor Name			اسم المشرف على التدريب
Position			مسمى الوظيفة
Training starting date			تاريخ بدء تدريب الطالب/ة
Phone			الهاتف
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني
Address			العنوان

<b>Supervisor Signature ( Company ):</b>	<b>Student Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>*Student MUST submit this form to his / her Academic Supervisor</b>	

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## PROGRESS REPORT – WEEKS #.... (PCT 104)

### Student Information

<b>Student Name</b>		<b>ID Number</b>	
<b>Company Name</b>			
<b>Submission Date</b>		<b>Marks Obtained</b>	

**Progress Report Information:** Brief description of activities, assignments, projects and type of training you were involved during each week of training, and problems faced with the resources used (Individuals, Books, and websites).

<b>Tasks Done (9 marks)</b>	<b>Challenges Faced (3 marks)</b>	<b>Resources Used (3 marks)</b>
-----------------------------	-----------------------------------	---------------------------------

--	--	--

**\*Student MUST send this report to his/her Academic Supervisor**

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### COOP Bi-Weekly Progress Report Rubric

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Company Name:</b>			

Rubrics for Tasks done	Marks		Poor (0-0.4)	Developed (0.5-0.9)	Exemplary (1.0-1.5)
	Max	Earned			
<b>Problem solving abilities</b>	1.5		Shows no ability to solve the assigned tasks	Makes good decisions to perform the assigned tasks [requires limited guidance]	Efficiently performs the tasks and was able to manage complex decisions for work without guidance.
<b>IT Techniques applied</b>	1.5		Uses either very little or none of IT and software tools.	Uses adequate IT and software tools to accomplish the tasks.	Uses extensive IT and software tools as required by the work.
<b>New skills learn</b>	1.5		Progress reports do not show any skills / tool learned	Progress reports show a little learning of new skills / tools.	Progress reports show clear learning in terms of new skills / tool.
<b>Quantity of Work</b>	1.5		Completes few tasks within specified deadlines.	Completes the majority of work within specified deadlines	Completes all work within specified deadlines
	1.5		Work does not meet expectations specified by the coop objectives.	Work almost meets the expectations	Provides work of the highest quality.

<b>Quality of Work</b>			[ majority of the tasks are trivial]	[still has few trivial tasks]	[Tasks contribute to the Coop objectives]
<b>Submitting on Time</b>	1.5		Overall, the submitted reports, student has more than 4 days late	Overall, the submitted reports, student has [ 1 - 4] days late	Student has submitted all the reports on time.
<b>Rubrics for Tasks done</b>	<b>Marks</b>		<b>Poor (0-1.0)</b>	<b>Developed (1.1-2.0)</b>	<b>Exemplary (2.1-3.0)</b>
	Max	Earned			
<b>Rubrics for Challenges faced</b>	3		Report shows problems / difficulties were encountered but not solved	Report shows problems / difficulties were encountered but under limited guidance, they were solved to some extent.	Report shows problems / difficulties were encountered and solved properly.
<b>Rubrics for Resources used</b>	3		Report shows no resources used	Report shows no new resources used appropriately.	Report shows new resources used properly.
<b>Comments</b>					

\*Academic Supervisor MUST send this grading report to each of his/her Student after evaluating each Biweekly report.

Total Mark ..... Out of 15

Date .....

Academic Supervisor Name: .....

Signature .....

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## ATTENDANCE REPORT (PCT 105)

### Student Information

<b>Student Name:</b>		<b>ID Number:</b>	
<b>Company Name:</b>			

### Attendance Sheet

Week	Date	Signature	Comments	Week	Date	Signature	Comments
Week #1				Week #5			
Week #2				Week #6			

<b>Week #3</b>				<b>Week #7</b>			
<b>Week #4</b>				<b>Week #8</b>			

<b>Supervisor Name:</b>	<b>Position:</b>
-------------------------	------------------

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**\*Student MUST send this report to his/her Academic Supervisor.**



## External (Company) Supervisor Evaluation Form

(PCT 106-A)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor=1 or 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Site Supervisor should fill this form at the end of training and send to Academic Supervisor's email.



## Internal (College) Supervisor Evaluation Form

(PCT 106-B)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor= 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Academic Supervisor should fill this form at the end of training.

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## POSTPONEMENT REQUEST FORM (PCT 107)

### Student Information

Student Name:

Student ID:

Department:

### Reason(s) for the Postponement

Student's Signature

Date

COOP Training Committee

Date

Signature

Vice Dean for Academic Affairs

Postponement request approved

Date

Signature

Postponement request disapproved

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)



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## COOP DROP FORM (PCT 108)

### Student Information

Student Name:		ID Number:	
Company Name :			

### Reason(s) for the Drop

Student's Signature

Date

Supervisor's Name

Work Tel/ Mobile

E-mail

Supervisor's Signature  
Stamp

Date

Company

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)



## موافقة ولي أمر الطالبة (PCT 109)

### معلومات الطالبة:

الاسم:	الرقم الجامعي:
القسم:	المؤسسة:

### الإقرار

- أقر أنا ولي أمر الطالبة المذكورة أعلاه بما يلي:
  - الموافقة على تدريب الطالبة في المؤسسة المرشحة لها أعلاه.
  - أدرك وأفهم أهمية إكمال فترة التدريب العملي لمتطلبات التخرج.
  - وكل التبعات الناتجة عن تدريبها. أوفر وسيلة المواصلات للطالبة أثناء فترة التدريب العملي.
  - أفهم وأتعهد بالالتزام بكل ما جاء في هذا الإقرار.

اسم ولي الأمر:	صلة القرابة:
التوقيع:	التاريخ:

يمكنكم التواصل مع لجنة التدريب التعاوني عن طريق البريد الإلكتروني (training.ccsit@iau.edu.sa)

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## Company Evaluation Form (PCT-110-A)

(to be filled by each visitor / evaluator)

Student Name		Student ID		Term & Academic Year			
Company Name							
Visitor Name		Signature of visitor		Date			
<b>Please circle the number.</b>			<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
Student is assigned meaningful tasks during the COOP.			5	4	3	2	1
COOP assignments are relevant to academic coursework.			5	4	3	2	1
COOP assignments are relevant to students interests.			5	4	3	2	1
Student is under the regular supervision and guidance of a Supervisor and/or other staff are available if students had			5	4	3	2	1
Students have the opportunity to learn new knowledge.			5	4	3	2	1
The company's environment is suitable for the COOP.			5	4	3	2	1

Would you recommend this Company to other students

Yes

No

Neutral

Additional Comments (if any)

\*Visitor should fill this form on every visit, and submit to COOP unit through e-mail: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)

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## Company Evaluation Form (PCT-110-B)

(to be filled by Student)

Student Name		Student ID		Term & Academic Year			
Company Name							
Student Signature		Date					
<b>Please circle the number.</b>			Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I was assigned meaningful tasks during my COOP.			5	4	3	2	1
My COOP assignments were relevant to my academic coursework.			5	4	3	2	1
My COOP assignments were relevant to my interests.			5	4	3	2	1
I had regular supervision and guidance from my supervisor.			5	4	3	2	1
My supervisor and/or other staff were available if I had questions.			5	4	3	2	1
I learned new knowledge & Skills in my COOP.			5	4	3	2	1
How you rate the facilities & resources available in the Company			5	4	3	2	1
How does the company deal with new ideas?			5	4	3	2	1

Would you recommend this Company to other students?

Yes

No

Neutral

Additional Comments (if any)

\*Student must fill this form and submit to his / her Academic Supervisor.

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## Student Satisfaction Form (PCT-111)

(to be filled by Student at <https://ud.questionpro.com/t/ALwV8ZszbC>)

### Section 1: General Information related to trainee (COOP student):

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>College</b>		
<b>Department</b>		
<b>Level</b>		
<b>Type of Field Training</b>	<input type="checkbox"/> Clinical training <input type="checkbox"/> Summer training	<input type="checkbox"/> Internship <input type="checkbox"/> COOP training
<b>How was this training opportunity provided</b>	<input type="checkbox"/> by college <input type="checkbox"/> by myself	

**Section 2: The following table displays field training domains with related questions. Please use the provided Likert Scale to choose the best response that fits (1: Strongly disagree----- 5: Strongly agree)**

Domain	Related Question	1	2	3	4	5
<b>Training Application</b>	The application process was clear					
	The application process was efficient					
<b>Orientation</b>	An orientation was conducted by the College before training.	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Orientation</b>				
	The orientation was helpful					
	The training plan was clear					
	The training was related to the specialty					
<b>Training Program</b>	A training manual was provided before training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to the training manuals</b>				
	The training manual was clear					
	The training manual included relevant information needed					
<b>Training Supervision</b>	The College assigned an Academic Supervisor for follow ups during training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Training Supervision</b>				
	The Academic Supervisor performed routine follow ups with the trainee	<input type="checkbox"/> <b>Daily</b> <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Biweekly</b> <input type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Never</b>				
	The Academic Supervisor dealt with issues faced by the trainee effectively					
<b>Assessment</b>	Assessment plan was provided	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Assessment</b>				
	Assessment was clear					
	Assessment was fair					

### Section 3: Brief written comments

1. What was the best experience(s) of your field training?

2. What suggestions would you give IAU to improve the training program?

\*Student should fill this form online at: <https://ud.questionpro.com/t/ALwV8ZszbC> at the end of the COOP training.

## COOP Report and Presentation Template

Double click the file and save the report & presentation template as a separate file.

[COOP Report Template 2023.docx](#)

[COOP - Presentation template 2023.pptx](#)

### Employer Survey

The students will be provided the EMPLOYER SURVEY link by the supervisor to fill it.

