

King Fahd University Of Petroleum and Minerals

**Computer Engineering Department**

**Coop Program**

From: COE Coop Coordinator.

To: whom it may concern,

Subject: Guidelines for COE students on COOP program.

This is to inform both, students and their company advisors about the policy of the COE department at KFUPM on evaluating a Coop program. Based on this evaluation, a Coop program may be accepted or rejected by the COE department. In case the program is rejected, the student may be required to change a new topic within the department in which he is pursuing his program, or advised to move to another department within the same company he is working with.

- The student is to be provided with a detailed Co-op training schedule, or coop plan, by his company advisor within the first two weeks after he has joined the company. .
- The schedule should be worked out by the student and his company advisor.
- The training schedule should not comprise clerical jobs. Trouble shooting and help desk services may be allowed for short periods of time the duration of which should not exceed 4 weeks.
- The training schedule should be related to the student field i.e. Computer Engineering.
- The department of Computer Engineering at KFUPM expects the student to work in a field that is well related to the field of computing and computer hardware. Here are general topics in which the student is expected to work
  - Networking: Design, Upgrading, Analysis, Monitoring, Management.
  - Microprocessor Applications: Design, Programming, Interfacing.
  - Digital Design: Design, Upgrading,
  - Pure data base design is not very much encouraged by the department as this is a topic related to computer science.

The student, his company advisor and the COE department are expected to abide by these guidelines, as these will serve as a basis for the student to complete his Coop program in due time and form.

For any further details, the student or the company advisor may get in touch with the Computer Engineering Department at KFUPM.

Sincerely yours.

The Coop Coordinator.