

Summer Training and Employment Unit



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Majmaah University

Contents

Glossary	3
STEU (in brief)	4
Mission	4
Vision	4
STEU responsibilities	5
Summer Training Objectives	5
Summer Training Learning Outcomes	6
Registration Requirements and Procedures	7
Registration Procedures	7
Enrollment Requirements & Eligibility	7
Enrollment Process	8
Procedural Guidelines	9
1. Student	9
2. Summer Training Advisor	9
3. Administration	10
Assigning candidates to training organizations	11
Communication Guidelines	12
Training Department Requirements	12
Employer's Role	14
University's Role	14
Student's Role	15

Summer Training Report Objectives	17
Report Writing Format and Contents	17
Table 1	20
Table 2	21
Appendix	22



Glossary

STEU	Summer Training & Employment Unit
STA	Summer Training Advisor
MU	Majamah University

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STEU (in brief):

The main function of the Summer Training and Employment Unit (STEU) is to identify and coordinate with business organizations within the community that could provide employment opportunities for CSIS students. In addition, the STEU contacts and coordinates with business organizations that have the potential to offer suitable training opportunities for students enrolled in the summer training course. Incidentally, students are allowed to contact prospective employers and to arrange for their own placement allocations. However, in such cases, approval from the STEU is required.

The summer training program lasts for ten (10) weeks. It is one of the graduation requirements for students in the College. Students will earn 1 credit hour upon successful completion of the summer training program.

Mission:

The mission of STEU is to provide CCIS students with distinguished training programs in their areas of study at leader IT organizations in the Kingdom of Saudi Arabia.

Vision:

STEU seeks training opportunities for graduate students and coordinates with business organizations within the community that could provide employment opportunities for graduate students.

STEU's Responsibilities:

The main responsibility of STEU is to help students in seeking employment opportunities for senior students. Before students depart from the college, the department will arrange company interviews and advertise employment opportunities to students during Career Day. Career Day is a day when organizations are invited to the college to promote themselves and to offer employment opportunities to students.

The STEU arranges guest speakers from the business community and organizations to give lectures during the semester to enlighten and broaden students' knowledge of various business topics such as market trends, goals and objectives, the economy and subjects that pertain to their fields of interest or their majors.

The STEU is responsible for conducting workshops for students on resume preparation and interviewing skills for the job market. These workshops are designed to develop and enhance opportunities for students to gain employment.

The STEU operates throughout the students' academic time at CSIS to provide services to achieve their goals and to facilitate the best possible employment opportunities.

Summer Training Objectives:

The summer training will provide the students with the following:

1. The opportunity to obtain onsite experience before graduation.
2. The opportunity to apply their knowledge of mathematics, science, and engineering in real life problems.
3. The opportunity to develop their interpersonal skills and work in team to achieve a common goal.
4. The opportunity to understand informal organizational interrelationships.
5. The opportunity to understand the organization structure and processes in the practical setting.

6. The motivation to continue the post-graduation study.

Summer Training Learning Outcomes:

After successfully completing the program, the students will be able to:

- 1- Apply academic knowledge to solve real life problems.
- 2- Communicate effectively.
- 3- Learn working in a team environment setup.
- 4- Know the importance of self-learning and development.