Following are employer survey for all the CCSIT departments.

For CIS students:

<https://ud.questionpro.com/t/AXeNNZxVMc>

For CS students:

<https://ud.questionpro.com/t/AXeNNZxSLv>

For AI students:

<https://ud.questionpro.com/t/AXeNNZxVMb>

For CYS students:

<https://ud.questionpro.com/t/AXeNNZxOkr>





جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

# COOP HANDBOOK

Training Supervisor (Edition)

## COMPREHENSIVE HANDBOOK FOR COOPERATIVE TRAINING PROGRAM

COLLEGE OF COMPUTER SCIENCE  
AND INFORMATION TECHNOLOGY

IMAM ABDULRAHMAN  
BIN FAISAL UNIVERSITY  
Kingdom of Saudi Arabia

📍 Building A11 (East Campus-IAU)

📍 Building 650 (West Campus-IAU)



training.ccsit@iau.edu.sa



www.iau.edu.sa

## **Foreword**

This is the COOP Training Program handbook of the College of Computer Sciences and Information Technology (CCSIT) at the Imam Abdulrahman Bin Faisal University. This handbook contains comprehensive guidelines on the requirements, program details, and assessment of students during their COOP training program.

The handbook is an effort initiated to define the policy and improve the quality of COOP Training course. It is intended to set a uniform structure and outline for undergraduate CS, CIS, CYS, and AI students. It serves as an instructional manual for the expected contents, deliverables, quality, and the required quantity of the COOP training for training supervisors. The handbook also provides evaluation rubrics for supervisors and evaluators.

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## List of Abbreviations

<b>COOP</b>	Cooperative Program
<b>CIS</b>	Computer Information Systems Department
<b>CS</b>	Computer Science Department
<b>CYS</b>	Cyber Security and Digital Forensics
<b>AI</b>	Artificial Intelligence
<b>CCSIT</b>	College of Computer Science and Information Technology

## List of Terms

<b>ACADEMIC SUPERVISOR</b>	A CCSIT faculty member appointed by each respective department to coordinate the COOP tasks and assists/supervise the COOP students.
<b>SITE SUPERVISOR</b>	Designated manager at the training companies, assigned to and responsible for the supervision of COOP student(s).
<b>CS/CIS/CYS/ARTI 444</b>	Practical (COOP) Training Course Code

# Chapter1 Introduction

## 1.1. Overview

The Cooperative Training Program (COOP) is one of the structured practical training academic programs at the College of Computer Science and Information Technology (CCSIT), Imam Abdulrahman Bin Faisal University (IAU), Kingdom of Saudi Arabia (KSA). It is an essential part of the graduation requirements, and it aims at enabling the undergraduates to apply their knowledge and understanding of the computer science and computer information systems to practical experience in different fields represented by the participating companies.

This handbook includes information students would need before, during, and after the training program; and all the forms required to be used during entire COOP training.

### **Vision Statement:**

To provide an effective training program in the field of Computer Science (CS), Cyber Security and Digital Forensics (CYS), Computer Information Systems (CIS), and Artificial Intelligence (AI) for the CCSIT students. It would surely develop their abilities and practical skills in order to prepare them for the competitive job market.

### **Mission Statement:**

To develop strong cooperative ties with different organizations in the field of computer science, both locally and internationally, enabling students to obtain training (before graduation) in the actual workplace environments.

### **Goals:**

6. Refining students' abilities by providing them practical experience in their respective fields before graduation.
7. Giving the students an opportunity to apply theoretical knowledge, which they have gained in the university environment, to practical work environment.

8. Allowing the students to experience real work environment, to take responsibilities, and to develop effective communication skills.
9. Giving the opportunity to external bodies to identify distinctive outcomes of the College of Computer Science and Information Technology (CCSIT) that can add to business development, through hiring students after graduation.
10. Giving the students the opportunity to prepare and write practical technical reports.

## 1.2. Program Objectives

The COOP Training is taken by those students who have completed 119 credit hours. The training period is 8 weeks long and must take place during summer of the third academic year. For successful completion of the COOP training, student(s) must be placed in any specified organization and should be well-supervised.

The training must develop good co-relation among theoretical/scientific academic background and the work environment. The training should provide a better understanding and a clear view of the real-world work environment. Additionally, it should also provide students with complementary knowledge and training, such as facing and handling with the real-world problems, and being trained to take part in the teamwork.

Just after completing the COOP training, students must submit a report and give a formal presentation, which shall be judged by a committee consisting of two or more faculty members.

### Objectives:

8. Developing student skills using practical applications.
9. Familiarizing with the real-world work environment.
10. Preparing students to transfer their bents from learning environment to work environment.
11. Get sound familiarity with the applied work systems.
12. Understanding the mechanism of different applications.
13. Acquiring the requisite discipline of the workplace.
14. Comparing the scope of college level courses with real-world work demands.

### 1.3. COOP Program Duration

The COOP Program is spread over a period of total 8 weeks, 5 days per week. A COOP training student is required to spend 8 continuous weeks performing practical work in any organization relevant to his/her field. As stated earlier, the COOP training has to take place during the summer of the third academic year. By the end of the training duration, students shall submit a comprehensive final report regarding the training they obtained at the concerned organization.

As per the university policy, student(s) must submit his/her final training report within **one week** following the end of COOP training. Students must also give an oral presentation, one week later, to the college level committee comprising two or more faculty members. Notably, this presentation should not be later than two weeks following the end of COOP training.

### 1.4. Prerequisite Courses and Skills

This section offers explicit details about the prerequisite course and skills that are recommended to be possessed by a student prior to take his/her COOP training.

#### 1.7.1. Cyber Security Systems (CYS)

##### Prerequisite Courses:

1. CYS 405 Advanced Digital Forensics,
2. CYS 406 Applied Cryptography,
3. CYS 407 Secure Software Design Engineering, and
4. CYS 504 Operating System Security.

##### Technical Skills:

- Design and development of security systems.
- Testing and analysis of security systems.
- Installation and Configuration of security tools.
- Forensics investigation of security systems.
- Detection and prevention of threats/vulnerabilities in security systems.
- Active and passive penetration testing for analyzing secure systems.
- Identify, plan, and implement strategies to mitigate security risks.

##### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.2. Artificial Intelligence (AI)

#### Prerequisite Courses:

4. ARTI 401 AI Principle and Techniques and
5. ARTI 406 Machine Learning.
6. ARTI 402 Programming for AI

#### Technical skills:

- Conceptualization of a machine learning project or idea.
- Solve data processing problems.
- Data visualization
- Carry out data cleaning and other preprocessing tasks including outlier detection and treatment, missing values treatment, etc.
- Build machine learning models following established standard practice towards letting the data speak.
- Improving models accuracy by optimizing hyperparameter values of the ML algorithms.
- Discuss Machine modeling outcomes and use appropriate visualization tools to aid results discussions.
- Developing Intelligent Software Applications
- Exploratory data analysis
- Building dashboards for Intelligent Systems
- Developing Machine Learning models for various AI applications areas like business, oil and gas, security, etc.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.3. Computer Science (CS)

#### Prerequisite Courses:

4. CIS 423 Web-Based Systems,
5. CS 322 Operating Systems, and
6. CS 411 Software Engineering.

#### Technical skills:

- Design software projects for a given problem statements using different programming languages (C++, JAVA, able to learn new language)



- Knowledge in the software engineering life cycle phases: including SPMP, Software requirement specification, Design, and implementation.
- Apply software validation (testing, testing levels, test case generation, black-box and white-box testing techniques) and the software evolution (maintenance, reuse, reengineering, legacy systems).
- Agile Software Development and different specialized systems.
- Demonstrate differences between processes and threads and compare various process/thread synchronization methods used in Operating Systems.
- Analyze modern memory management techniques used in Operating Systems.
- Analyze structure/organization of modern file systems.
- Demonstrates an understanding of the Linux operating system commands.
- Design web pages and websites for business organizations using HTML, CSS and JavaScript.
- Design and create a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design databases using conceptual and logical data models.
- Develop E-R diagrams to model entities and relationships to show data organization within a database.
- Write data queries using relational algebra, relational calculus, and SQL.
- Describe database concepts and architecture including query processing and optimization, concurrency controls and database recovery.
- Design and develop an IP based network for a business organization.
- Assess different networking scenarios using network software and analyze application performance in different organizational scenarios.
- Evaluate the applicability of IT infrastructure and network technologies for a business organization and suggest the appropriate solution.
- Project management skills including project planning, scheduling, risk management, communication, and leadership.
- Write different formal and informal reports to communicate effectively in different professional contexts.
- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

#### 1.7.4. Computer Information Systems (CIS)

##### Prerequisite Courses:

5. CIS417 System Analysis and Design,
6. CIS 416 Data and Information Management,
7. CIS414 IT Project Management, and
8. CIS 423 Web-based Systems.

