



Cooperative Training in CSET Unit



1. Introduction

Cooperative (Coop) training provides an opportunity for students to integrate their academic learning with some real work experience in industry. In CSET unit students complete their Coop training in industry, business and/or government organizations. During this period, a student is exposed to the profession of computing systems by working in the field.

2. Requirements

CSET offers coop training under the course code CSET 290.

- A student must have completed following pre-requisite courses before registering in CSET 290.
 - Visual Programming II (CSET 203)
 - Computer Networking (CSET 221)
 - PC Operating System (CSET 222)
- A student must have a Cumulative Grade Point Average (CGPA) **2.0** to register in this course.
- Following are the requirements for completing the coop training course:
 - A student is required to spend a continuous period of 14 weeks in industry with the purpose of acquiring practical experience in different areas of computing systems.
 - A student is required to submit 4 progress reports for the assigned work during the training period.
 - A student is required to submit a final report at the end coop training.
 - A student is required to give a presentation about his experience and the knowledge he gained during his cooperative work.

3. Means of Evaluation

Students' performance will be evaluated thru following means:

- Evaluation report from advisor at work (20 %)
- Progress reports (20 %)
- Final Report (40 %)
- Presentation (20 %)



4. Guidelines & Formats for Documentation and Evaluation

Guidelines and formats for reports and presentation are provided to the students along with this document.

For evaluating students' performance, different forms and rubrics are also included with this document. These forms will be filled by the advisor/supervisor of a coop student. Also a self evaluation form can be found in appendix B that will be filled by coop student, at the end of his training, to evaluate the organization where he worked.

a) Progress Report Writing Guidelines

A student is required to submit 4 progress reports (each after three weeks) for the assigned work during the training period. This report will contain the details of the tasks completed during three weeks, any figures/charts developed during this time, problems faced and any other related information. The report should be submitted as a softcopy to the advisor at the college.

The format of the report can be found in appendix A. Progress reports will be evaluated based on the rubric provided in appendix B.

b) CSET Coop Report Writing Format & Guidelines

The report must be typed in Times New Roman, double spaced, single sided and with font-size 12 for text. Choose appropriate font-size for headings and sub-headings e.g. 18 for main headings, 16 for sub-headings and so on.

The coop report should include the following:

1. Cover page. This page should include (see appendix A):
 - a. the title
 - b. work place (organization) name & location
 - c. student name and ID number
 - d. coop supervisor name
 - e. date (month and year) and the semester in which the report is submitted.
2. Table of contents
3. Acknowledgment
4. List of tables
5. List of figures
6. Abstract
7. Introduction. This should include:
 - a. A brief information about company profile
 - b. Organizational chart of the company (Mention your place of work)



- c. Report organization
8. The main body of the report should include:
 - a. A description of your work assignment.
 - b. Technical description of the problems/task in which you were involved during training period.
 - c. Problems definitions and analysis, case studies, etc.
 - d. Methodology employed to solve the problems (calculations, graphs, tables, charts, pictures and drawings).
 - e. Results and discussion of problem solutions
 9. Conclusions and recommendations. (You may describe the relationship between your course work and coop training, identify the skills that have been developed as a result of your training in the industry)
 10. References
 11. Appendices (if any)

Download sample report from CSET website: <http://www.hbcc.edu.sa/CSET/cooproject/>

c) **Coop Presentation Guidelines**

The final presentation should at least contain following material:

1. Introduction (Student Name, Supervisor Name, and Type & Place of Work etc).
2. Presentation outline
3. Brief information about company/organization where a student worked.
4. Brief description of each task assigned to the student during Coop training
5. Use pictures/figures/charts wherever is required
6. Knowledge & experience gained during stay at the company/organization
7. Problems faced (if any)
8. Conclusion

Download sample presentation from CSET website:
<http://www.hbcc.edu.sa/CSET/cooproject/>



APENDIX A

(Format for Progress & Final Reports)



Progress Report

Company/Organization Name:

Week No.:

Student Name:

ID:

Task Assigned:

Details of Task:

Other Information (Charts/Figures etc):

Difficulties faced:

Date of submission:



COOP TRAINING REPORT

at

Company/Organization Name

SUBMITTED BY

Your Name

date of submission

***Associate Degree in Computer Programming & Technology Program
(HBCC)***

Computer System Engineering & Technology, Unit
Hafr Al-Batin Community College / KFUPM
Kingdom of Saudi Arabia

Cover Page of Final Report

Title: *Title of Report*

Author: *Your Name*

Supervisor at Work: *Name of Supervisor at Work (Organization)*

HBCC Supervisor: *Name of Supervisor at HBCC*

Associate Degree Project Report, *Date of Submission*

Computer Systems Engineering & Technology

Hafr Al – Batin Community College/ KFUPM

Kingdom of Saudi Arabia

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2.	Design	
3.	Implementation	
4.	Results	
5.	Discussion and Conclusion	
6.	References	
	Appendix 'A'	
	Appendix 'B'	
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APENDIX B

