



## Electrical and Electronic Engineering Technology Unit

**Date:** May 21, 2007  
**To:** Coop Training Supervisors/Coop Training Advisors  
**Subject:** **EEET 290: COOPERATIVE TRAINING**

On behalf of Electrical & Electronic Engineering Technology unit, I wish to express my sincere thanks to Coop Training Supervisors/Advisors for making the cooperative training period possible and useful to our students.

The cooperative training program is an experiential learning strategy that matches a student's interest, knowledge and skill sets to paid learning experiences that are industry specific. The student gains the ability to learn, advance and experience the challenges of real work in the industry they have chosen. Each potential coop student must demonstrate industry specific knowledge and skill, must demonstrate appropriate employability skills including basic skills and personal qualities that are common in the industry.

The cooperative training is an integral part of the student **associate degree requirements**. It amounts to **6 credit hours** of the **64 total credit hours** required. The following are the important points to be observed at the training:

1. Every student should have a training program for a **16-week period**. The training program should reflect his training assignments during the **sixteen weeks** of industrial exposure. The training program should reflect work assignments and time schedule. More than 80% of work assignments should be related to the field of electronic engineering.
2. Every student must submit or send as copy of his **Coop Training Program Schedule** to his coop advisor/EEET coop coordinator within the first three weeks of coop period.
3. The student's work should be related as closely as possible to his field of study and individual interest within the field. The student at this training place should be involved in the area of **Industrial Instrumentation**.

Industrial Instrumentation is a specialized technical degree. The Instrumentation technician may be responsible for the repair, maintenance, adjustment, and calibration of automatic controls used in refineries, chemical plants, pipelines, production facilities, and other industries where automatic control is used. The Instrumentation technician may also be responsible for installing electrical and electronic circuitry equipment.

4. Assigning our coop student to a professional in the area of Industrial Instrumentation, who will be responsible for scheduling and supervising the student training to make his training more useful.
5. Regular scheduled meetings with coop students will help them derive the desired benefits from the training period.

6. Each coop student should be treated like any other regular employee. If he does not show up to work either on time or at all, we should be notified so that a corrective action can be taken. Absences should be reflected on the evaluation reports.
7. If the coop student does not perform well or his performance does not meet the company's standard, we should be notified immediately so that a corrective action can be taken.
8. Coop student outside the eastern province are allowed only two days leave, while coop students within the eastern province are allowed only one day leave to visit the college for issues related to their coop program.

We will be glad to receive any comments or suggestions that will contribute to the improvement of the coop program of EEET unit at Hafr Al-Batin Community College.

Thanking You,

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