



King Faisal University

College of Engineering

Engineering Training Guidelines

May, 2012

INTRODUCTION

Engineering students at King Faisal University (KFU) are required to undergo a comprehensive Engineering Training with a reputable and specialized industrial organization in or outside the Kingdom of Saudi Arabia relevant to their major and to their area of interest within the major. The purpose of this training is to enhance the students' practical experience, promote their career opportunities, and deepen their technical knowledge through practical experience in real-life industrial enterprises. In addition, such training strengthens the relationship between the College of Engineering at KFU and the governmental and private industrial firms. Also, it provides the business and industry with well-trained and better prepared professionals.

On their part, students (trainees) are expected to spend a significant portion of the training period in the following areas that may vary depending on the activities of the training organization and the student's field of study:

- orientation period covering the organization, its activities, operations,
- safety regulations and procedures.
- on-the-job practical training in a related field of engineering.

Furthermore, the student is expected to spend his entire summer training period with the training organization abiding by its regulations like any other employee. In addition, by the end of the training period, the student is required to submit a final formal written Engineering Training Report in accordance with *Section 13* of this document.

In order to assess the actual performance of students during the training period, the training organization shall fill in a confidential and sealed Engineering Training Evaluation Form to be forwarded by the trainee to the Engineering Training Office with information that include the number of days spent on training, the number of absences, and an overall evaluation of trainee performance.

VALUE AND OBJECTIVES

The overall objective of Engineering Training is to expose students to the work environment in their fields of engineering. In particular, Engineering Training is intended to:

- enable students to gain valuable practical experience;
- expose students to the actual working culture and industrial practice;
- allow students to extend their theoretical knowledge into practice, thus enhancing their understanding of engineering issues;
- test the students' career interests;
- enable students to learn more about career fields;
- develop the students' job-related skills;
- enhance the students' engineering knowledge acquired in class through field experience;
- motivate students to practice the right working attitudes and professionalism to increase their employment potential;
- provide students with opportunities to earn some income;
- give the training organizations an idea about the quality of future human resources;
- enhance the relationship between the College of Engineering and public and private sectors.

DURATION OF THE ENGINEERING TRAINING

The qualifying student should spend at least eight weeks on a full-time basis in a governmental organization, a reputable industrial firm, or a research center that conducts and/or is involved in engineering activities.

ENGINEERING TRAINING COORDINATOR

Engineering Training is administered by a coordinator who is an engineering faculty member with the following duties:

- nominating eligible students for the training;
- receiving the evaluation reports from employers;
- planning and scheduling students' training;
- identifying suitable organizations, companies or otherwise, for student training;
- applying for the training placement on behalf of students;
- receiving the students' final grades from departments and reporting them to the Registrar.

ASSIGNING AN ENGINEERING TRAINING EXAMINER

A faculty member from each department will be assigned to evaluate a student based on the items listed in *Section 13* of this document. The faculty member will report the final grade on a PASS/FAIL basis to the Training Coordinator. The faculty member/examiner should take into consideration any delay by the student in submitting any of the required documents and may penalize the student for that delay.

ACADEMIC REGULATIONS AND REQUIREMENTS

The following points represent important considerations the student is required to be aware of:

- Students are responsible for knowing and following the academic rules and regulations, including requirements for graduation. Academic advisors shall assist students in planning and managing their academic program;
- Students are not allowed to register for any course(s) during their training period;
- Students must complete the training work before their last semester in the University;
- Students must fulfill the following eligibility requirements in order to qualify for Engineering Training:
 - register for not less than 90 total credit hours by the time of requesting a training assignment (including the credit hours expected to be completed at the end of the semester prior to the training);
 - pass all general engineering courses (carry the code ENG xxx);
 - hold the status of a regular student during the training (not dismissed for academic or disciplinary reasons).

REGISTRATION PROCEDURES

- The registration period for Engineering Training will usually start on the last day of dropping courses without permanent record and continues until the last day of dropping courses with a grade of "W" of the First or Second semester of each academic year;

- All eligible students should complete and submit the training registration form - within the registration period- to the Engineering Training Coordinator for approval;
- The Engineering Training Office will make necessary arrangements, and send all the registration forms to the University Registrar.