##### Technical skills:

- Plan different requirement engineering tasks to optimally collect requirements for a business project.
- Collect systems requirements for a business problem by selecting appropriate requirement elicitation approaches.
- Use unified process/UML to analyze and design Information Systems based on user requirements.
- Write requirement specification and design documents.
- Describe project life cycle, and successfully identify the activities involved in each stage.
- Recognize project goals, constraints, quality management, deliverables, performance criteria, control needs of an IT project in the context of a business organization.
- Apply skills, tools, and techniques from Information Systems project knowledge areas to the business organization's strategic plans throughout the project life cycle.
- Compose a project report documenting the management activities undertaken by the team using appropriate reporting standards.
- Assess how computing technologies can impact the success or failure of projects in a business organization.
- Identify database requirements and constraints to solve a business problem.
- Develop databases and execute queries using SQL
- Design professional web pages and websites for business organizations using HTML, CSS and JavaScript
- Design a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design software projects for a given problem statements using different programming languages.
- Write different formal and informal reports to communicate effectively in different professional contexts.
- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

# Chapter2 Roles & Responsibilities

## 2.1. Overview

Throughout the COOP training period, students will be in contact with their academic supervisors from the relevant college(s) as well as with the site-supervisors from the organizations/corporates/companies offering the COOP training. No doubt, these relevant stakeholders play a vital role enabling students to effectively benefit from the COOP training. It is important both supervisors (academic/site) must have a clear understanding of their roles and responsibilities for the successful completion of the COOP training. To assist in this matter, this chapter highlights the role and responsibility of each of supervisor. Moreover, expected interaction(s) between the relevant parties is also briefed.

### Training Organization (Employer)

The Training Organization is the company, corporate, organization, or enterprise where student(s) will be working as a COOP trainee(s) for a period of 8 weeks, 5 days per week from Sunday to Thursday.

The roles and responsibilities for the organization are defined as follows:

7. Providing every student with a training/task plan outlining his/her training assignment during the 8 weeks fieldwork period of the training. The task and training must be related to the student's academic field of study.
8. Assigning a 'site supervisor' to each student; a professional from the relevant field of study, who will be responsible for making the student's training program fruitful and effective.
9. Treating the COOP trainee like any other employee in the organization. For example, if a student is not punctual, does not show up to work on time, or is absent, the employer should inform the COOP Coordinator, so that proper actions can be taken.
10. Depending on the training policy of the organization, student accommodation, transportation and/or monthly payments may be arranged by the company.

## Site Supervisor

The training company is required to assign for each COOP student a site supervisor who is a professional in the relevant field and who will ensure the professional development for the student(s). The site-supervisor will be mainly in-charge of the following tasks:

5. Providing the student(s) under his/her supervision with a work plan and ensuring that each student carries out the required tasks throughout the training period. For this purpose, students are required to fill the COOP Registration form [[PCT 101](#)] to take approval from the COOP Unit.
6. Ensuring that the student prepares and submits the required COOP Progress Report [[PCT 104](#)], before the end of each 2<sup>nd</sup> week (biweekly)] correctly, accurately, and timely. The site-supervisor, if required as part of COOP, must read and sign the report before the student submits it to the academic supervisor.
7. Familiarizing student(s) with the work environment at the company site as well as with the required discipline/policy.
8. Completing and submitting the Starting Date Form [[PCT 103](#)], (*on the 1<sup>st</sup> day of the training period*), the Student Attendance Report [[PCT 105](#)], (*at the end of the training period*), the Training Evaluation Form [[PCT 106-A](#)], (*at the end of the training period*), and any other COOP related forms as per the need basis.
11. Informing the COOP Coordinator at CCSIT if a student's performance does not meet the employer's standards or expectations. This act would surely result in taking proper action to resolve the issue.
12. Absences and other unprofessional behavior should be reflected in the evaluation reports.

# Chapter3 COOP Training Forms

This section contains all the different forms required to complete the requirements of COOP training. It is important that students make sure all forms are complete and submitted timely as detailed by the previous sections in the handbook.



## COOP REGISTRATION

(PCT 101)

## نموذج تسجيل طلب تدريب

Student's Information	بيانات الطالب/ة
Name:	الاسم:
ID:	الرقم الجامعي: Student
GPA:	المعدل التراكمي:
Department:	القسم:
Email:	البريد الإلكتروني:

Company's Information (filled in by the student) (بيانات جهة التدريب (تعبئ من قبل الطالب/ة)	
Name:	اسم الجهة : Company
Website:	الموقع الإلكتروني :
Business sector: <input type="checkbox"/> Private <input type="checkbox"/> Government	نوع القطاع : <input type="checkbox"/> حكومي <input type="checkbox"/> خاص
City:	المدينة:
Address:	العنوان :
area:	التخصص المتاح للتدريب: Available training
Type of Field Training:	نوع التدريب:
<input type="checkbox"/> Clinical training <input type="checkbox"/> Internship	<input type="checkbox"/> تدريب طبي <input type="checkbox"/> تدريب داخلي
<input type="checkbox"/> Summer training <input type="checkbox"/> COOP training	<input type="checkbox"/> تدريب صيفي <input type="checkbox"/> تدريب ميداني
Company's representative information: بيانات ممثل جهة التدريب لشؤون التدريب	
Phone:	الهاتف :
Mobile:	الجوال :
Name:	الاسم :

Fax:	الفاكس:	الوظيفة
	Job:	:
	Email:	

وصف مبسط للأعمال التي سوف تسند للطالب/ة خلال فترة التدريب (تعباً من قبل ممثل جهة التدريب لشؤون التدريب)  
Simplified description of the work that will be assigned to the student during the training period  
(to be filled in by the Company's representative)

Company's representative :	اسم ممثل جهة التدريب:
	name
Signature:	التوقيع:

**\*Student and Company's representative must complete this form and submit it to Training Unit through email to take approval.**

اعتماد وكيل/ة الكلية للشؤون الأكاديمية Vice Dean for Academic Affairs Approval	توصية وحدة التدريب التعاوني Training Unit Recommendation	
الاسم: التوقيع:	<input type="checkbox"/> لا أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I do not recommend to attend the training program in terms of the above work.	<input type="checkbox"/> أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I would recommend to attend the training program in terms of the above work.

**\*After approval student must submit this form to his / her Academic Supervisor.**

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وتقنية المعلومات  
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## STUDENT'S OBLIGATION (PCT 102)

### Student's Information

Student Name:	Student ID:
Department:	Training Start Date:
Assigned Company:	Company Location:

### Student's Undertaking

By joining the COOP program, I the undersigned, agree to strictly abide by the following obligations.

11. I must check after the end of this semester before leaving to my assigned company that I am not among the dismissed or discontinued student.
12. I must report to my assigned company on the date assigned by the COOP committee or otherwise as indicated above.
13. I must spend a continuous eight (8) weeks in my assigned company and shall not change the place unless with a prior permission of both the company and the COOP committee.
14. I must observe the laws and regulations of the training organization and shall not leave my places of training except with my superior's permission.
15. I must submit the Starting Date Form to the COOP coordinator within the first week of my training.
16. I must submit the duly progress reports, each week of my training respectively.
17. It is my responsibility to submit the stamped training logbook to the COOP coordinator directly after the last week of my training.
18. I understand that any delay in submitting my progress reports, evaluation report and training logbook will affect my COOP training grade.
19. I will immediately communicate via e-mail and mobile/telephone to the COOP coordinator whenever I am facing any problem in trying to abide by the aforementioned rule and regulations.
20. Once I decided to drop the training, I will immediately fill in the Drop Form and send it to the COOP coordinator.



Signature:

Date:

**\*Student must complete this form and submit it to the Academic Supervisor before starting his / her training.**

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STARTING DATE		(PCT 103)	مباشرة التدريب
Information to be provided by student		بيانات تعباً بواسطة الطالب	
Student Name			اسم الطالب/ة
Student ID			الرقم الجامعي
Major			التخصص
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني

Information to be provided by Training Supervisor		بيانات تعباً بواسطة المشرف على التدريب	
Company Name			اسم الشركة
Supervisor Name			اسم المشرف على التدريب
Position			مسمى الوظيفة
Training starting date			تاريخ بدء تدريب الطالب/ة
Phone			الهاتف
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني
Address			العنوان

<b>Supervisor Signature ( Company ):</b>	<b>Student Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>*Student MUST submit this form to his / her Academic Supervisor</b>	

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## PROGRESS REPORT – WEEKS #.... (PCT 104)

### Student Information

<b>Student Name</b>		<b>ID Number</b>	
<b>Company Name</b>			
<b>Submission Date</b>		<b>Marks Obtained</b>	

**Progress Report Information:** Brief description of activities, assignments, projects and type of training you were involved during each week of training, and problems faced with the resources used (Individuals, Books, and websites).

<b>Tasks Done (9 marks)</b>	<b>Challenges Faced (3 marks)</b>	<b>Resources Used (3 marks)</b>
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**\*Student MUST send this report to his/her Academic Supervisor**

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### COOP Bi-Weekly Progress Report Rubric

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Company Name:</b>			

Rubrics for Tasks done	Marks		Poor (0-0.4)	Developed (0.5-0.9)	Exemplary (1.0-1.5)
	Max	Earned			
<b>Problem solving abilities</b>	1.5		Shows no ability to solve the assigned tasks	Makes good decisions to perform the assigned tasks [requires limited guidance]	Efficiently performs the tasks and was able to manage complex decisions for work without guidance.
<b>IT Techniques applied</b>	1.5		Uses either very little or none of IT and software tools.	Uses adequate IT and software tools to accomplish the tasks.	Uses extensive IT and software tools as required by the work.
<b>New skills learn</b>	1.5		Progress reports do not show any skills / tool learned	Progress reports show a little learning of new skills / tools.	Progress reports show clear learning in terms of new skills / tool.
<b>Quantity of Work</b>	1.5		Completes few tasks within specified deadlines.	Completes the majority of work within specified deadlines	Completes all work within specified deadlines
	1.5		Work does not meet expectations specified by the coop objectives.	Work almost meets the expectations	Provides work of the highest quality.