REGISTRATION REQUIREMENTS AND PROCEDURES

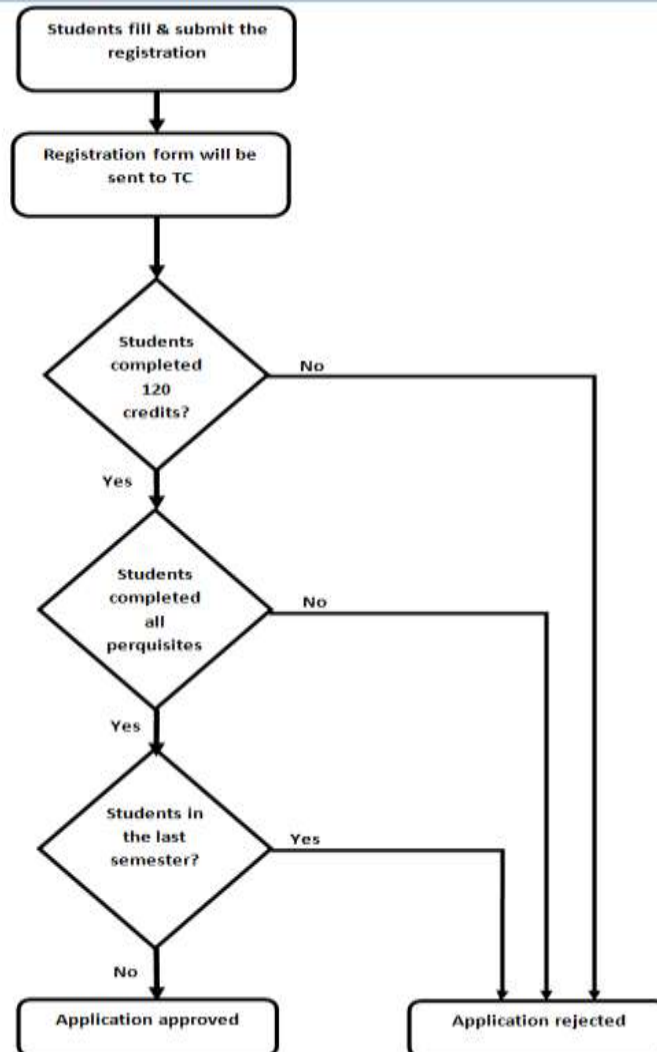
Registration Procedure:

Eligible students must apply for enrollment in summer training by completing the appropriate form obtained from the Summer Training Advisor (STA).

Enrollment Requirements & Eligibility:

1. The Student is currently enrolled in the university
2. The Student has completed at least 120 credits (including current semester)
3. The Student has completed all the prerequisites and requirements identified by department.
4. The current semester is not the last semester for the student.

Enrollment Process:



PROCEDURAL GUIDELINES

1. student

- ❑ A Student will be assigned to a company based on his database record, which has his major and preferred location by the Summer Training Advisor.
- ❑ A Student can arrange a company from his own contact; however, the STA must approve the company.
- ❑ A Student is responsible for contacting the STA for details of his summer training.
- ❑ A Student will meet with the STA before he leaves for summer training.
- ❑ A Student will be given the procedures, guidelines and due dates for his reports before he leaves.
- ❑ A Student must attend a presentation on summer training.

2. Summer Training Advisor (STA)

The STA is a faculty member in the student's department assigned by the department to guide the students during the full period of the training. In particular, his role is to:

- ❑ Devote enough time to advise the student and guide him through the training.
- ❑ Grade a progress report of student.
- ❑ Advise student in writing his Final Report. In addition, faculty of each department will grade the Final Report.
- ❑ Give students the exact due dates for each report or form to be submitted.

- ❑ Monitor the quality of the students' activities and training from the company.
- ❑ Discuss students training plan, activities and report with the students.
- ❑ Arrange a seminar/presentation or meeting with the students on their summer training.
- ❑ Confer with the supervisors on the progress of the students work performance.
- ❑ Receive evaluation reports from the employer.
- ❑ Ensure suitability of the work assignment by reviewing the training plan prepared by the company and approve it if it meets the training requirements.
- ❑ Review the progress reports prepared by the students and send them feedback.
- ❑ Guide the student in writing the final report in professional format.
- ❑ Submit grades of progress report and final report to the student academic department.
- ❑ Attend and evaluate the student presentation.

3. Administration

- ❑ Administration will work with advisor in assigning companies to students
- ❑ Administration will prepare training packages for students
- ❑ Administration will enter grades for processing.
- ❑ Administration will post final grades and record credit hours earned

Assigning Candidates to training Organizations:

The responsibility of the Summer Training Unit is coordinating with companies and institutions both inside and outside the Kingdom in order to find training opportunities for candidate's students. It also sometimes invites a few of those training organizations to visit the college and conduct interviews with some candidates, then based on the interviews results some students will be selected to be trained in those organizations. The announcement of the available training opportunities will be one of the Summer Training Unit responsibilities. The training coordinators visit some of the organizations in the final weeks of each semester in order to get suitable training opportunities for candidates. However, the approval of training advisor must be provided.

For all cases, the student must visit their advisors in order to complete administrative procedures before leaving the University for the training.



