

Student Guide for Field Training

College of Engineering – Jouf University

Prepared by: Field training committee

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, the most gracious, the most merciful

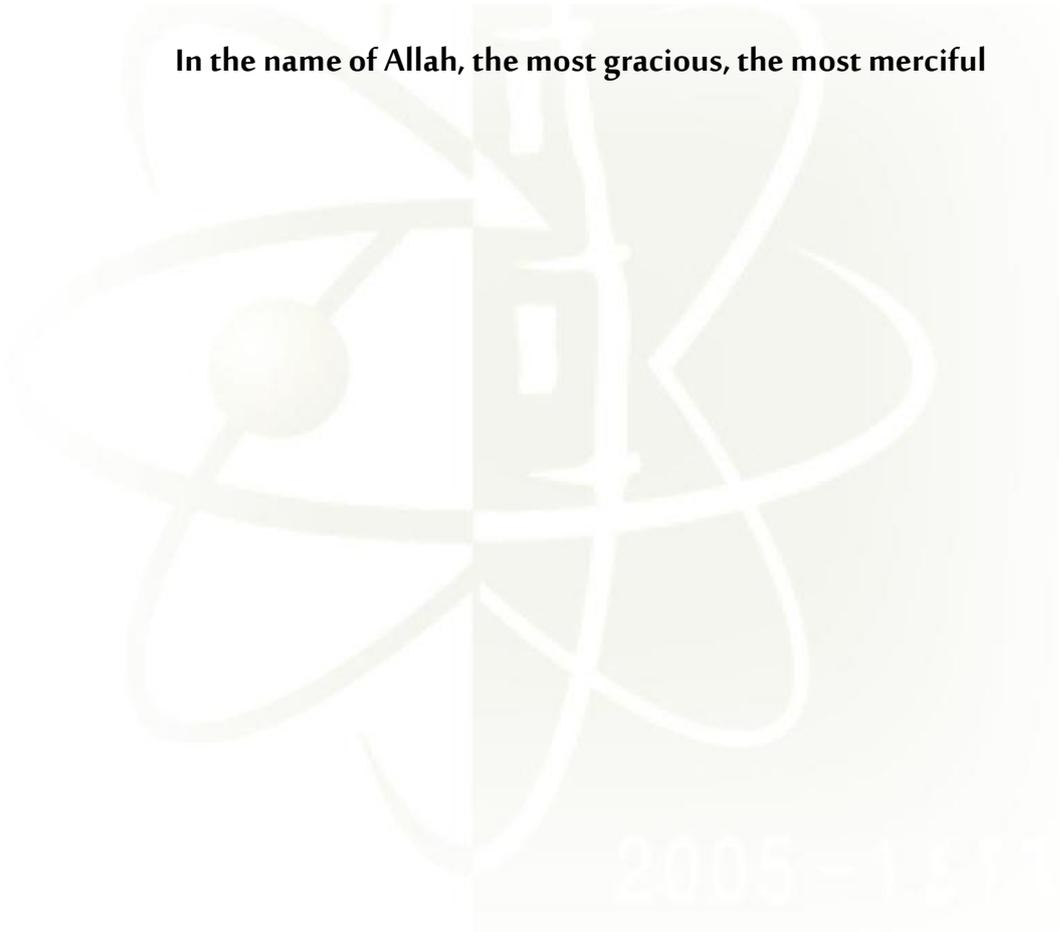


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Introduction

Dear Student:

Based on the vision of the college of Engineering in playing a leading role in engineering education, and its mission in preparing engineers with competitive capabilities for accommodating the modern engineering technologies, as well as conducting research and scientific studies that contribute to the development and service of the community, the College has always been keen to achieve the maximum degree of compatibility between the skills of graduates and the requirements of the labor market. To achieve this purpose, the College has adopted its curricula and teaching methods according to the latest international standards to comply with the local academic accreditation bodies NCAAA and international body ABET. In this respect, the summer field training course have been developed aiming at providing the students with multiple scientific and practical experiences, skills, knowledge of the work environment, deepening the understanding of the academic specialization and carrying responsibility.