<b>Quality of Work</b>			[ majority of the tasks are trivial]	[still has few trivial tasks]	[Tasks contribute to the Coop objectives]
<b>Submitting on Time</b>	1.5		Overall, the submitted reports, student has more than 4 days late	Overall, the submitted reports, student has [ 1 - 4] days late	Student has submitted all the reports on time.
<b>Rubrics for Tasks done</b>	<b>Marks</b>		<b>Poor (0-1.0)</b>	<b>Developed (1.1-2.0)</b>	<b>Exemplary (2.1-3.0)</b>
	Max	Earned			
<b>Rubrics for Challenges faced</b>	3		Report shows problems / difficulties were encountered but not solved	Report shows problems / difficulties were encountered but under limited guidance, they were solved to some extent.	Report shows problems / difficulties were encountered and solved properly.
<b>Rubrics for Resources used</b>	3		Report shows no resources used	Report shows no new resources used appropriately.	Report shows new resources used properly.
<b>Comments</b>					

\*Academic Supervisor MUST send this grading report to each of his/her Student after evaluating each Biweekly report.

Total Mark ..... Out of 15

Date .....

Academic Supervisor Name: .....

Signature .....

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## ATTENDANCE REPORT (PCT 105)

### Student Information

<b>Student Name:</b>		<b>ID Number:</b>	
<b>Company Name:</b>			

### Attendance Sheet

Week	Date	Signature	Comments	Week	Date	Signature	Comments
<b>Week #1</b>				<b>Week #5</b>			
<b>Week #2</b>				<b>Week #6</b>			

<b>Week #3</b>				<b>Week #7</b>			
<b>Week #4</b>				<b>Week #8</b>			

<b>Supervisor Name:</b>	<b>Position:</b>
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<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**\*Student MUST send this report to his/her Academic Supervisor.**



## External (Company) Supervisor Evaluation Form

(PCT 106-A)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor=1 or 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Site Supervisor should fill this form at the end of training and send to Academic Supervisor's email.



## Internal (College) Supervisor Evaluation Form

(PCT 106-B)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor= 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Academic Supervisor should fill this form at the end of training.

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## POSTPONEMENT REQUEST FORM (PCT 107)

### Student Information

Student Name:

Student ID:

Department:

### Reason(s) for the Postponement

Student's Signature

Date

COOP Training Committee

Date

Signature

Vice Dean for Academic Affairs

Postponement request approved

Date

Signature

Postponement request disapproved

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)



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## COOP DROP FORM (PCT 108)

### Student Information

Student Name:		ID Number:	
Company Name :			

### Reason(s) for the Drop

--

Student's Signature	Date	
Supervisor's Name	Work Tel/ Mobile	E-mail
Supervisor's Signature Stamp	Date	Company

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)



### موافقة ولي أمر الطالبة (PCT 109)

#### معلومات الطالبة:

الاسم:	الرقم الجامعي:
القسم:	المؤسسة:

#### الإقرار

- أقر أنا ولي أمر الطالبة المذكورة أعلاه بما يلي:
  - الموافقة على تدريب الطالبة في المؤسسة المرشحة لها أعلاه.
  - أدرك وأفهم أهمية إكمال فترة التدريب العملي لمتطلبات التخرج.
  - وكل التبعات الناتجة عن تدريبها. أوفر وسيلة المواصلات للطالبة أثناء فترة التدريب العملي.
  - أفهم وأتعهد بالالتزام بكل ما جاء في هذا الإقرار.

اسم ولي الأمر:	صلة القرابة:
التوقيع:	التاريخ:

يمكنكم التواصل مع لجنة التدريب التعاوني عن طريق البريد الإلكتروني (training.ccsit@iau.edu.sa)

MINISTRY OF EDUCATION  
IMAM ABDULRAHMAN BIN  
FAISAL UNIVERSITY  
COLLEGE OF COMPUTER SCIENCE &  
INFORMATION TECHNOLOGY  
PRACTICAL CO-OP TRAINING

وزارة التعليم  
جامعة الإمام  
عبد الرحمن بن فيصل  
كلية علوم الحاسب  
وتقنية المعلومات  
برنامج التدريب التعاوني

جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



## Company Evaluation Form (PCT-110-A)

(to be filled by each visitor / evaluator)

Student Name		Student ID		Term & Academic Year			
Company Name							
Visitor Name		Signature of visitor		Date			
<b>Please circle the number.</b>			<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
Student is assigned meaningful tasks during the COOP.			5	4	3	2	1
COOP assignments are relevant to academic coursework.			5	4	3	2	1
COOP assignments are relevant to students interests.			5	4	3	2	1
Student is under the regular supervision and guidance of a Supervisor and/or other staff are available if students had			5	4	3	2	1
Students have the opportunity to learn new knowledge.			5	4	3	2	1
The company's environment is suitable for the COOP.			5	4	3	2	1

Would you recommend this Company to other students

Yes

No

Neutral

Additional Comments (if any)

\*Visitor should fill this form on every visit, and submit to COOP unit through e-mail: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)

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## Company Evaluation Form (PCT-110-B)

(to be filled by Student)

Student Name		Student ID		Term & Academic Year			
Company Name							
Student Signature		Date					
<b>Please circle the number.</b>			Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I was assigned meaningful tasks during my COOP.			5	4	3	2	1
My COOP assignments were relevant to my academic coursework.			5	4	3	2	1
My COOP assignments were relevant to my interests.			5	4	3	2	1
I had regular supervision and guidance from my supervisor.			5	4	3	2	1
My supervisor and/or other staff were available if I had questions.			5	4	3	2	1
I learned new knowledge & Skills in my COOP.			5	4	3	2	1
How you rate the facilities & resources available in the Company			5	4	3	2	1
How does the company deal with new ideas?			5	4	3	2	1

Would you recommend this Company to other students?

Yes

No

Neutral

**Additional Comments (if any)**

\*Student must fill this form and submit to his / her Academic Supervisor.

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## Student Satisfaction Form (PCT-111)

(to be filled by Student at <https://ud.questionpro.com/t/ALwV8ZszbC>)

### Section 1: General Information related to trainee (COOP student):

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>College</b>		
<b>Department</b>		
<b>Level</b>		
<b>Type of Field Training</b>	<input type="checkbox"/> Clinical training <input type="checkbox"/> Summer training	<input type="checkbox"/> Internship <input type="checkbox"/> COOP training
<b>How was this training opportunity provided</b>	<input type="checkbox"/> by college <input type="checkbox"/> by myself	

**Section 2: The following table displays field training domains with related questions. Please use the provided Likert Scale to choose the best response that fits (1: Strongly disagree----- 5: Strongly agree)**

Domain	Related Question	1	2	3	4	5
<b>Training Application</b>	The application process was clear					
	The application process was efficient					
<b>Orientation</b>	An orientation was conducted by the College before training.	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Orientation</b>				
	The orientation was helpful					
	The training plan was clear					
	The training was related to the specialty					
<b>Training Program</b>	A training manual was provided before training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to the training manuals</b>				
	The training manual was clear					
	The training manual included relevant information needed					
<b>Training Supervision</b>	The College assigned an Academic Supervisor for follow ups during training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Training Supervision</b>				
	The Academic Supervisor performed routine follow ups with the trainee	<input type="checkbox"/> <b>Daily</b> <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Biweekly</b> <input type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Never</b>				
	The Academic Supervisor dealt with issues faced by the trainee effectively					
<b>Assessment</b>	Assessment plan was provided	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Assessment</b>				
	Assessment was clear					
	Assessment was fair					

### Section 3: Brief written comments

2. What was the best experience(s) of your field training?

3. What suggestions would you give IAU to improve the training program?

\*Student should fill this form online at: <https://ud.questionpro.com/t/ALwV8ZszbC> at the end of the COOP training.

## COOP Report and Presentation Template

Double click the file and save the report & presentation template as a separate file.

[COOP Report Template 2023.docx](#)

[COOP - Presentation template 2023.pptx](#)

## Employer Survey

The students will be provided the EMPLOYER SURVEY link by the supervisor to fill it.

Following are employer survey for all the CCSIT departments.

For CIS students:

<https://ud.questionpro.com/t/AXeNNZxVMc>

For CS students:

<https://ud.questionpro.com/t/AXeNNZxSLv>

For AI students:

<https://ud.questionpro.com/t/AXeNNZxVMb>

For CYS students:

<https://ud.questionpro.com/t/AXeNNZxOkr>





جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

# COOP

## HANDBOOK

Academic Supervisor (Edition)

### COMPREHENSIVE HANDBOOK FOR COOPERATIVE TRAINING PROGRAM

COLLEGE OF COMPUTER SCIENCE  
AND INFORMATION TECHNOLOGY

IMAM ABDULRAHMAN  
BIN FAISAL UNIVERSITY  
Kingdom of Saudi Arabia

📍 Building A11 (East Campus-IAU)

📍 Building 650 (West Campus-IAU)

✉️ [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)

🌐 [www.iau.edu.sa](http://www.iau.edu.sa)

## **Foreword**

This is the COOP Training Program handbook of the College of Computer Sciences and Information Technology (CCSIT) at the Imam Abdulrahman Bin Faisal University. This handbook contains comprehensive guidelines on the requirements, program details, and assessment of students during their COOP training program.

The handbook is an effort initiated to define the policy and improve the quality of COOP Training course. It is intended to set a uniform structure and outline for undergraduate CS, CIS, CYS, and AI students. It serves as an instructional manual for the expected contents, deliverables, quality, and the required quantity of the COOP training for training supervisors. The handbook also provides evaluation rubrics for supervisors and evaluators.

