
YOUR COOP TRAINING

What is expected of you.

You will go to work as a trainee in a suitable industry for a period of 15 weeks. Start date will be a short time after the end of this current semester according to the KFUPM Calendar.

The training we specify is repairs and maintenance work (for MET majoring students) or Inspection Department work (for NDE majoring students).

Advantages.

Apart from being a requirement to complete the Assoc. Degree it will develop you as a person.

You will:

- learn a lot about the real (industrial) world.

- learn civilities such as:

 - self discipline and good habits (e.g. using safety clothing and PPE etc.)

 - good time management (punctuality – in the business world time = money)

 - knowing when to do the right thing at the right time

 - working as a team member and learning to help each other.

Your experiences should also teach you what field of MET or NDE you want go into and possibly secure yourself a job after graduation.

How we keep checks on you.

You will have several people either directly or indirectly supervising you:

1. Industrial: Company Training Manager, departmental supervisor and/or site supervisor.
2. College: Coop Coordinator, Coop advisor, Coop examiner.

Paperwork.

1. CONTACT FORM

Complete it as soon as possible and return it to HBCC by fax. Put your personal contact information on it also.

2. WEEKLY REPORTS

Fax a completed one every week for every day of your work to your Coop Advisor. Keep copies for your own records - they will be useful for preparing your formal reports.

They must be signed and stamped by your Industry Supervisor to prove that you have been attending full time.

3. MONTHLY ASSESSMENTS (confidential)

You must make sure that you give your Industry Supervisor a blank form at the end of every month. He should complete an assessment of you and fax it in confidence to HBCC (attention Coop Advisor).

4. VISITS

Your College Advisor and/or Examiner might come to visit you at any time. These could be “surprise” visits at very short notice.

How you show us what you’ve learnt.

You must prepare a formal report for every 5 weeks of training.

Progress 1 – weeks 1 through 5.

Progress 2 - weeks 6 through 10 (this can include the first 5 weeks if you prefer).

Final draft (and then final) – the full 15 weeks.

The reports must be a journal of what you have been doing, the equipment you have been using or working on, the problems that occurred and what you/your team did to solve them. The bulk of the material must be written in *your own words* (do not be nervous about making minor grammar or spelling mistakes - this is about engineering, not English!)

Warning. We *do not* want to receive “theory” style reports that contain a lot of descriptive material about particular topics. Reports submitted in this style will be discarded and you might have to resubmit or even repeat your Coop training period.

Feedback.

Every time you submit a report your advisor will check it for suitability and give you comments as to how to improve the next one. This is particularly important for converting the Draft final into the Final.

How you will be assessed (for 6 Credit Hours).

1. Timely submission of weekly and monthly reports. Your Assessor will give you marks for these being correctly completed and received on time.
2. Progress Reports. These can carry a small percentage of marks and are important for preparation of the final report.
3. Final Report. This will be assessed and graded by your Examiner. **He will check to make sure that every aspect of your time has been covered in it.**
4. Final Presentation. You must give a Power Point based **oral presentation** in the 16th week before a small panel. You must convince the panel that you have:
 - a) done the work and spent your time constructively
 - b) learnt a lot about the industrial methods and equipment related to your training
 - c) learnt various skills and procedures.

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