



Distribution & Quantities

#	Document	Company (Training Dept)	Student	HBCC Advisor	Examiner
01	Coop Policy	1	1	1	-
02	Cover Letter	1	1 (f.i.)	-	-
03	Contact Guide (KFUPM pub.)	1	1	-	-
04	Supervisor's Evaluation (KFUPM pub.)	5	1 (f.i.)	-	-
05	General Advice to Students	1	1	-	-
06	Student's Declaration	-	1	-	-
07	Weekly Reports	1 (f.i.)	16	-	-
08	Report Writing Guidelines	-	1	-	-
09	Progress Report Feedback (soft copy)	-	-	1	-
10	General Guidelines for Coop Grades	1	1	1	1
11	Coop Assessment Spreadsheet (soft)	-	-	1	-
12	Coop Calendar	1	1	-	-

(f.i.) = backup copy & information

Routing

#	Document	Company (Training Dept)	Student	HBCC Advisor	Examiner
01	Coop Policy	-	-	-	-
02	Cover Letter	-	-	-	-
03	Contact Guide (KFUPM pub.)	to Student→	to Advisor and C.C →	-	-
04	Supervisor's Evaluation (KFUPM pub.)	to Advisor (confidential) →	-	-	-
05	General Advice to Students	-	-	-	-
06	Student's Declaration	-	to Advisor→	-	-
07	Weekly Reports	-	to Advisor→	-	-
08	Report Writing Guidelines	-	-	-	-
09	Progress Report Feedback (soft copy)	-	-	← to Student	-
10	General Guidelines for Coop Grades	-	-	-	-
11	Coop Assessment Spreadsheet (soft)	-	-	to Examiner→	to Dean →
12	Coop Calendar	-	-	-	-