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## List of Abbreviations

<b>COOP</b>	Cooperative Program
<b>CIS</b>	Computer Information Systems Department
<b>CS</b>	Computer Science Department
<b>CYS</b>	Cyber Security and Digital Forensics
<b>AI</b>	Artificial Intelligence
<b>CCSIT</b>	College of Computer Science and Information Technology

## List of Terms

<b>ACADEMIC SUPERVISOR</b>	A CCSIT faculty member appointed by each respective department to coordinate the COOP tasks and assists/supervise the COOP students.
<b>SITE SUPERVISOR</b>	Designated manager at the training companies, assigned to and responsible for the supervision of COOP student(s).
<b>CS/CIS/CYS/ARTI 444</b>	Practical (COOP) Training Course Code

# Chapter1 Introduction

## 1.1. Overview

The Cooperative Training Program (COOP) is one of the structured practical training academic programs at the College of Computer Science and Information Technology (CCSIT), Imam Abdulrahman Bin Faisal University (IAU), Kingdom of Saudi Arabia (KSA). It is an essential part of the graduation requirements, and it aims at enabling the undergraduates to apply their knowledge and understanding of the computer science and computer information systems to practical experience in different fields represented by the participating companies.

This handbook includes information students would need before, during, and after the training program; and all the forms required to be used during entire COOP training.

### **Vision Statement:**

To provide an effective training program in the field of Computer Science (CS), Cyber Security and Digital Forensics (CYS), Computer Information Systems (CIS), and Artificial Intelligence (AI) for the CCSIT students. It would surely develop their abilities and practical skills in order to prepare them for the competitive job market.

### **Mission Statement:**

To develop strong cooperative ties with different organizations in the field of computer science, both locally and internationally, enabling students to obtain training (before graduation) in the actual workplace environments.

### **Goals:**

11. Refining students' abilities by providing them practical experience in their respective fields before graduation.

12. Giving the students an opportunity to apply theoretical knowledge, which they have gained in the university environment, to practical work environment.
13. Allowing the students to experience real work environment, to take responsibilities, and to develop effective communication skills.
14. Giving the opportunity to external bodies to identify distinctive outcomes of the College of Computer Science and Information Technology (CCSIT) that can add to business development, through hiring students after graduation.
15. Giving the students the opportunity to prepare and write practical technical reports.

## **1.2. Program Objectives**

The COOP Training is taken by those students who have completed 119 credit hours. The training period is 8 weeks long and must take place during summer of the third academic year. For successful completion of the COOP training, student(s) must be placed in any specified organization and should be well-supervised.

The training must develop good co-relation among theoretical/scientific academic background and the work environment. The training should provide a better understanding and a clear view of the real-world work environment. Additionally, it should also provide students with complementary knowledge and training, such as facing and handling with the real-world problems, and being trained to take part in the teamwork.

Just after completing the COOP training, students must submit a report and give a formal presentation, which shall be judged by a committee consisting of two or more faculty members.

### **Objectives:**

15. Developing student skills using practical applications.
16. Familiarizing with the real-world work environment.

17. Preparing students to transfer their bents from learning environment to work environment.
18. Get sound familiarity with the applied work systems.
19. Understanding the mechanism of different applications.
20. Acquiring the requisite discipline of the workplace.
21. Comparing the scope of college level courses with real-world work demands.

### **1.3. COOP Program Duration**

The COOP Program is spread over a period of total 8 weeks, 5 days a week. A COOP training student is required to spend 8 continuous weeks performing practical work in any organization relevant to his/her field. As stated earlier, the COOP training has to take place during summer of the third academic year. By the end of the training duration, students shall submit a comprehensive final report regarding the training they obtained at the concerned organization.

As per the university policy, student(s) must submit his/her final training report within **one week** following the end of COOP training. Students must also give an oral presentation, one week later, to the college level committee comprising two or more faculty members. Notably, this presentation should not be later than two weeks following the end of COOP training.

### **1.4. Prerequisite Courses and Skills**

This section offers explicit details about the prerequisite course and skills that are recommended to be possessed by a student prior to take his/her COOP training.

#### **1.7.1. Cyber Security Systems (CYS)**

##### **Prerequisite Courses:**

1. **CYS 405** Advanced Digital Forensics,

2. CYS 406 Applied Cryptography,
3. CYS 407 Secure Software Design Engineering, and
4. CYS 504 Operating System Security.

#### Technical Skills:

- Design and development of security systems.
- Testing and analysis of security systems.
- Installation and Configuration of security tools.
- Forensics investigation of security systems.
- Detection and prevention of threats/vulnerabilities in security systems.
- Active and passive penetration testing for analyzing secure systems.
- Identify, plan, and implement strategies to mitigate security risks.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.2. Artificial Intelligence (AI)

#### Prerequisite Courses:

7. ARTI 401 AI Principle and Techniques and
8. ARTI 406 Machine Learning.
9. ARTI 402 Programming for AI

#### Technical skills:

- Conceptualization of a machine learning project or idea.
- Solve data processing problems.
- Data visualization
- Carry out data cleaning and other preprocessing tasks including outlier detection and treatment, missing values treatment, etc.
- Build machine learning models following established standard practice towards letting the data speak.
- Improving models accuracy by optimizing hyperparameter values of the ML algorithms.
- Discuss Machine modeling outcomes and use appropriate visualization tools to aid results discussions.
- Developing Intelligent Software Applications
- Exploratory data analysis
- Building dashboards for Intelligent Systems
- Developing Machine Learning models for various AI applications areas like business, oil and gas, security, etc.

#### Soft Skills:



- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.3. Computer Science (CS)

#### Prerequisite Courses:

7. CIS 423 Web-Based Systems,
8. CS 322 Operating Systems, and
9. CS 411 Software Engineering.

#### Technical skills:

- Design software projects for a given problem statements using different programming languages (C++, JAVA, able to learn new language)
- Knowledge in the software engineering life cycle phases: including SPMP, Software requirement specification, Design, and implementation.
- Apply software validation (testing, testing levels, test case generation, black-box and white-box testing techniques) and the software evolution (maintenance, reuse, reengineering, legacy systems).
- Agile Software Development and different specialized systems.
- Demonstrate differences between processes and threads and compare various process/thread synchronization methods used in Operating Systems.
- Analyze modern memory management techniques used in Operating Systems.
- Analyze structure/organization of modern file systems.
- Demonstrates an understanding of the Linux operating system commands.
- Design web pages and websites for business organizations using HTML, CSS and JavaScript.
- Design and create a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design databases using conceptual and logical data models.
- Develop E-R diagrams to model entities and relationships to show data organization within a database.
- Write data queries using relational algebra, relational calculus, and SQL.
- Describe database concepts and architecture including query processing and optimization, concurrency controls and database recovery.
- Design and develop an IP based network for a business organization.
- Assess different networking scenarios using network software and analyze application performance in different organizational scenarios.

- Evaluate the applicability of IT infrastructure and network technologies for a business organization and suggest the appropriate solution.
- Project management skills including project planning, scheduling, risk management, communication, and leadership.
- Write different formal and informal reports to communicate effectively in different professional contexts.
- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

#### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

### 1.7.4. Computer Information Systems (CIS)

#### Prerequisite Courses:

9. CIS417 System Analysis and Design,
10. CIS 416 Data and Information Management,
11. CIS414 IT Project Management, and
12. CIS 423 Web-based Systems.

#### Technical skills:

- Plan different requirement engineering tasks to optimally collect requirements for a business project.
- Collect systems requirements for a business problem by selecting appropriate requirement elicitation approaches.
- Use unified process/UML to analyze and design Information Systems based on user requirements.
- Write requirement specification and design documents.
- Describe project life cycle, and successfully identify the activities involved in each stage.
- Recognize project goals, constraints, quality management, deliverables, performance criteria, control needs of an IT project in the context of a business organization.
- Apply skills, tools, and techniques from Information Systems project knowledge areas to the business organization's strategic plans throughout the project life cycle.
- Compose a project report documenting the management activities undertaken by the team using appropriate reporting standards.
- Assess how computing technologies can impact the success or failure of projects in a business organization.
- Identify database requirements and constraints to solve a business problem.
- Develop databases and execute queries using SQL

- Design professional web pages and websites for business organizations using HTML, CSS and JavaScript
- Design a complete three tier web system for digital business: front end, service side, business-logic and database with e-commerce capabilities.
- Design software projects for a given problem statements using different programming languages.
- Write different formal and informal reports to communicate effectively in different professional contexts.
- Produce emails, text messages, formal and informal letters to professionally communicate in the workplace.

### Soft Skills:

- Problem solving
- Critical thinking
- Creativity
- Teamwork
- Communications

## Chapter2 Roles & Responsibilities

### 2.1. Overview

Throughout the COOP training period, students will be in contact with the academic supervisor in the college, as well as within their designated organization offering the COOP training. These different participants play a key role; enabling students to get the most out of the COOP training program. It is important that the supervisors (academic/site) have a clear understanding of the roles and responsibilities. This chapter describes the role and responsibility of each of them. The interaction between all the participants is addressed in the following text.

### 2.2. Training Organization (Employer)

The Training Organization is the company, corporate, organization, or enterprise where student(s) will be working as a COOP trainee(s) for a period of 8 weeks, 5 days per week from Sunday to Thursday.

The roles and responsibilities for the organization are defined as follows:

13. Providing every student with a training/task plan outlining his/her training assignment during the 8 weeks fieldwork period of the training. The task and training must be related to the student's academic field of study.
14. Assigning a 'site supervisor' to each student; a professional from the relevant field of study, who will be responsible for making the student's training program fruitful and effective.
15. Treating the COOP trainee like any other employee in the organization. For example, if a student is not punctual, does not show up to work on time, or is absent, the employer should inform the COOP Coordinator, so that proper actions can be taken.
16. Depending on the training policy of the organization, student accommodation, transportation and/or monthly payments may be arranged by the company.