COMMUNICATION GUIDELINES:

1. Each student leaving for summer training should be given an information package consisting of but not limited to summer training guidelines, departmental regulations and any other pertinent information approved by the college. Furthermore, schedule forms which show due dates for students and employer's reports will be included. This will ensure that the student is clear about his responsibilities in communicating with the coordinator.
2. Every semester the department should organize at least one seminar for departing students to summer training. This will offer an opportunity to stress the importance of frequent communication with the STA.
3. Students must submit their Reports on time. **Table 1** (attached) presents a schedule for the submission of these reports, along with the contents. Students may be penalized for (a) not submitting any of the reports, or (b) submitting a report after the due date.

TRAINING DEPARTMENT REQUIREMENTS

1. The student may approach the STA for help with the completion of forms and for any advice, he may require concerning his placement.
2. Before the student goes for training, the STA will provide him with the schedule for his placement/training, indicating the dates for the return of information to the STA within the College.
3. The STA will provide the student with several forms, which will be completed and returned, by the student or his work supervisor during the training. The training department will provide electronic copies of the forms by email, if required.

4. On the student's arrival at the placement, he will give a copy of the schedule to his work supervisor along with copies of the forms and the contact information for the STA.
5. The work supervisor should be encouraged to contact the STA at any time to discuss any aspect of the placement that is related to the student's work.
6. The student should contact the STA soon after he has arrived at his work placement. Any problems with the placement will be resolved by the STA or Assistant STA.
7. To enable the STA to give the best advice and be of the greatest assistance to the student, it is important that the student remain in close contact with the Training Department during the entire training.
8. As soon as it is available, but not later than the deadline, the student should send his plan of work for the placement to the STA at the College. This should be at the end of the second week after starting his placement (Table 1). Any questions the STA might have regarding the plan of work will be addressed to the work supervisor through the student.
9. The student is asked to make weekly contact with the STA to make a brief written report of the work done during that week. This should be by email, but fax is also acceptable. This will be in addition to the students personal work log that will help the student to complete the Final Report.
10. The STA will visit the student during the visit the STA will review the training program with the student's work supervisor.
11. All the reports and forms should be completed and returned to the STA according to the schedule provided at the beginning of the placement.
12. The student himself must complete the reports but it must be agreed and endorsed by the work supervisor.
13. The Evaluation Report is confidential and must be completed by the work supervisor and faxed or returned under sealed cover to the STA.

Employer's Role:

The employer has the major role in promoting the success of the summer training program and expected to:

- Provide every student with a training plan including training assignment the 10 weeks. The STA should approve the training assignment.
- Treat the summer training student like any other employee in the company. If student does not attend the work either on time or at all, the employer should inform the college, so that corrective action can be taken.
- Encourage the students to prepare their reports and participate in technical tasks.

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University's Role

- Training Department
- Training Advisor

Training Department

The training Department at MU is in charge of:

- Contacting the organizations to select training Opportunities.
- Assigning candidates to the opportunities matching their qualifications.
- Maintaining a regular connection with the participating organization and the student mentor through the authorized channels.

Training Advisor:

Please see Procedural Guidelines (2)

Student's Role:

The student role is divided into 2 periods:

- During training
- After Training

During the training:

Students need to be sure that their WebCT account is working before the training starts. Moreover, during the training, students should do the following things:

- Fill out the Training Contact Guide form and send it to their department.
- Submit progress reports to their advisors.
- By the end of the 8th week, the students should remind their mentors/ supervisors to fill out the Company Evaluation Form and mail it to the academic department.

After the training:

After finishing the training, students need to do the followings:

- 1) Fill out online survey about their training experience.
- 2) Prepare draft copy of their final report then contact their advisors to discuss it with them.
- 3) Submit the final report to their academic departments in order to be collected by students' advisors.

Summer Training Report Objective:

The main objective of the Report is to prepare the student to write a professional and detailed report. This should demonstrate his ability to present specific information and to develop his overall communication skills. The essence of the Report is to describe the work a student has undertaken during his training, the techniques he has learned, the skills he has acquired, the contributions he has made to his work environment and the conclusions he has drawn from his experience.