WITHDRAWAL PROCEDURE

- After the registration deadlines, dropping Engineering Training needs the approval of the Engineering Training Coordinator. This approval will be granted only to students with legitimate reasons by completing the dropout form and submitting it to the Engineering Training Coordinator who will send it to the College Registrar's Office.
- A student may be automatically withdrawn from Engineering Training without prior notice due to any of the following reasons:
 - dismissal for academic and/or disciplinary reasons;
 - dropping some credit hours by the student during the semester preceding the training period so that the total number of the earned credit hours after this semester is less than 90 credit hours (cases that arise due to this condition will be discussed separately);

Note: If the student is withdrawn from the summer training due to any of the reasons mentioned above, his training will not be counted even if the student fully completes his training period.

- A failing grade, "F", will be given to any student who withdraws from Engineering Training without completing the withdrawal formalities.

PLACEMENT OF TRAINEES

It is the responsibility of the Engineering Training Office at the College of Engineering to coordinate with organizations within and outside the Kingdom to create training opportunities for eligible students. All nominated engineering students must contact the Training Office and/or the Training Coordinator to finalize the required administrative procedures before leaving for training.

OBLIGATIONS OF THE TRAINING ORGANIZATIONS

Training organizations are kindly requested to provide the following:

- provide a well-structured training schedule for the whole training period before a student commences his training;
- utilize the trainee in a job related to the different fields of engineering in the different aspects of interests;
- provide the university with a filled evaluation form for each trainee at the end of the training period;
- allow and arrange for the university officials to visit the trainee(s) as and when required.

NOTES TO ENGINEERING TRAINING STUDENTS

- A. Before leaving for training:** Students have to make sure that
- they are enrolled as a regular student at KFU during the training period;
 - their training assignment is discussed by the coordinator;

- they are well prepared for the work assignment and writing a quality training report;
- they keep the telephone number of the coordinator as well as the telephone, fax numbers, and the e-mail of their respective Department;
- they have all the needed official documents from the summer Training Office – College of Engineering - which include
 - official letter addressed to the training organization;
 - contact information (names, telephone numbers, ...) of contact persons in the organization to contact them in case of any major problem during training;
 - the evaluation form to be handed to the training supervisor at the organization.

B. During the training period: Students have to make sure that the following requirements are fully satisfied:

- spend the full training period (minimum of 8 full-time weeks) with the organization assigned by the Training Office;
- refrain from transferring to any other organization without written approval by both the University and the organization;
- send their contact address at the training firm to the University not later than the end of the second week of the beginning of training;
- ask for a training schedule from the training organization detailing the activities that will be performed during the training;
- the training schedule is related to the student's major;
- abide by and obey all organization's effective rules and regulations;
- collect all information related to writing the training final report;
- contact the Training Coordinator if faced with any problems.

C. After the training period: Students are fully responsible for:

- contacting the Training Coordinator during the first week of the first semester following training to schedule a date for completing their final report within the specified deadline;
- completing their final report and preparing for the presentation as soon after completing training as possible. The longer you wait after training, the more distant some of your personal experiences become, and consequently, the more difficult writing the report becomes.

DELIVERABLES

Upon the completion of training, the student is required to submit two copies of his final report to the coordinator at least one week before the student's scheduled presentation which must be on or before the seventh week of the semester following the training. The report should be prepared according to the format detailed in *Section 13* of this document.

WRITING THE ENGINEERING TRAINING FINAL REPORT

As indicated in the previous section, the summer training report must be properly typed and bound and figures and tables must be placed in appropriate locations. Also, it is the student's responsibility to follow up with his advisor and check if the report needs

any corrections or modifications. A suggested format for the training final report is given below:

- Cover Page which should include
 - University, College and Department names
 - Course Title and Code
 - Report Title
 - Student's Name and ID Number
 - Advisor's Name
 - Report Submission Date

- Summary of the report
- Table of Contents
- List of Figures
- List of Tables
- Introduction
- Brief History of the Organization
- Summary of the Project Assignment
- Technical and practical information gained during the summer training period
(*This must constitute the major part of the report*)
- Conclusion and Recommendations
- References
- Appendices

EVALUATION AND GRADING

The student will be given a PASS/FAIL grade (Pass \geq 80%) by an examining committee that will be formed for this purpose according to the following criteria:

- Organization's evaluation will carry a weight of 80% of the total grade;
- The training final report will carry 10% of the total grade;
- Presentation and discussion will carry 10% of the total grade.

For more information and comments

The College invites all to visit and brows its web site and also welcomes phone calls and personal visits.

Contact Information

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