### 2.3. Academic Supervisor

The student's academic supervisor is a faculty member in the student's academic department with expertise in the subject of COOP assignments assigned by the COOP Training Committee. The academic supervisor's roles towards the COOP student(s) include:

### 2.4. During the Training Period:

7. Send a welcoming letter to site supervisor.
8. Emphasize the importance of training especially first week of training.
9. Guiding and assisting student(s) with regards to reporting their progress and any issues faced during the COOP training duration.
10. Ensuring adequacy of the work assignment, by reviewing the task plan and description provided by the student(s) through the company (or the Site Supervisor).
11. Visit the COOP students onsite during the training period / meet online.
12. The academic supervisor is responsible for the following:
  - a. Starting Date Form [[PCT 103](#)], *(on the 1<sup>st</sup> day of the training period)*,
  - b. Reviewing and responding to the progress reports prepared and sent by the students on the form ([PCT 104](#)) with adequate feedback within one week of submission (this is mandatory). In case of issues or concerns, the faculty advisor will communicate with the site-supervisor to adjust the tasks and/or plans.
  - c. Student Attendance Report [[PCT 105](#)], *(at the end of the training period)*
  - d. Training Evaluation Form [[PCT 106](#)], *(at the end of the training period)*,
  - e. Company Evaluation Form ([PCT-110-A](#)) *(filled on second visit of the training period)*

### 2.5. After the Training is Completed:

5. Collect and submit performance grades for the Biweekly Progress Reports, Student Internal Supervisor Evaluation Form, External

Supervisor Evaluations, Final report, and Final Presentation to the COOP unit in automated marksheet using the excel sheets template provided by COOP Unit.

6. Collect employer survey about the academic program from the training agency.
7. **Attending** and evaluating student's oral presentation if needed.
8. Submit each student record (all PCT and evaluation forms, Final Report and Presentation, Grading sheet) in COOP Unit folder.

## Chapter3 Final Report and Presentation

### 3.1. Report Writing

The objective of writing the final report is to document the practical tasks and knowledge gained by the students during the training period. In general, the report includes work description done, techniques learned, skills acquired, added value of training environment, and lessons learned by the students in their training experiences. Moreover, accustoming the students to prepare detailed final report helps improve their skills in presenting specified information, and assists in developing their communication skills.

Students should consider writing their COOP report based on the below listed principles:

9. Must prepare a well-organized report. It must be easy for the readers to read and understand all sections in report.
10. Should take into account proper coordination of the topics, clarity, and syntax while writing report, and focusing on the practical side of training experience.
11. Must write the report in English language using his/her own words. Copying from other sources (without references) is NOT accepted and will be considered as plagiarized (see section- for more details).
12. May support the report with tables, figures, and charts if needed; and may use appropriate naming and numbering. All of them will be presented in the Appendixes - A.
13. May support the information and facts about the training provider with internal reports and will be reflect in the Appendix - B.
14. Must include sufficient information that shows the activities and tasks done, by the student, during the complete COOP training period will be presented in Chapter – 02 (table provided).
15. Must include a list of references and any other relevant sources.
16. The template for the COOP report is accompany this document, (see the COOP-Report Template at the end).

### 3.2 Report Evaluation Rubrics

The final COOP reports submitted by students are evaluated by different faculty member(s), based on the following rubric table (subject to minor changes). The following is the list of Report Evaluation for all programs offered in the college:

5. CS 444 - Practical (Co-op) Training for Computer Science Program,
6. CYS 444 - Practical (Co-op) Training for Networks and Communications Program,
7. ARTI 444 - Practical (Co-op) Training for Computer Engineering Program, and
8. CIS 444 - Practical (Co-op) Training for Computer Information Systems Program.



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IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



**Department of Computer Science**  
**CS 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Report"**  
**(to be filled by each evaluator)**

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

### Evaluation Summary

<b>R1</b> [4]	<b>R2</b> [4]	<b>R3</b> [4]	<b>R4</b> [4]	<b>R5</b> [4]	<b>R6</b> [15]	<b>Total</b> [35]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
------------------	--	-------------------------------	--	-------------	--

<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15

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**Department of Computer Science**  
**CYS 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Report"**  
 (to be filled by each evaluator)

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

**Evaluation Summary**

<b>R1</b> [4]	<b>R2</b> [4]	<b>R3</b> [4]	<b>R4</b> [4]	<b>R5</b> [4]	<b>R6</b> [15]	<b>Total</b> [35]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
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<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15

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**Evaluation of "COOP Report"**  
**(to be filled by each evaluator)**

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

### Evaluation Summary

<b>R1</b> [4]	<b>R2</b> [4]	<b>R3</b> [4]	<b>R4</b> [4]	<b>R5</b> [4]	<b>R6</b> [15]	<b>Total</b> [35]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
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<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics and Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	The student shows inability to work on a new development tool	The student is able to gain limited working mastery of a new development tool only under instructor guidance	The student is able to gain working mastery of a new development tool only under instructor guidance	The student is able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in computer technology	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology; However, some minor details are missing.	Able to analyze and reason about the impact of advances in computer technology in a professional manner.	_____/15

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**Evaluation of "COOP Report"**  
(to be filled by each evaluator)

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

### Evaluation Summary

<b>R1</b> [4]	<b>R2</b> [4]	<b>R3</b> [4]	<b>R4</b> [4]	<b>R5</b> [4]	<b>R6</b> [15]	<b>Total</b> [35]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
------------------	--	-------------------------------	--	-------------	--

<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
<b>R1 Clarity</b>	Too vague or too detailed, significant amount of information may be inaccurate	Detailed but losing overall, picture/ clear at high level and missing details/Focus on length rather than content	Appropriately detailed and focused at higher level. Writing is precise and concise.	Completely clear and precise	_____/4
<b>R2 Organization</b>	Not well organized and no logical flow	Micro structure well defined but lacking macro structure or vice versa	Good and appropriate organization	Logically organized	_____/4
<b>R3 Mechanics &amp; Style</b>	Many spelling and grammar errors, no document structure	Logical document structure but with many spelling and grammar errors or vice versa	No spelling or grammar errors and appropriate document structure	No spelling or grammar errors. Good use of language and good logical flow	_____/4
<b>R4 Visual Aids</b>	No /Poor visual aids	Few visual aids, some unclear/incomplete/not referred in text	Appropriate number and kind of visual aids referred in text at proper places.	Appropriate number of well – chosen visual aids that enhance communication	_____/4
<b>R5 Skills Learned</b>	Inability to work on a new development tool	Able to gain limited working mastery of a new development tool only under instructor guidance	Able to gain working mastery of a new development tool only under instructor guidance	Able to gain in depth mastery of a new development tool without instructor guidance	_____/4
<b>R6 COOP Experience</b>	Unable to analyze and reason about the impact of advances in	Able to analyze and reason about the impact of advances in computer technology at basic level.	Able to analyze and reason about the impact of advances in computer technology;	Able to analyze and reason about the impact of advances in computer	_____/15



<b>Criteria</b>	<b>Poor</b> (1 mark)	<b>Developing</b> (2 marks)	<b>Developed</b> (3 marks)	<b>Exemplary</b> (4 marks)	<b>Marks</b>
	computer technology		However, some minor details are missing.	technology in a professional manner.	

### 3.3 Presentation Guidelines

As part of the COOP evaluation, students are expected to present their COOP experiences to a group of faculty members. These presentations are generally 20 minutes long, with 15 minutes devoted to the presentation and 5 minutes for questions. The general guidelines for preparing COOP final presentation are as follows:

10. Students are free to choose any slide format. However, they should make sure having a proper number of slides so that they are able to finish on time. It is recommended to limit the number of lines in each slide to six or less.
11. At the start of the presentation, students should introduce their COOP venues, describing the business of the company or organization. For bigger companies, it is recommended to introduce the actual division or section where the students worked.
12. The presentation must state the tasks or duties given to the student during the COOP. If the students were provided with any training or tutorials, it is recommended to mention it briefly.
13. The presentation must showcase how well the students were able to complete the tasks or duties during their COOP; whether they faced any problems during their work, and how they dealt with those problems or challenges.
14. The presentation must describe the students' overall COOP experience, by identifying the key lessons they have learned during their COOP.
15. The presentation must link any learning acquired during the COOP to the university curriculum that students have studied so far.
16. The presentation should include any suggestions to improve the curriculum; so that the curriculum may help students to better prepare for the COOP.
17. The presentation should give some suggestions towards improvement of the COOP program.
18. The template for the COOP presentation is included in this document, (see the COOP-Presentation Template at the end).