(Evaluation Forms & Rubrics)



COMPUTER SCIENCE & ENGINEERING TECHNOLOGY UNIT

Progress Report Evaluation Form

Student's Name _____ ID _____

Program _____ Semester _____

Company/Organization _____
Name

Report Number _____ Date from _____ Date To _____

Evaluated By _____ Signature _____ Date _____

	Weight (w)	Excellent 4	Good 3	Fair 2	Poor 1	Score w x G*
Format of Report						
Task Description						
Submission Date						
Report Grade	5 %					



COMPUTER SCIENCE & ENGINEERING TECHNOLOGY UNIT

Coop Final Report Evaluation Form

Student's Name _____ **ID** _____

Program _____ **Semester** _____

Company/Organization Name _____

Topic of Report _____

Evaluated By _____ **Signature** _____ **Date** _____

	Weight (w)	Excellent 4	Good 3	Fair 2	Poor 1	Score w x G*
Format of Report						
• Cover Page						
• Double Space						
• Overall Appearance						
Structure						
• Acknowledgment						
• Abstract						
• Table of Contents						
• Introduction of Organization						
• Description of Activities						
• Organization of Contents						
• Related Figures/Charts						
• Conclusion/Recommendation						
• References						
Literary Quality						
• Grammar						
• Spelling						
• Clarity						
• Style						
Quality of Subject Matter						
• Thoroughness of Subject						
• Quality of Treatment						
• Disclosure of Limitations						
Report Grade	40%					



COMPUTER SCIENCE & ENGINEERING TECHNOLOGY UNIT

Coop Presentation Evaluation Form

Student's Name _____ ID _____

Program _____ Semester _____

Company/Organization _____
Name

Evaluated By _____ Signature _____ Date _____

	Weight (w)	Excellent 4	Good 3	Fair 2	Poor 1	Score $w \times G^*$
Content						
Organization						
Material (Graphics/Visual Aids)						
Speaking Skills						
Questions/Answers						
Length of Presentation						
Presentation grade (20 %)						



COMPUTER SCIENCE & ENGINEERING TECHNOLOGY UNIT

Students' Self Evaluation for Coop Training

Student's Name _____ ID _____

Program _____ Semester _____

Company/Organization Name _____

Supervisor Name _____ Title _____

Starting Date _____ Ending Date _____ Total Hours per Week _____

Evaluation of Coop Training

Please complete this evaluation by selecting the response that best describes your coop training experience.

1 = Excellent 2 = Good 3 = Satisfactory 4 = Below Average
5 = Unsatisfactory 6 = Poor N/A = Not Applicable

	1	2	3	4	5	6	N/A
Hands on experience							
Training Provided							
Attitude of Supervisor							
Organization of Coop Training							
Professional Work Environment							
Job Rotation							
Attitude of Employees							
Overall Impression of Coop Training							

Based on your experience with this coop training, would you recommend this organization for future students?

YES NO

Signature: _____



COMPUTER SCIENCE & ENGINEERING TECHNOLOGY UNIT

Coop Training Grade Form

Student's Name _____ ID _____

Program _____ Semester _____

Company/Organization _____
Name

Topic of Report _____

Advisor Name _____ Signature _____ Date _____

Evaluation Method	Total Marks	Marks Assigned
Evaluation from Supervisor		
Evaluation Report #1	10 %	
Evaluation Report #2	10 %	
Progress Reports		
Progress Report #1	5 %	
Progress Report #2	5 %	
Progress Report #3	5 %	
Progress Report #4	5 %	
Final Report	40 %	
Presentation	20 %	
Total	100 %	

Letter Grade



Progress Report Rubric

	Excellent	Good	Fair	Unsatisfactory
Format of Report	According to the given format; no spelling or grammar errors; easy to read; all necessary illustrations provided	According to the given format; 1/2 grammar or spelling mistakes; most of the illustrations provided	Some information is not according to given format; Few grammar or spelling mistakes; some difficulty in reading; some important illustrations missing	Completely not according to given format; Major grammar or spelling mistakes; very difficult to read; illustrations missing/not formatted at all
Task Description	All important details about tasks/jobs assigned and completed;	Generally well described tasks/jobs assigned and completed;	Tasks/jobs mentioned with less details;	Inadequate/no details about activities;
Submission Date	On Time	Within 1-2 days of submission date	Within 3-4 days of submission date	Not submitted or submitted after 1 week of submission date



