



King Fahd University Of Petroleum And Minerals
Hafr Al-Batin Community College

NDE 290 Coop Training (Third Semester 2007)

2007 Catalog Description: NDE 290 (0-40-6): The goals for co-op training period are to provide the student with the opportunity to do practical work and experience with non-destructive mechanical inspection techniques and to learn other career-related skills such as working in a team, basic decision making and following correct procedures.

Duration: The overall duration of the co-op training will be 16 weeks. (It is a strict requirement that students do hands-on mechanical inspection work 5 days per week for a minimum of 15 weeks).

Advisors: Messrs Mohammed Abdul Baseer, Mohammed Salman Abdul Gaffar

Examiner: Mr. Michael Beecher.

Assessment Policy:	Weighting:	Letter Grading Scale:
First Progress Report	10%	0% < 60% F
Second Progress Report	15%	60% < 65% D
Weekly Reports	10%	65% < 70% D+
Supervisor Evaluations	10%	70% < 75% C
Advisor's Evaluation.	15%	75% < 80% C+
Presentation	20%	80% < 85% B
Final Report	<u>20%</u>	85% < 90% B+
	100%	90% < 95% A
		95% to 100% A+

Absenteeism: a record is consistently compiled and updated. If the student has been absent too many times without a valid excuse, he will be issued with a DN (denial) grade.

Schedule of Work:

Record Keeping Document	Action by	Frequency	Comment
Contact Guide	The student / Company training department	Once	Fax to HBCC immediately after starting training.
Weekly Activity Report Form	Completed by student, approved by Co-op Field Supervisor.	Weekly	Signed, dated and stamped by company.
Co-op Student's Evaluation Form.	Co-op Field Supervisor.	Monthly and upon completion of duties in a particular section.	Signed, dated and stamped by company.

Reports	Action by	Deadline	Routing
1st Progress Report	Student	6th week	Assessor may collect
2nd Progress Report	Student	11th week	Student to bring to HBCC
Final Draft	Student	14th week	Student to bring to HBCC ↵
" "	Coop Advisor	15th week	Student to collect feedback
Final Report and oral presentation	Student	16th week	Student to submit to examiner 2 days before presentation.

Approved By: Mr. Michael Beecher, MET Coordinator