Field training aimed at helping the student to discover, his abilities, potentials and weaknesses through his practice in the real environment. This would greatly support student to develop himself and get a decent job. Training is not only to benefit the student, but also benefit the college, by providing feedback on the effectiveness of the college study plans in meeting the requirements of the labor market. This will help students to update and develop their curricula in response to the labor market, which ultimately reflects on improving the image of the college in the community.

The training committee provides training opportunities for students in one of the bodies related to engineering specialties that correspond to their specialization. Training is performed in electrical engineering branches such as, power engineering, electronic control circuits engineering, communications engineering and in civil engineering branches such as, construction and concrete design, steel structures, water, soil, transport, traffic. In addition, training is provided in mechanical engineering branches such as, power plants, pumps, turbines, maintenance works, renewable energy plants, refrigeration, air conditioning units, water and electricity institutions, telecommunications companies, construction companies and engineering consulting companies.

The field training Committee at the college of Engineering is pleased to welcome you at the beginning of the summer field training program and wish you a successful training and a successful experience that may help you to consolidate the theoretical information you received during your studies and open new horizons in your working life. The training committee emphasizes the need to read and follow the instructions in the booklet accurately. When going to your training sites, you are advised to accompany your civil status card and a copy of it and a number of personal photographs for issuance of company entry card. You are also advised to follow the training instructions and make sure to attend on time to get the utmost from your training and achieve the suitable performance evaluation of the training supervisor. We hope that you fill out the required forms and obtain approval for the required accreditation from the training entity with an official stamp.

With best wishes for success



Definition of training course

Field training course is a prerequisite to obtain a bachelor's degree in engineering. The student should perform an eight-week field training in an accredited training body after the student has passed 80 credit hours (excluding the first preparatory year)

Program	Course Name	Level	Credit hours
Mechanical Engineering	Summer training	8 th	-
Civil Engineering	Practical training	8 th	-
Electrical Engineering	Summer training	6 th	-

-Duration of training: Eight weeks.

-Grading System: Students are evaluated as passed or not.

Prerequisites for field training

In order to be eligible for registration, the student must meet the following criteria:

- The student registers the practical training as a sole course in the summer semester.
- The student has completed at least 80 credit hours of the study plan (excluding the first preparatory-year hours).

After completing his training, the student should present a report explaining the different skills acquired from the training site and the extent of his commitment to cooperate with them and his ability to engage in the labor market. Each department forms an evaluation committee for assessing student work in field training. Every student has to give a presentation of his report to the evaluation committee. Based on his report and presentation, in addition to the evaluation of both the field supervisor and the academic supervisor, the evaluation committee decide if the student 'passes' or 'does not pass'.

Registration in field training

Registration in the field training begins during the second semester of the academic year as shown in the following table:

S/N	Date	Activity
1	From fourth to fifth week	Registration of eligible students wishing to train
2	Seventh week	Announcing training opportunities for students
3	Tenth week	Announcing the results of the distribution of students to the available training opportunities
4	Twelfth week	Deadline for issuing letters for directing students to the training authorities
5	The beginning of the summer semester	The starting of training

Responsibilities of Student

The followings are the main responsibilities of the student during his field training:

- Commitment to the regulations and rules of the university, including what is mentioned in this guide, as well as the laws and regulations of the training body.
- Registration for training and completion of special forms prepared for training.
- Good representation of the university in training institutions and commitment to work ethics.
- Maintaining the confidentiality of the information that is shared with the trainee at the training site.
- Attention to the implementation of the tasks assigned to the student in the department where training is conducted.
- Filling weekly reports and submitting them electronically at the end of each week to the academic supervisor for training.
- Ensuring that the training process is fully accomplished in a manner that draws on the various expertise offered by the training.
- Informing the training supervisor of any problems encountered during the training process.
- Filling out form related to training evaluation and having it filled by the field supervisor and handing over the sealed envelope to the training supervisor.
- Preparing a field training report and handing it over to the training supervisor.
- Preparing a presentation to be given before the evaluation committee after the completion of the field training.