Report Writing Format and Contents:

It is recommended that the report should follow the following format:

1. **Title Page:** The title of the Report, and the author's name, must be in capital letters. The name and address of DCC must also be included on this page and be in same case as the title. The type of degree must be written in capital letters. The year and major should be included. The STA's name must be provided, and a space for his signature must be reserved. The title page must not be numbered.
2. **Acknowledgements (Optional):** This is an optional section, which acknowledges the help, assistance and advice given to the student during his training and the preparation of his report.
3. **Table of Contents:** The report must have a table of contents, which shows the principal divisions of the work and the page numbers on which they are found. All the pages except the Title Page and Table of Contents pages must be listed. The Table of Contents pages must be numbered in lower case Roman numerals at the bottom center of each page, starting with "ii" or with "iii" if an Acknowledgements page has been included.

4. **Table of Abbreviations:** This section should list each abbreviation within the report and its meaning.
5. **Abstract:** This section will comprise a brief summary of the entire report. No illustrations, graphs, tables or charts should be included in this section.
6. **Introduction:** The purpose of this section is to provide a brief introduction of the work. It should not exceed two pages (2) but should have minimum of 300 words and should comprise the following topics:
 - a. **Company Background:** A brief and clear presentation of the nature of the company and the functions of the department(s) in which the student conducted his training.
 - b. **Student's Work Assignment:** A general, non-technical presentation of the student's function within the company and his work assignments.
 - c. **Training Objective:** Description of the student's training objective and work accomplishments.
7. **Technical Part:** This section constitutes the core (substance) of the report. It describes the work that a student has accomplished during his training, the techniques he has learned, the skills he has acquired, the Contributions he has made, the responsibilities he has assumed, the equipment he has used (if any), the safety procedures he has followed and all other pertinent information. It contains all the crucial technical details including illustrations, equations, programs, software versions, graphs, tables, charts, and diagrams, extra... These should be clearly numbered and/or titled for easy reference. Units, scales, labeling of the axes must be provided for easy understanding. The technical part may be presented in the form of chapters, sections or any other arrangement suitable to the nature of the technical report.

8. **Conclusion and Recommendations:** The conclusions of the report are summarized in this section. Any pertinent conclusion concerning the training, the work accomplished, the techniques learned, the importance and merits of the training program, its benefits and drawbacks, recommendations on how to improve it and other constructive comments and suggestions should be included in this section. A student's feedback and comments regarding his academic training, his background, his technical preparation for launching his career and any related recommendations should also be included here.
9. **References:** A list of the references must be provided. Each reference must be adequately cited where appropriate.
10. **Page Numbering:** Numbers should begin with "1" on the first page of the text and continue throughout the report including the references page. The page numbers should be on the bottom middle or bottom right of each page throughout the text. The text must be double-spaced.

TABLE 1:

Documents	Due Date	Report Content
Company Profile Contact Guide Form	End of Week 1	Details of Company history, activities, objectives, extra... In student's own words.
Training Plan & Schedule	End of Week 2	Description & Schedule of the training assignments and activities.
Progress Report	End of Week 5	Progress report of job assignments and activities as per Training plan & Schedule
Draft Report (Optional)	End of Week 7	Consolidation of notes, memos, previous reports, collected data on training assignment into one preliminary document.
Evaluation Report	End of Week 8	Evaluation by employer on Student performance
Final Report	End of Week 9	Submit Final report incorporating all the necessary changes and corrections.
Presentation	1-2 weeks after submitting Final Report	Present knowledge and experience acquired.

TABLE 2

	Maximum Grading Points Earned	max %
1.	Company Profile	10%
2.	Student's Training Plan & Schedule	10%
3.	Progress Report	20%
4.	The Employer's Evaluation of the student's work performance.	20%
5.	Final Report	20%
6.	Presentation	20%

Appendix



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Majmaah University

MU - CCIS Training Unit
Summer Training
Registration Form

Student Name : _____ ID: _____ AGPA: _____		
Earned Credits: _____ Phone: _____ Email: _____		
Major : _____ Track: _____ Semeseter: _____		
Address: _____		
Preference list of Companies:		
Preferences of Training Areas:		
Student Signature: _____ Date: _____		
Yes	No	This Section is Filled by Department Coordinator
		The Student is currently enrolled in the university
		The Student has completed at least 120 credits (including current semester)
		The Student has completed the department requirements to regisiter for training
		The current semester is not the last semester for the student
Comments:		
Coordinator Signature: _____		Date: _____
Advisor Signature: _____		Date: _____

