



Electrical & Electronic Engineering Technology Unit

May, 21, 2007

Instructions for EEET 290 Coop Students

The cooperative training program is an important part of your study at Electrical and Electronic Engineering Technology, Hafr Al-Batin Community college. This 16th week program is regarded as very important for your further improvement and knowledge in the field of electronics in particular instrumentation. You are the sole beneficiary of this program. The following are the important point to be observed while you are at the training.

- Before you leave for coop training meet with your coop advisor at the unit, discuss issues pertaining to your coop assignments and ways for reaching to your coop advisor during your stay at industry.
- 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. Discuss the program with your supervisor at the work place and your coop advisor at the unit.
- Every student must submit or send as copy of his coop training program schedule to his coop advisor or the EEET coop coordinator within the first three weeks of coop period.
- Every student must submit a progress report to his coop advisor every seven weeks (at the 7th and 14th week of the training period). Each progress report should be written in a format that will make it an integral party of the final report. In writing the progress reports and the final report you should follow the guidelines given below:

General Formatting Guidelines:

Here are some general formatting guidelines that apply to the entire report: **(A sample copy will be given by your coop advisor)**

- Use at least 1.25 inch margins at the three sides of the report.
- Use a 1.5 inch margin on the left side.
- Use double-spaces typing.
- Use one side of the paper only.



The COOP report should include the following:
(A sample must be given to you by your COOP adviser)

- 1-Cover page. This page should include:
 - a- The title
 - b- Student name and ID number
 - c- COOP adviser name
 - d- The date (month and year) and the semester in which the report is submitted.
- 2-Acknowledgment
- 3-Table of contents
- 4-List of figures
- 5-List of tables
- 6-Abstract
- 7-Introduction. This should include:
 - a. Company profile(at least half-a –page)
 - b. Report organization
- 8- The main body of the report should include:
 - a. Technical description of the problems in which the student was involved during his training period.
 - b. Problems definitions and analysis, case studies, etc.
 - c. Methodology employed to solved the problems(calculations, graph, tables, charts, pictures and drawings)
 - d. Results and discussion of problem solutions
 - e. Conclusions and recommendations
 - f. References
 - g. Appendices (if any)

Each progress report must carry the name and signature of the supervisor at the work place. These progress report weight 20% of the total EEET 290 marks.

Progress report submission:

- 1st progress report is due on 7th week.
2nd progress report is due on 14th week.



Final report and presentation schedule:

1st draft submission to the coop advisor: At the end of the coop training period, the 16th week.

Submission of the final bounded report: (after correcting the remarks on 1st draft): two weeks after the end of the coop training period, the 18th week.)

Presentation: Coop report presentation will take place two weeks after the end of the coop training period, the same week for the submission of the final report, you have to meet all deadlines; you should therefore make necessary consultation and arrangements with your coop advisor to ensure you submit and present your final report in the 18th week. Any student who fails to meet the deadline will be penalized (5 % will be deducted from the mark)

Note: Arrange visit to work place for your coop advisor during the training period and before the presentation of your final report. Discuss the arrangement of such visit with your supervisor at the work place and with your coop advisor. Keep the coop coordinator informed of the arrangement

If you have any questions regarding your coop training, please contact EEET coop advisor or the coordinator of EEET unit.

I wish you a very fruitful training and look forward to hear from you.

Dr. M. Nazih Syed Ahmad _____,

Coordinator; Electrical & Electronic Engineering Technology Unit.

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