Coop Final Report Rubric

	Excellent	Good	Fair	Unsatisfactory
Format of Report <ul style="list-style-type: none"> • Cover Page • Double Space • Overall Appearance (Neatness) 	Cover page exactly according to the given format; all report is double spaced; clean and neatly bound in a report cover; illustrations properly placed	Cover page almost according to the given format; 2/3 pages of the report not double spaced; properly bound; 1/2 illustrations not well placed	Cover page has some missing information; 5-7 pages of report not double spaced; loosely bound; 3/4 illustrations are not placed	Cover page completely not formatted; most of the report not double spaced; very loosely/not bound; illustrations missing/not formatted at all
Structure Acknowledgment <ul style="list-style-type: none"> • Abstract • Table of Contents (TOC) • Introduction/Description of Organization • Description of Activities • Organization of Contents • Related Figures/Charts/Graphs • Conclusion/Recommendation • References 	Well written & concise abstract and acknowledgement with all important information; properly formatted TOC; all necessary information about organization; well described activities; contents well organized and in logical sequence; all high quality required figures/charts available; well written conclusion and recommendations; provides all relevant reference	Abstract and acknowledgement with important information identified with 1/2 minor mistakes; well formatted TOC; most of the relevant information about organization; generally well described activities; basic organization of contents is sound; sufficient figure/charts; brief conclusion and sufficient recommendations; sufficient references	Abstract mostly correct with some important information missing; acknowledgment present; TOC has few mistakes; some important information about organization missing; activities mentioned with less details; loosely organized contents and some unity problems; few figures/charts; conclusion with some errors; few recommendation & references	Abstract has major information missing or too lengthy; no acknowledgment/ too small; TOC poorly formatted; organization information too lengthy/too small/missing; inadequate details about activities; no sequence of information; very little/no or ineffective use of figures/charts; no proper conclusion/recommendations; no/very few references
Language Quality <ul style="list-style-type: none"> • Grammar • Spelling • Clarity • Style 	No grammar or spelling errors; easy to read; rhetoric style is excellent	few grammar or spelling mistakes but none affect meanings; a bit less easy to read; good rhetoric style	Number of grammar or spelling mistakes; understandable; reading requires close attention; some rhetorical errors;	Major grammar or spelling mistakes; understanding not possible; fails to communicate on meaningful level; Major rhetorical errors
Quality of Subject Matter (%) <ul style="list-style-type: none"> • Thoroughness of Subject • Quality of Treatment • Disclosure of Strengths/Limitations 	Covers all important details about the subject (tasks assigned); tasks were completed in organized and timely manner; mentions all strengths and /or limitations of the subject	Covers most of the important details but missing 1/2 points; most of the tasks completed in organized & timely manner; mentions sufficient strengths and/or limitations of the subject	Some important points are missing; some tasks not completed or delayed; mentions few strengths and limitations of the subject	Most of the important detail about subject missing; Many incomplete/delayed tasks; no strengths and limitations of the subject



Coop Presentation Rubric

	Excellent	Good	Fair	Unsatisfactory
Content	All information related to the coop training e.g. work place, time, location, learning etc; points are clearly presented with all necessary description of work done during training period	Sufficient information related to coop training; points are clearly presented but description of work is not thorough	Incomplete information about coop training; adequate details about tasks completed during training	Inadequate information about coop training; incomplete description about tasks completed during training
Organization	All information presented in a logical & interesting sequence; gives audience very clear picture of training; good transitions; succinct & clear	Most of the information presented in logical sequence; gives audience an adequate picture of training; generally well organized; good transitions	Lacks some sequence of information; difficulty in following for audience; loosely organized	No sequence of information; no understanding for audience; presentation is disjointed
Material (Figures/Visual Aids, Spelling/Grammar)	Very effective use of visual aids; clear figures and charts; no spelling or grammatical mistakes	Good use of visual aids; graphics relate to text presented; 1 or 2 spelling /grammar mistakes	Occasional use of visual aids; not much related to text; few spelling/ grammar mistakes	Little/no or ineffective use of visual aids; many spelling/grammar mistakes
Speaking Skills	Clear articulation; excellent delivery with proper volume, steady pace, good posture and eye contact; confidence	Clear articulation; good delivery with good pace, usually projects voice and good eye contact	Some mumbling low voice and uneven pace; little eye contact	Inaudible or too loud; pace too slow or too fast; no eye contact; seems uninterested
Questions/Answers	Answers questions effectively and smoothly with full description; satisfy audience	Answers most of the questions with little elaboration	Answers only rudimentary questions; very little elaboration	Can not answer most of the questions; no grasp of subject
Length of Presentation	Within 2 minutes (+/-) of allotted time	Within 3-4 minutes (+/-) of allotted time	Within 5-6 (+/-) minutes of allotted time	Too long or too short; ten or more minutes above or below allotted time