Commitment Form (Filled by Student)	
SUMMER TRAINING Commitment Form	
Student Name : _____ ID: _____	
Major : _____ Starting Date of the Training _____	
Company /Organization _____ Location: _____	
I, the undersigned, agree to strictly abide to the following obligations:	
1	I must check after the end of this term, before leaving to my assigned job, that I am not among the discontinued Students.
2	I must report to my assigned job no later than the date indicated above.
3	I must spend a minimum of 8 weeks in the above assigned job, and shall not change the place of work unless I get the permission of both the employer and the college
4	I must observe the laws and regulations of the training organization and I shall not leave my work place without the employer's permission
5	I must send the contact form to the Training Unit in the college within the first week of the start of my training
6	It is my responsibility to make sure that the supervisor sends the evaluation form to Training Unit in the college at the end of my training.
7	I must fill the progress reports forms and have them approved by the supervisor at work and include them in my final report to the department in the college.
8	I must submit a draft copy of my Summer Training Report to my academic advisor A6 in the beginning of the semester following the training and a final copy before the deadline indicated by my academic advisor.
9	I understand that any delay in submitting the final copy of my Summer Training Report will result in an 'F' grade, which requires to repeat the summer training.
Signature: _____ Date: _____	

Progress Report

Progress Report No ()	
Student Name :	Student ID :
Major:	Date :
Brief description of the activities, assignments, projects, and training where student was involved in:	
Supervisor Name:	Signature:
position:	Date:
Company/Organization: Stamp	Phone:
	Fax:
	Email:
Important Instructions	
1. This form is to be filled in English by the student and approved by his supervisor at work. 2. This form is to be filled for three periods: after 2, 5, and 7 weeks 3. The original approved three progress reports must be attached to the final report to be submitted to the department. 4. In case you need to type or extend this form, the supervisor should sign any additional pages.	

SUMMER TRAINING OPPORTUNITIES FORM	نموذج فرص التدريب الصيفي
Information about the Training Company	معلومات عن جهة التدريب

اسم المؤسسة باللغة العربية :

Name of Company(In English) : _____
 Address: _____ العنوان:
 Training Supervisor: _____ المشرف على التدريب
 Job Title: _____ المسمى الوظيفي
 Phone: _____ الهاتف:
 Fax _____ الفاكس:
 Signature : _____ التوقيع:
 Email: _____ البريد الالكتروني:

Number of Training Opportunities offered:		عدد فرص التدريب المقدمة			
No.	Training Type	نوع التدريب	Training Summary	ملخص التدريب	Training City
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Trainee Benefits		الفوائد التي سيحصل عليها المتدرب	
Other Benefits:	فوائد اخرى:	Salary per Month:	الراتب الشهري :
Will Housing Accommodation be provided for the trainee?		Yes <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/> لا	<input type="checkbox"/> نعم	هل سيتم توفير السكن للمتدرب؟	

Progress Report

Progress Report No ()	
Student Name :	Student ID :
Major:	Date :
Brief description of the activities, assignments, projects, and training where student was involved in:	
Supervisor Name:	Signature:
position:	Date:
Company/Organization: Stamp	Phone:
	Fax:
	Email:
Important Instructions	
1. This form is to be filled in English by the student and approved by his supervisor at work. 2. This form is to be filled for three periods: after 2, 5, and 7 weeks 3. The original approved three progress reports must be attached to the final report to be submitted to the department. 4. In case you need to type or extend this form, the supervisor should sign any additional pages.	