### **3.4 Presentation Evaluation**

The final COOP student presentations are evaluated by different faculty member(s) based on the following rubric table (subject to minor changes):

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**Department of Computer Science**  
**CS 444 - Practical (Co-op) Training**  
**Evaluation of "COOP Presentation"**  
 (to be filled by each evaluator)

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10

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**Evaluation of "COOP Presentation"**  
**(to be filled by each evaluator)**

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
------------------	--	-------------------------------	--	-------------	--

Criteria	Poor (0.5 marks)	Developing (1 mark)	Developed (2 marks)	Exemplary (3 marks)	Marks
R1 Clarity	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
R2 Engaging audience	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
R3 Delivery	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
R4 Technical Knowledge	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
R5 Answering questions from audience	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
R6 COOP Experience	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10

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**Department of Computer Science**  
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**Evaluation of “COOP Presentation”**  
**(to be filled by each evaluator)**

<b>Student Name</b>		<b>Student ID</b>		<b>Term &amp; Academic Year</b>	
<b>Company Name</b>					

### Evaluation Summary

<b>R1</b> [3]	<b>R2</b> [3]	<b>R3</b> [3]	<b>R4</b> [3]	<b>R5</b> [3]	<b>R6</b> [10]	<b>Total</b> [25]

<b>Evaluator</b>		<b>Signature of evaluator</b>		<b>Date</b>	
------------------	--	-------------------------------	--	-------------	--



<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Exhibit excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/10

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## Department of Computer Information Systems CIS 444 - Practical (Co-op) Training

### Evaluation of "COOP Presentation" (to be filled by each evaluator)

Student Name		Student ID		Term & Academic Year	
Company Name					

### Evaluation Summary

R1 [3]	R2 [3]	R3 [3]	R4 [3]	R5 [3]	R6 [10]	Total [25]

Evaluator		Signature of evaluator		Date	
-----------	--	------------------------	--	------	--

<b>Criteria</b>	<b>Poor</b> (0.5 marks)	<b>Developing</b> (1 mark)	<b>Developed</b> (2 marks)	<b>Exemplary</b> (3 marks)	<b>Marks</b>
<b>R1</b> <b>Clarity</b>	Not assertive/clear overall	Assertive but occasionally inconsistent	Mostly clear and easy to understand	Clear and Assertive, very easy to understand	_____/3
<b>R2</b> <b>Engaging audience</b>	Little or no interaction with audience	Good beginning and end but not as engaged in between	Keeps audience involved	Keeps audience involved and occasionally adapting to audience's feedback	_____/3
<b>R3</b> <b>Delivery</b>	Spoke too fast/too low, Poor time management, did not answer intended questions	Too many pauses, Inconsistent pace, partially answered intended questions	Spoke at appropriate pace, comfortable and appropriate body language	Calm, Clear pronunciation, Good tone and Good pacing, diction	_____/3
<b>R4</b> <b>Technical Knowledge</b>	Not familiar with analysing, comparing, understanding new information and inability to draw reasonable generalization on research results	Able to analyse, compare and understand new information but not able to perform reasonable generalization on research results	Familiar with analysing, comparing, understanding new information and partially able to draw reasonable generalization on research results	Excellent skills in analysing, comparing, understanding new information and able to draw reasonable generalization on research results	_____/3
<b>R5</b> <b>Answering questions from audience</b>	Not all questions were answered.	Questions answered with difficulty, and little knowledge of the topic was demonstrated.	Most questions were answered. Answers showed good knowledge and understanding of the topic. Language was mainly correct.	Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent.	_____/3
<b>R6</b> <b>COOP Experience</b>	Don't understand the application of technology in IS environment	Limited understanding of application of technology in IS environment	partially understand the application of technology in IS environment	completely understand the application of technology in IS environment	_____/10

# Chapter 4 COOP Training Forms

This section contains all the different forms required to complete the requirements of COOP training. It is important that students make sure all forms are complete and submitted timely as detailed by the previous sections in the handbook.



## COOP REGISTRATION

(PCT 101)

نموذج تسجيل طلب تدريب

Student's Information	بيانات الطالب/ة
Name:	الاسم:
ID:	الرقم الجامعي: Student
GPA:	المعدل التراكمي:
Department:	القسم:
Email:	البريد الإلكتروني:

Company's Information (filled in by the student) (بيانات جهة التدريب (تعبئ من قبل الطالب/ة)	
Name:	اسم الجهة : Company
Website:	الموقع الإلكتروني :
Business sector: <input type="checkbox"/> Private <input type="checkbox"/> Government	نوع القطاع : <input type="checkbox"/> حكومي <input type="checkbox"/> خاص
City:	المدينة:
Address:	العنوان :
area:	التخصص المتاح للتدريب: Available training
Type of Field Training:	نوع التدريب:
<input type="checkbox"/> Clinical training <input type="checkbox"/> Internship	<input type="checkbox"/> تدريب طبي <input type="checkbox"/> تدريب داخلي
<input type="checkbox"/> Summer training <input type="checkbox"/> COOP training	<input type="checkbox"/> تدريب صيفي <input type="checkbox"/> تدريب ميداني
<b>Company's representative information:</b> بيانات ممثل جهة التدريب لشؤون التدريب	
Phone:	الهاتف :
Mobile:	الجوال :
Name:	الاسم :

Fax:	الفاكس:	الوظيفة
		Job:
		Email:

وصف مبسط للأعمال التي سوف تسند للطالب/ة خلال فترة التدريب (تعباً من قبل ممثل جهة التدريب لشؤون التدريب)  
Simplified description of the work that will be assigned to the student during the training period  
(to be filled in by the Company's representative)

Company's representative :	اسم ممثل جهة التدريب:
	name
Signature:	التوقيع:

**\*Student and Company's representative must complete this form and submit it to Training Unit through email to take approval.**

اعتماد وكيل/ة الكلية للشؤون الأكاديمية Vice Dean for Academic Affairs Approval	توصية وحدة التدريب التعاوني Training Unit Recommendation	
الاسم: التوقيع:	<input type="checkbox"/> لا أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I do not recommend to attend the training program in terms of the above work.	<input type="checkbox"/> أوصي بالالتحاق ببرنامج التدريب لجهة العمل أعلاه.  <input type="checkbox"/> I would recommend to attend the training program in terms of the above work.

**\*After approval student must submit this form to his / her Academic Supervisor.**

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## STUDENT'S OBLIGATION (PCT 102)

### Student's Information

Student Name:	Student ID:
Department:	Training Start Date:
Assigned Company:	Company Location:

### Student's Undertaking

By joining the COOP program, I the undersigned, agree to strictly abide by the following obligations.

21. I must check after the end of this semester before leaving to my assigned company that I am not among the dismissed or discontinued student.
22. I must report to my assigned company on the date assigned by the COOP committee or otherwise as indicated above.
23. I must spend a continuous eight (8) weeks in my assigned company and shall not change the place unless with a prior permission of both the company and the COOP committee.
24. I must observe the laws and regulations of the training organization and shall not leave my places of training except with my superior's permission.
25. I must submit the Starting Date Form to the COOP coordinator within the first week of my training.
26. I must submit the duly progress reports, each week of my training respectively.
27. It is my responsibility to submit the stamped training logbook to the COOP coordinator directly after the last week of my training.
28. I understand that any delay in submitting my progress reports, evaluation report and training logbook will affect my COOP training grade.
29. I will immediately communicate via e-mail and mobile/telephone to the COOP coordinator whenever I am facing any problem in trying to abide by the aforementioned rule and regulations.
30. Once I decided to drop the training, I will immediately fill in the Drop Form and send it to the COOP coordinator.

Signature:	Date:
*Student must complete this form and submit it to the Academic Supervisor before starting his / her training.	

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STARTING DATE		(PCT 103)	مباشرة التدريب
Information to be provided by student		بيانات تعباً بواسطة الطالب	
Student Name			اسم الطالب/ة
Student ID			الرقم الجامعي
Major			التخصص
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني

Information to be provided by Training Supervisor		بيانات تعباً بواسطة المشرف على التدريب	
Company Name			اسم الشركة
Supervisor Name			اسم المشرف على التدريب
Position			مسمى الوظيفة
Training starting date			تاريخ بدء تدريب الطالب/ة
Phone			الهاتف
Mobile Phone			هاتف الجوال
E-mail			البريد الإلكتروني
Address			العنوان



<b>Supervisor Signature ( Company ):</b>	<b>Student Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>*Student MUST submit this form to his / her Academic Supervisor</b>	

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## PROGRESS REPORT – WEEKS #.... (PCT 104)

### Student Information

<b>Student Name</b>		<b>ID Number</b>	
<b>Company Name</b>			
<b>Submission Date</b>		<b>Marks Obtained</b>	

**Progress Report Information:** Brief description of activities, assignments, projects and type of training you were involved during each week of training, and problems faced with the resources used (Individuals, Books, and websites).

<b>Tasks Done (9 marks)</b>	<b>Challenges Faced (3 marks)</b>	<b>Resources Used (3 marks)</b>
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**\*Student MUST send this report to his/her Academic Supervisor**

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### COOP Bi-Weekly Progress Report Rubric

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Company Name:</b>			

Rubrics for Tasks done	Marks		Poor (0-0.4)	Developed (0.5-0.9)	Exemplary (1.0-1.5)
	Max	Earned			
<b>Problem solving abilities</b>	1.5		Shows no ability to solve the assigned tasks	Makes good decisions to perform the assigned tasks [requires limited guidance]	Efficiently performs the tasks and was able to manage complex decisions for work without guidance.
<b>IT Techniques applied</b>	1.5		Uses either very little or none of IT and software tools.	Uses adequate IT and software tools to accomplish the tasks.	Uses extensive IT and software tools as required by the work.
<b>New skills learn</b>	1.5		Progress reports do not show any skills / tool learned	Progress reports show a little learning of new skills / tools.	Progress reports show clear learning in terms of new skills / tool.
<b>Quantity of Work</b>	1.5		Completes few tasks within specified deadlines.	Completes the majority of work within specified deadlines	Completes all work within specified deadlines
	1.5		Work does not meet expectations specified by the coop objectives.	Work almost meets the expectations	Provides work of the highest quality.

