

Course Specifications

Institution:	Majmaah University
Academic Department :	Department of Computer Science and Information
Programme :	Computer Science & Information
Course :	Summer Training
Course Coordinator :	Dr. Eng. Moustafa Reda AbdALLAH El-Tantawi
Programme Coordinator :	Prof. Yosry Azzam
Course Specification Approved Date :	22/ 12 / 1435 H



A. Course Identification and General Information

1. Course title:	Cooperative Summer Training	Course Code:	CSI 400
2. Training hours :	Trainee student must spend 320 hours training in the actual training, including not more than on (8) hours per day.		
3. Program(s) in which the course is offered:	Computer Science and Information (B. Sc. Program)		
4. Course Language :	English or/and Arabic		
5. Name of faculty member responsible for the training:	Dr. Moustafa Reda AbdALLAH Eltantawi		
6. Level/year at which this course is offered:	The student is beyond the sixth level.		
7. Pre-requisites for this course (if any):	Study of 72 credit hours, at least, are completed.		
8. Co-requisites for this course (if any):	No suspension from the study at the university.		
9. Location if not on main campus :	The organization at which the student will achieve his training.		
10 - Mode of Instruction (mark all that apply)			
A - Traditional classroom	<input checked="" type="checkbox"/>	What percentage?%
B - Blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?%
D - e-learning	<input checked="" type="checkbox"/>	What percentage? %
E - Correspondence	<input type="checkbox"/> None	What percentage? %
F - Other: Practical	<input checked="" type="checkbox"/>	What percentage?%
Comments :			
1. All modes except the correspondence are available.			
2. The exact percentages differ from one organization to another.			
3. The practical mode must be the dominant one. The student must practice direct effective interaction the surrounding environment.			



B. Objectives

B.1 What is the main purpose for this course?

The student must practice some of the job tasks in work firm. Also, he has to identify some of the tools and measures used within the administrative process, such as policies, rules, procedures, business models, and programs, etc.

This will raise the level of student skills related to oral and written communication verbal, and improves his ability to cope better with others within the framework of a realistic work environment. Also, upgrading the student skills -that are related with research and analysis of some of the issues or real technical problems in the work environment and which have a link with his fields of interest.

So, he becomes able to: describe and analyze these issues and to link between them and the ideas and theories studied in courses related to these topics. Moreover, the student's skills, in report writing, will be improved. He will have the opportunity to apply the knowledge gained in this area; so that he will be able to prepare different kinds of management reports. In fact, the trainees will have a complete opportunity to gain practical experience and to cohabitation real and realistic surrounding environments, and then the opportunity to get a chance of a job.

Finally, the relationship with training providers will be supported and strengthened, through ongoing communication operations between academics supervisors of students and officials in these firms. This leads to the support of constructing a positive mental image for college and its graduates.

B.2 The purpose of this course is to enable the student to:

1. Gain of practical experience, before graduation. Hence, the student will be enabled to connect his academic information to the practical environment.
2. Upgrade the understanding of the studied specialization.
3. Make himself more mature, serious and enthusiastic. Also, he will be merged with these who are highly practically experienced in his specialization.
4. Be acquainted to take responsibility and to be restricted with time schedule in dealing with the community members with respect and careful listening to their opinions.
5. Discover his abilities, potentials and weaknesses through actual confrontation of practical life. The evaluation process of training through the supervisor together with the training department committee, assist the student in the development and rehabilitation of himself to choose a career path that fits with his wishes.
6. Identify the nature of work in the training firms, which helps him to take an adequate decision considering which direction he wishes to train with.



C. Benefits Of Summer Training:

There is no doubt that the summer training involves a lot of benefits and pros of all the contributed parties. Starting with the student trainee, then in the training firms and ending for college. In the following, we will illustrate the most important of these benefits :

C.1 For The Training Firm/Organizations (Employer):

- Enables the training company or organization to identify the quality of its human resources, thereby it can attract the most distinguished students.
- Large companies are keen to attract students in the fields appropriate to its activity and to build the company's reputation among specialists.
- Helps the employer to recognize the potential Capabilities of various educational institutions in KSA, and its own relative strength for the already existing required specializations.
- Strengthen the link between educational institutions and employers.

C.2 For the University:

- College can clearly identify the type and nature of the work which the student would practice in order to identify deficiencies in the study plans , if any.
- Deepen the link between the outputs of the learning process in college, and the requirements of the labor market through a process of feedback that is obtained as a result of the summer training. What enhances the location and status of the college in Saudi society.
- Increase the chance of communication between the university and other entities, and enhance the role of the university in the service of society.
- Acknowledge of the business sector of the capabilities and skills of college students , which contributes to boost its image in the labor market , and gives graduates preferential advantage in that market.