Role and responsibility of department member in the training committee

The following are the main role and responsibilities of department member in the training committee:

- Communicating with various training providers to provide training opportunities for students.
- Preparing and delivering introductory lectures on field training.
- Receiving applications for training, checking the conditions of registration and check the completion of the training files of students.
- Solving problems that arise during training and responding to queries of students and supervisors in the training.
- Preparation of training course file and training course report.
- Following-up implementation of the field training rules from the student side according to pre-set mechanisms.
- Preparing and updating a database of training bodies showing the accredited and undesirable bodies.
- Evaluation of students according to the established mechanisms.
- Sending a letter of gratitude to the bodies that have trained students.

Roles and responsibility of the field training supervisor

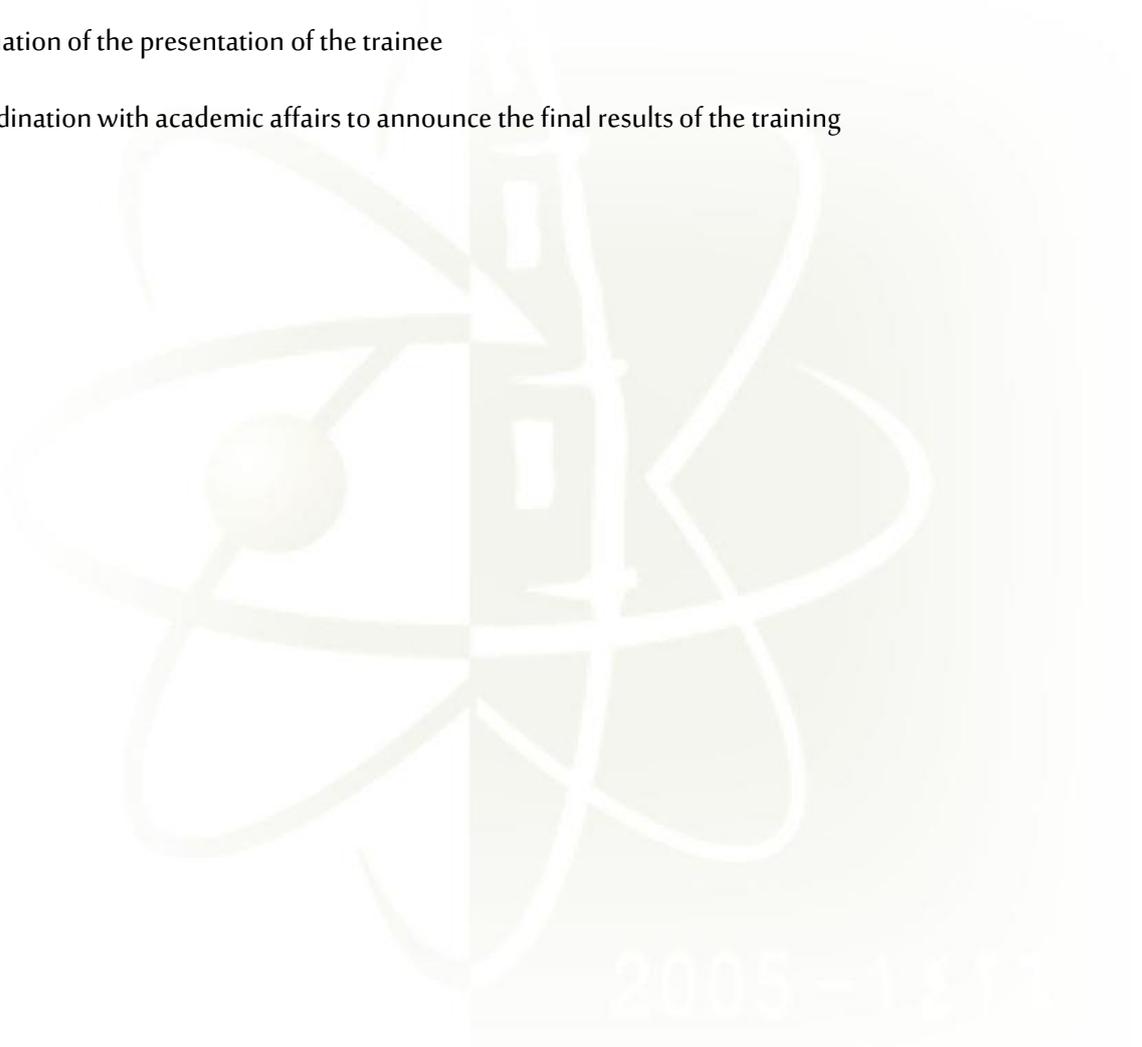
The following are the roles and responsibilities of the field training supervisor:

- Training the student on how to deal with possible risks within the place of training and awareness of the specifics of the place
- Following-up student commitment to attendance and leave dates
- Monitoring the student's commitment to the rules and instructions
- Assigning the student tasks related directly to the field of specialization
- Evaluation of student performance through a number of criteria contained in the evaluation form (Form No. 9)

Role and responsibility of the training assessment committee

The following are the roles and responsibilities of the field training assessment committee:

- Announcement of discussion dates
- Evaluation of the training report submitted by the student
- Evaluation of the presentation of the trainee
- Coordination with academic affairs to announce the final results of the training



Mission, vision and role of field training

The mission:

Continuous and fruitful communication with the labor market and linking it to the academic study to apply the theoretical study in practical projects, besides providing Field contact with entities, organizations and companies working in the engineering sector

Role:

1. Provide students with the opportunity to gain practical experience and training before graduation.
2. Deepening students' understanding of the theoretical sciences they learned in their field.
3. Know the obstacles and difficulties in the workplace and know how to deal with them.
4. Practicing the applied work in the labor sector, which is complemented by theoretical courses of the study plans. This is to get familiar with the equipments and facilities of the work sites to link it to what is learned in the academic departments.
5. Providing the student with the opportunity to get acquainted with the different employers, so that he can choose the suitable employer after graduation.
6. Provide opportunity for the student to identify engineering problems in his environment and to try to find appropriate engineering solutions through practical research or graduation projects.
7. Give the college a clear idea about the need of the labor market and its various requirements, which is then used in the development of educational process.
8. Accustom students to taking responsibility and punctuality.
9. Accustom students to dealing with community members outside the university.
10. Accustom students to respecting others and listening to their opinions.
11. Provide industrial organizations with information on the quality of human resources that will contribute to industry and engineering work in the future.
12. Provide an opportunity for institutions to evaluate the performance of the student during the training period and to know the extent of benefit and employment after graduation.

Function of the Training Committee

- Managing the summer training program.
- Forming, expanding and updating database of available training bodies including their names and addresses.
- Providing training opportunities for students of the various departments by making the necessary contacts with the available training bodies.
- Matching students to the special requirements of some training bodies.
- Distributing the training opportunities among students and solving the related problems.
- Helping solve the problems of students during and after the training period.
- Evaluating weekly reports on student performance during the training period.
- Ensuring that graduating students have completed all training requirements.
- Preparation of a feedback form focusing on the performance and classification of institutions that can train college students (to be given to the student).
- Preparation of a letter of gratitude to active training institutions.
- Establishing a database of college graduates in various departments.
- Establishing the employment center in the college in cooperation with the active companies.
- The training committee has the responsibility to approve other training entity suggested by the student based on the following: -
 - Providing contact information with the person responsible in the training institution.
 - Providing the company's training program.
- Submitting a comprehensive report of the committee's work after the end of the training period