Student Evaluation Form	نموذج تقييم متدرب
To be Filled by Training Supervisor	يعبأ من قبل المشرف في جهة التدريب

Student Name : _____ ID: _____ الرقم
 Major : _____ التخصص:
 Training Period- From: _____ بداية التدريب To: _____ نهايته
 Brief Description of the Training Job: _____ وصف التدريب

Total Number of Absences:	Authorized :	Unauthorized:
عدد أيام الغياب:	بعذر:	بغير عذر:

Please,rate the student for the following items on a scale from 0 to 10 : التقييم : لكل وحدة ١٠

Items	Score/الدرجة	القدرات
1 Enthusiasm and interest in work		حماس المتدرب للعمل والرغبة فيه
2 Ability to analyse problems, interpret data, and solve the problems		القدرة على التطبيق وحل المشاكل
3 Productivity and Decission making		مستوى الإنتاجية واتخاذ القرارات
4 Adherence to Occupational saftey procesures		السلامة المهنية والاهتمام بمكان التدريب
5 Responsibility, dependency and reliability		مدى تحمل المسؤولية والثقة بالنفس
6 Recognition of the need of self/ life-long learning		رغبة المتدرب في التعلم واكتساب الخبرة
7 Respecting Employer's roles ad regulations		مدى التزامه بأنظمة المنشأة وتعليماتها
8 Ability to participate in teams and accepting guidance		القدرة على العمل مع الفريق وتقبل التوجيهات
9 Ability to communicate with others		العلاقة مع زملاء العمل
10 Attendance and punctuality		الحضور والمواظبة
Total Of 100		المجموع من ١٠٠

Overall rating for the student's performance	Poor	Marginal	Good	V. Good	Excellent
التقييم العام لأداء الطالب	ضعيف	مقبول	جيد	جيد جدا	ممتاز

Would you be willing to hire the individual after graduation? Yes No

هل ترغبون في توظيف الطالب بعد التخرج؟ نعم لا

Title of the Company: _____ اسم الشركة :
 Address: _____ عنوانها:

Training Supervisor Name : _____ اسم مشرف التدريب Position: _____ وظيفته
 Phone: _____ الهاتف Fax: _____ الفاكس
 Supervisor Signature : _____ توقيع المشرف الاكاديمي Date: _____ التاريخ:

Stamp الختم

Student Final Evaluation Form
To be Filled by Training Advisor

Student Name : _____ ID: _____

Major : _____

Training Period- From: _____ To: _____

Please rate the student for the following items :			
	Item	Max-Mark	Score
1	Company Profile	10%	
2	Training Plan & Schedule	10%	
3	Progress Report	20%	
4	Employer' Evaluation	20%	
5	Final Report	20%	
6	Presentation	20%	
76	Total of 100	100%	

Advisor Name : _____

Dtae: _____

Advisor Signature : _____

Trainees Clearance Form

Date : _____

Student Name : _____

Major : _____ Starting Date of the Training _____

Company / Organization _____ Location: _____

The Following office clerks of each department or office shall make sure and sign, If _____ has already returned everything that belongs to each department or office.

No.	Department /Office	Office Clerk	Director / Chairman
1		Signature: _____ Date: _____	Signature: _____
2		Signature: _____ Date: _____	Signature: _____
3		Signature: _____ Date: _____	Signature: _____
4		Signature: _____ Date: _____	Signature: _____
5		Signature: _____ Date: _____	Signature: _____

Signature of _____		Date _____
Signature of _____		Date _____

Summer Treaning Drop Form		نموذج حذف التدريب الصيفي	
Student's Information (to be filled by by the Summer Coordinator) :			
Student Name :		Student ID:	
Major:	Major GPA:	Cumulative GPA:	
Credits Earned:	Credits this Summer:	Total Credits :	
Phone:	E-mail :		
Date:	Student Signature:		
The Coordinator's Justification and Comments			
<p>The Summer Coordinator Should indicate clearly the reason(s) for dropping the Summer training, whether academic or related to thr work pace.Please note that:</p> <ol style="list-style-type: none"> 1. Summer training should not be in the last semester for the student at the university. 2. If a student is discontinued from the university, he will be automatically dropped from training and should not use this form. 3. If a student is readmitted, he has to register the Summer training through the Student Affairs using the Coop registration form. 			
Name of Coordinator :			
Signature :		Date:	
For official use only			
To the College Registrar: <input type="checkbox"/> Approved (please register)			
To Department Coordinator <input type="checkbox"/> Not Approved			
Original for the registrar/ Copy for the Summer Training Committee			
الأصل لشؤون الطلاب/نسخة لإدارة ادریب الصيفي			