D. Training Course Constructions and Procedures

D.1 Forms to be handed

Form	Issuer
1) Summer Training Registration Form	The training unit and community service of the College
2) Selection of the training firm	The training unit and community service of the Department & College
3) Summer Training Opportunity form	The training unit and community service of the College
4) Forms of student summer training pledge	The training unit and community service of the College
5) Contact Directory form	The training unit and community service of the Department & College
6) Progress Report Form	The training unit and community service of the College
7) Form of student summer training evaluation	The training unit and community service of the Department & College

D.2 Training Course Total contact hours:

The student must have completed, at least, 72 credit hours, excluding those that are expected to be completed by the end of the semester preceding the period of the cooperative program. Besides, the student is not to be suspended from the study at the university. If these conditions are satisfied, The trainee student can attend his candidate training, and he must spend 320 hours training in the actual training, including not more than on (8) hours per day.

D.3 The Organizational Form Of The Summer Training Unit And Its Structure:

The summer training, primarily, follows the unit of training and community service. It is a unit of administrative tracking, supervised by the Vice Dean for Academic affairs. It is composed of a Chairman of the Committee, and a member of each academic department nominated by the head of the department to be the academic supervisor for the affairs of the training in the department. The basic task is to develop the basic plan for the summer training program, and identify public policies, and follow up the implementation of the program.





D.4 Schedule of Assessment Tasks for Students During his Training:

Assessment task		Percentage
1	Field Supervisor Assessment	35%
2	Department Training Committee	35 %
3	Discussion Of Trainee Report At The End Of The Summer Training	30 %

D.5 Final Report

The student must write a final report in accordance with the criteria followed in the model assigned to it.

D.6 Summer Training Learning Outcomes in NQF Domains

	NQF Learning Domains And Course Learning Outcomes	Training Strategies	Training Assessment Methods
1.0	Knowledge		
1.1	Ability to plan a task/project and start its design	Meetings and Discus- sions with supervisor	Presentations, Report Writ- ing, Demon- strations
1.2	Learn new tools and technologies and understand of best practices and standards and their application.		
2.0	Cognitive Skills		
2.1	Design, implement, develop and evaluate the computer-based system of achieved tasks to meet desired needs.	Meetings and Discussions with supervi- sor	Presentations, Report Writ- ing, Demon- strations
2.2	Use and apply current technical concepts and practices in the core information technologies of human computer interaction.		
3.0	Interpersonal Skills & Responsibility		
3.1	Ability to work within a team. Develop the ability of analysis.	Meetings with supervi- sor, Group Discussions	Presentations, Report Writ- ing, Demon- strations
3.2	Use current techniques, skills, and tools necessary for computing practice.		
4.0	Communication, Information Technology, Numerical		
4.1	Function effectively on teams to accomplish a common goal and communicate effectively with a range of audiences.	Meetings with supervi- sor, Group Discussions	Presentations, Report Writ- ing, Demon- strations





E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

1. Office hours.
2. Office call.
3. E-mail.

F. The Responsibility Of The Various Parties Regarding The Summer Training:

Summer training is a shared responsibility. The success of this training depends on the cooperation among parties involved, namely: the student, the training firm, the academic department, Main Summer Training , Training Unit Committee of each department. In the following, the role of each of these parties is explained.

F.1 The Responsibilities Of The Student:

- The student will fill out a registration form of summer training - during the period specified for registration (by the department training committee).
- The student will fill out a form to choose the training. This form includes his wishes with regard to the location and nature of the work.
- Student may submit a request for training in specific destination, from which he got a training opportunity. The demand is displayed for the academic head of the department for an opinion and raising the demand for the training committee with a recommendation to approve or not.
- The student is obligated to go to the training and began practical training in a timely manner. The student is committed to all of the tasks and duties determined by the training firm.
- During the training period, the student is obligated to good behavior, and business rules in the training firm, regarding that he represents the university in that destination.
- The Student is obligated to maintain the confidentiality of the information that was briefed by the training firm.
- Not to be absent from training for any reason. In case of absenteeism due to illness or compelling excuse, the training firm and academic supervisor must be told immediately. The student is not allowed to change the training only to the extent absolutely necessary,





and after the approval of the academic supervisor and the unit of the summer training in college.