Procedure for performing field training

To obtain a bachelor's degree in engineering it is a prerequisite that the student performs eight weeks of field training in an accredited training body after the student has passed 80 credit hours (excluding the first preparatory year). Field training can be done by completing the following procedures and forms:

- Form 1: Training Application form (to be filled by the student)
- Form 2: Training wishes form (to be filled by the student)
- Form 3: Student training plan (provided by the private company and approved by the department council)
- The college contacts companies to inquire about opportunities available to train students
- The college sends a list of the nominated students to each company according to company's training capacity.
- Making a presentation for students eligible for training and handling the instruction manual of field training to the students.
- Form 4: Tacking office notification (to be completed and approved by the company).
- Form 5: Follow-up report (completed by the student every two weeks).
- Form 6: Report on the academic supervisor visits (to be completed by the academic supervisor after visiting the student in his training location).
- Form 7: Report of the student's progress (completed by the student during his training period, in general after 4 weeks).
- Form 8: Attendance form and weekly evaluation (to be completed and approved by the field supervisor and the company manager).
- Form 9: Field supervisor evaluation (to be completed and approved by the field supervisor).
- Forming of a training discussion committees (to be approved by the department council with a date for discussion).
- Training Evaluation (including the obtained marks of discussion, academic supervisor and field supervisor).

Guide for preparing the field training report

Introduction:

One of the objectives of the field training is to link the theoretical study that the student has learned in the university with the real environment of the engineer profession. The purpose of writing the training report is to highlight and document what the student observed and learned during his training period in the training organization. The college departments will evaluate the training reports according to specialization. The student should take care of writing his report, write it in a sound language and expressive manner and avoid prolongation and stuffing materials quoted from references and reports used during training. The student can consult his academic advisor in case of difficulty in writing the report.

The student submits the final report as soon as possible to the training committee, which in turn sends it to the appropriate department for evaluation. In case the student's report does not get a passing grade, the student can contact the faculty member who evaluated his report to get advice for improving his report for the purpose of rewriting and resubmission.

General Instructions:

Prior to submitting your report, please follow the instructions on report preparation given below.

1. Each student writes his own training report in his own style and in good English
2. The student should submit an original printed copy of his training report using the word processing program (Word) on A4 white papers.
3. Adjust your report's margins to be 25 mm from the top and bottom of the page, 40 mm from the left and 25 mm from the right of the page.

Contents of the report

The submitted report should contain the following items:

1. Cover Page:

It includes student's name, student's academic number, Specialization, Training period and Training company

2. List of contents of the report:

It is a list of headings and subheadings as they appear in the main body of the report and in the sequence of pages.

3. Introduction:

It contains a brief description of the institution where the trainee got his training, the nature and quality of the training conducted, as well as a brief presentation of the contents of the report.

4. Overview:

It contains the most important part of the report, which includes the actual training details that the student has experienced or practiced. The student divides these details into several sections according to the nature of the training program.

5. Conclusion:

It contains a summary of the skills, experience and knowledge acquired during the training period and may include observations and opinions about the training.

6. Annexes:

This part of the report includes all the supporting information of the report, illustrative maps and additional data that the reader can refer to when needed. This section is usually placed at the end of the report, and includes detailed and necessary information about some of the contents of the report.

Assessment of field training

Assessment and Evaluation of the report is performed as follows: -

1. Academic supervisor Evaluation	25%
2. Field supervisor Evaluation	25%
3. Evaluation of presentation by the department discussion committee	20%
4. Evaluation of the training report by the department discussion committee	20%
5. Evaluation of the tasks assigned to the student in the company	10%

The evaluation of the final report will be based on the following elements:

- Cover page and list of report contents and introduction
- General appearance and good preparation of the report
- Complete daily notes preparation
- The ability of the student to link scientific theories and practical applications during the training period
- Technical observations of the work performed by the student during the training period
- Conclusions and comments
- Overall impression of the report

The training department wishes success to all the students.