<b>Quality of Work</b>			[ majority of the tasks are trivial]	[still has few trivial tasks]	[Tasks contribute to the Coop objectives]
<b>Submitting on Time</b>	1.5		Overall, the submitted reports, student has more than 4 days late	Overall, the submitted reports, student has [ 1 - 4] days late	Student has submitted all the reports on time.
<b>Rubrics for Tasks done</b>	<b>Marks</b>		<b>Poor (0-1.0)</b>	<b>Developed (1.1-2.0)</b>	<b>Exemplary (2.1-3.0)</b>
	Max	Earned			
<b>Rubrics for Challenges faced</b>	3		Report shows problems / difficulties were encountered but not solved	Report shows problems / difficulties were encountered but under limited guidance, they were solved to some extent.	Report shows problems / difficulties were encountered and solved properly.
<b>Rubrics for Resources used</b>	3		Report shows no resources used	Report shows no new resources used appropriately.	Report shows new resources used properly.
<b>Comments</b>					

\*Academic Supervisor MUST send this grading report to each of his/her Student after evaluating each Biweekly report.

Total Mark ..... Out of 15

Date .....

Academic Supervisor Name: .....

Signature .....

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## ATTENDANCE REPORT (PCT 105)

### Student Information

<b>Student Name:</b>		<b>ID Number:</b>	
<b>Company Name:</b>			

### Attendance Sheet

Week	Date	Signature	Comments	Week	Date	Signature	Comments
Week #1				Week #5			
Week #2				Week #6			

<b>Week #3</b>				<b>Week #7</b>			
<b>Week #4</b>				<b>Week #8</b>			

<b>Supervisor Name:</b>	<b>Position:</b>
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<b>Signature:</b>	<b>Date:</b>
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**\*Student MUST send this report to his/her Academic Supervisor.**



## External (Company) Supervisor Evaluation Form

(PCT 106-A)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor=1 or 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Site Supervisor should fill this form at the end of training and send to Academic Supervisor's email.



## Internal (College) Supervisor Evaluation Form

(PCT 106-B)

### Student Information

Student Name:

ID Number:

Please evaluate the student on a scale of 0 to 5 for each of the following items.

(circle any graded value by using scale Poor= 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)

	Item	Score	بند	
R 1	Enthusiasm and interest in work.	1   2   3   4   5	الحماس للعمل والرغبة فيه.	1
R 2	Attitude towards delivering accurate work.	1   2   3   4   5	الدقة في تقديم العمل المطلوب.	2
R 3	Ability in understanding and dealing with new system.	1   2   3   4   5	القدرة على فهم والتعامل مع النظام الجديد.	3
R 4	Initiative in taking tasks to completion.	1   2   3   4   5	روح المبادرة للمهام.	4
R 5	Dependability and reliability.	1   2   3   4   5	الاعتمادية والثقة بالقدرة على الانجاز.	5
R 6	Ability to learn and search for information.	1   2   3   4   5	القدرة على التعلم والبحث عن المعلومات.	6
R 7	Judgment and decision making.	1   2   3   4   5	الحكم على الأمور واتخاذ القرار.	7
R 8	Maintaining effective relations with his/her work colleagues.	1   2   3   4   5	العلاقة الفعالة مع الآخرين في العمل.	8
R 9	Ability of reporting and presenting his/her work.	1   2   3   4   5	كتابة التقارير وعرضها.	9
R 10	Attendance and punctuality.	1   2   3   4   5	الحضور والالتزام بالمواعيد.	10

Score out of 50: \_\_\_\_\_

Additional Comment(s) if any:

Supervisor's Name:

Email:

Position:

Phone / Fax:

Signature

Date

Company stamp

\*Academic Supervisor should fill this form at the end of training.

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## POSTPONEMENT REQUEST FORM (PCT 107)

### Student Information

Student Name:

Student ID:

Department:

### Reason(s) for the Postponement

Student's Signature

Date

COOP Training Committee

Date

Signature

Vice Dean for Academic Affairs

Postponement request approved

Date

Signature

Postponement request disapproved

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)

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## COOP DROP FORM (PCT 108)

### Student Information

Student Name:		ID Number:	
Company Name :			

### Reason(s) for the Drop

--

Student's Signature	Date	
Supervisor's Name	Work Tel/ Mobile	E-mail
Supervisor's Signature Stamp	Date	Company

\*Student must fill this form if needed and send to COOP Unit email: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)





### موافقة ولي أمر الطالبة (PCT 109)

#### معلومات الطالبة:

الاسم:	الرقم الجامعي:
القسم:	المؤسسة:

#### الإقرار

- أقر أنا ولي أمر الطالبة المذكورة أعلاه بما يلي:
  - الموافقة على تدريب الطالبة في المؤسسة المرشحة لها أعلاه.
  - أدرك وأفهم أهمية إكمال فترة التدريب العملي لمتطلبات التخرج.
  - وكل التبعات الناتجة عن تدريبها. أوفر وسيلة المواصلات للطالبة أثناء فترة التدريب العملي.
  - أفهم وأتعهد بالالتزام بكل ما جاء في هذا الإقرار.

اسم ولي الأمر:	صلة القرابة:
التوقيع:	التاريخ:

يمكنكم التواصل مع لجنة التدريب التعاوني عن طريق البريد الإلكتروني (training.ccsit@iau.edu.sa)

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## Company Evaluation Form (PCT-110-A)

(to be filled by each visitor / evaluator)

Student Name		Student ID		Term & Academic Year			
Company Name							
Visitor Name		Signature of visitor		Date			
<b>Please circle the number.</b>			<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
Student is assigned meaningful tasks during the COOP.			5	4	3	2	1
COOP assignments are relevant to academic coursework.			5	4	3	2	1
COOP assignments are relevant to students interests.			5	4	3	2	1
Student is under the regular supervision and guidance of a Supervisor and/or other staff are available if students had			5	4	3	2	1
Students have the opportunity to learn new knowledge.			5	4	3	2	1
The company's environment is suitable for the COOP.			5	4	3	2	1

Would you recommend this Company to other students

Yes

No

Neutral

Additional Comments (if any)

\*Visitor should fill this form on every visit, and submit to COOP unit through e-mail: [training.ccsit@iau.edu.sa](mailto:training.ccsit@iau.edu.sa)

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## Company Evaluation Form (PCT-110-B)

(to be filled by Student)

Student Name		Student ID		Term & Academic Year			
Company Name							
Student Signature		Date					
<b>Please circle the number.</b>			Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I was assigned meaningful tasks during my COOP.			5	4	3	2	1
My COOP assignments were relevant to my academic coursework.			5	4	3	2	1
My COOP assignments were relevant to my interests.			5	4	3	2	1
I had regular supervision and guidance from my supervisor.			5	4	3	2	1
My supervisor and/or other staff were available if I had questions.			5	4	3	2	1
I learned new knowledge & Skills in my COOP.			5	4	3	2	1
How you rate the facilities & resources available in the Company			5	4	3	2	1
How does the company deal with new ideas?			5	4	3	2	1

Would you recommend this Company to other students?

Yes

No

Neutral

**Additional Comments (if any)**

\*Student must fill this form and submit to his / her Academic Supervisor.

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## Student Satisfaction Form (PCT-111)

(to be filled by Student at <https://ud.questionpro.com/t/ALwV8ZszbC>)

### Section 1: General Information related to trainee (COOP student):

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>College</b>		
<b>Department</b>		
<b>Level</b>		
<b>Type of Field Training</b>	<input type="checkbox"/> Clinical training <input type="checkbox"/> Summer training	<input type="checkbox"/> Internship <input type="checkbox"/> COOP training
<b>How was this training opportunity provided</b>	<input type="checkbox"/> by college <input type="checkbox"/> by myself	

**Section 2: The following table displays field training domains with related questions. Please use the provided Likert Scale to choose the best response that fits (1: Strongly disagree----- 5: Strongly agree)**

Domain	Related Question	1	2	3	4	5
<b>Training Application</b>	The application process was clear					
	The application process was efficient					
<b>Orientation</b>	An orientation was conducted by the College before training.	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Orientation</b>				
	The orientation was helpful					
	The training plan was clear					
	The training was related to the specialty					
<b>Training Program</b>	A training manual was provided before training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to the training manuals</b>				
	The training manual was clear					
	The training manual included relevant information needed					
<b>Training Supervision</b>	The College assigned an Academic Supervisor for follow ups during training	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Training Supervision</b>				
	The Academic Supervisor performed routine follow ups with the trainee	<input type="checkbox"/> <b>Daily</b> <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Biweekly</b> <input type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Never</b>				
	The Academic Supervisor dealt with issues faced by the trainee effectively					
<b>Assessment</b>	Assessment plan was provided	<b>Yes <input type="checkbox"/></b> <b>No <input type="checkbox"/></b> <b>Note: If you answered "yes" please respond to follow up questions relating to Assessment</b>				
	Assessment was clear					
	Assessment was fair					

### Section 3: Brief written comments

3. What was the best experience(s) of your field training?

4. What suggestions would you give IAU to improve the training program?

\*Student should fill this form online at: <https://ud.questionpro.com/t/ALwV8ZszbC> at the end of the COOP training.

# COOP Report and Presentation Template

Double click the file and save the report & presentation template as a separate file.

[COOP Report Template 2023.docx](#)

[COOP - Presentation template 2023.pptx](#)

## Employer Survey

The students will be provided the EMPLOYER SURVEY link by the supervisor to fill it.

Following are employer survey for all the CCSIT departments.

For CIS students:

<https://ud.questionpro.com/t/AXeNNZxVMc>

For CS students:

<https://ud.questionpro.com/t/AXeNNZxSLv>

For AI students:

<https://ud.questionpro.com/t/AXeNNZxVMb>

For CYS students:

<https://ud.questionpro.com/t/AXeNNZxOkr>