- Reporting training unit and community service, what are the problems that the student exposed to, during the training period.
- Reports, in English, from the training supervisors for three time periods as follows after 3 , 6, and 8 weeks about the student performance in his training (progress report form).
- At the beginning of the last week of training, the student offers a comprehensive final report. This report must be prepared including all the general elements determined by the summer training unit. Also, the report must contain the academic requirements of the department (By which the student is reported through his academic training supervisor) .

F.2 The Responsibilities of the Training Committee

The academic department assigns an academically supervisor for trainees students. This supervisor is assumed to achieve the following tasks:

- Instructs the student to the way, by which his report is written in a sound scientific manner; to take into account the general specifications of the report determined by the summer training unit.
- Following-up students on an ongoing basis, and communicates with field supervisor in the training destination.
- Keeping a complete file of the student. The file includes forms and relating documents for a full student's evaluation, through forms and documents installed to his attendance, his regularity in time. The student provides periodic reports (two during the training period and a final report.) Also, he provides models for the follow-up and assessment from the training firm.
- Provides training files for students under his supervision. These files, including a copy of the final report are introduced to the department's head who, in his turn, is lifting a full copy to the summer training unit in order to make use of it when developing the final report of the summer training process.

F.3 The responsibility of the training unit and community service

- Communicates with the concerned training firms in order to identify training opportunities available to college students.
- Receipt of the lists of candidates for training students from each academic departments within deadlines dates.
- Nomination of training destinations and presents them to the students candidates.





- The training unit (in coordination with academic departments) makes integrated annual report. This report, illustrates the achievements that have been implemented, clarifying the pros and cons of this implementation, and recommendations that can contribute to improve the performance in the next stages.

F.4 The responsibility of the Academic Department

- The preparation of lists of candidate students names for summer training students (in coordination with academic advisors of the students) and sending them to summer training unit in the specified times.
- Formation of committees to discuss the reports submitted by training students in the department, and approval of the discussion results.

F.5 Responsibility of the field supervisor (The Training Firm)

The training destination (governmental or private) that are selected by the College to implement the training program, approved by the College, for all students enrolled in the training program during the considered time-period; must take into account the following:

- To determine per each student or more a training supervisor, to make sure that training course is in accordance with the plan approved by his college.
- Treatment of the problems and difficulties that may face the student training plan.
- Fills out the form: "Student Summer Training Evaluation" for each trainee under his supervision. The form is delivered to the officials of the training at the college at the end of the training time-period in a sealed envelope.

G. Available Facilities

G.1 Change the Training Firm

- Regularly, a student is not allowed to change the training firm after he is assigned in. If it is found that student training program does not verify the desired goals in the designated therein, the student has to discuss that with his academic supervisor in coordination with the summer training unit to correct the situation, or to obtain their consent to change the training firm if there is no solution to the problem.
- In case of approval of the change the training firm, the student must submit a written apology for continuing training in a new firm. The student requests the consent of the new firm before the Summer Training unit is moving him to that new entity.





G.2 Ruls For Absence

- The student has no right to leave the workplace during his training periods unless he has the approval of his supervisor in the training unit.
- If student's absence exceeds 6 days without permission, or 8 days with permission, then the unit of the summer training is informed. Consequently, the student got the degree of "failed" and have to be re-scheduled.

G.3 Deletion of the Program

- A student who is under compelling circumstances could delete summer training course after a recommendation from his academic supervisor and to be approved by the relevant academic department. This approval is filed for the Summer Training Unit to complete the deletion procedures and the training firm will be notified and apologize to it .

H. Training Improvement Processes

H.1 Strategies for Obtaining Student Feedback on Effectiveness of Training:

- Questionnaires achieved by the students and it is electronically organized by the University.
- Students-faculty management meetings.

H.2 Other Strategies for Evaluation of Training by the Department:

A department committee is established to be responsible for the development of the strategies of Teaching through:

- Discussions with the training committee staff members.
- Departmental internal peers of the training.

H.3 Processes for Improvement of Training :

Availability of all the tools that facilitate the training process, through:

- Providing the students with up-to-date information about the available training firms.
- Conducting and attending workshops given by old trainees.
- Periodical departmental feedback about the training processes and trainees.
- Monitoring of training activities by senior faculty members.





Course Specification Approved By:
Department Official Meeting No (.....) Date 08 / 07 / 1436 H

Department's Coordinator

Name : Dr. Eng. Moustafa
Reda AbdALLAH
Eltantawi

Signature :
Date : 08/07/ 1436 H

Department Head

Name : Prof. Yousry Azzam

Signature :
Date : 08/ 07 / 1436 H

