KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

COLLEGE OF COMPUTER SCIENCE & ENGINEERING

COMPUTER ENGINEERING DEPARTMENT

Cooperative Program

Student Guide

24 April, 2000

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

Table of Contents

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

Eligibility and Prerequisites:

- COE students who have completed 90 credit-hours or more of study and earned a major grade-point average (*MGPA*) of *2.0* or above can be nominated for coop training provided that they have taken and passed the following courses:

  (1)   ENGL 214,
  (2)   ICS 334 or ICS 413,
  (3)   COE 305,
  (4)   COE 390, and
  (5)   COE 442.

- Cooperative work must be completed *before* the student`s last semester in the University. It is the responsibility of the student alone with the help of his academic advisor to make sure that these prerequisite courses have been completed and passed at least two semesters prior to their graduation.

- Students who have been nominated and have been provided with training slots **must** take their coop training as scheduled.

Coop Period & Semesters:

The Coop duration is 28 weeks (that is a semester and a summer). Two scenarios are possible:
- <u>Group A</u>:   COOP period (1-Spring + 1-Summer)
- <u>Group B</u>:   COOP period (1- Summer + 1-Fall)

Registration:

- Eligible students should register as follows:
  - <u>Group A</u>:   COE 351 + COE 352 (1-Spring + 1-Summer)
  - <u>Group B</u>:   COE 350 + COE 351 (1- Summer + 1-Fall)

Coop training registration usually starts in the <u>*second week*</u> of the semester and continues for *six weeks*. The exact dates will be announced by the registrar and the coop coordinator.

Coop Program:

- Every student must have a coop training program within the first <u>*two weeks*</u> of his enrollment with the company. It should be signed by the company coop supervisor.

- A copy of the program should be submitted to the coop coordinator before the end of the <u>*fourth week*</u> of student enrollment with the company.

- Programs could be handed in, mailed or e-mailed to the coop coordinator.

Advising:

- The coop student will identify a ***coop advisor*** from the COE Dept. faculty members before the end of *the <u>fifth week</u> for group A* and before the end of the *tenth* for *group B*. For this purpose, every student must complete **Form A1** (attached), get it signed by the advisor and submit it to the coop coordinator.

- It is advisable to have the advisor selected as early as possible to help the student finalize his coop program.

- Every coop student should discuss the progress of his coop program with his coop ***advisor*** and maintain continuous proper contact with him.

- In addition to the coop advisor, each student will be assigned an examining committee of COE faculty which will independently evaluate his performance.

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

Student Performance Evaluation:

Coop students performance will be evaluated through the following:

(1) **Company evaluation**. Every student will be evaluated during his coop period by his supervisors. This evaluation will be forwarded to the coop coordinator through the University Coop office.

(2) **Progress reports:**

- Each student must submit three progress reports to ***both*** *the coop coordinator and the advisor.* These reports are due by *the sixth* (*tenth* for Grp. B)*, twelfth* (*sixteenth* for Grp. B) and *eighteenth* (*twenty Second* for Grp. B) *weeks* of the training period respectively. The reports should follow the format described in **Appendix 4** (attached).
- Progress reports should not exceed 5 pages and *should be signed by the company supervisor and stamped by company official stamp*.
- Progress reports will be evaluated both by the student coop advisor and the coop coordinator.

(3) **Final report:**

- Each student must submit a final report to his coop advisor. **Two other copies** of he report should be submitted to the coop coordinator. The report format **should** follow the guidelines described in **Appendix 2** (attached). Students should consult their coop ***advisors*** regarding the contents of the report.
- The final report MUST BE SUBMITTED before the *end of the sixth week* of the semester immediately following the coop-training period.
- The final coop report must be bound and the cover page must carry a serial number. The serial number has the format: **COE-CR**-*xxx*-*yyy*

Where, *xxx* = The semester when the report is submitted, e.g. 981
   yyy = A serial number to be assigned to each student by the coop coordinator

(4) **Summary report:**

- Each student will be assigned an examining committee of COE faculty.
- Before the end of the *seventh week* of the semester immediately following the coop-training period, each student must submit **to the *coop coordinator** five copies of a summary report* (*format given in* **Appendix 3**).

(5) **Presentation** (*Guidelines & Format given in Appendix 5*)**:**

- Every student must give a 20-minute presentation on his coop training to the examining committee.
- Presentations will be held during the *eighth week* of the semester.

Grading:

- The coop training final grade will be determined as follows:

Company evaluation	25 %
Progress reports	15 %
Final report	30 %
Summary report	15 %
Presentation	15 %

- Students who do not complete their reports and/or conduct their presentations in the subsequent semester as scheduled, will automatically receive an F grade (See Undergraduate Bulletin).

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

Letter Grades:

Score	Letter Grade	Points	Interpretation
95 100	A+	4.00	Exceptional
90 95	A	3.75	Excellent
85 90	B+	3.50	Superior
80 85	B	3.00	Very Good
75 80	C+	2.50	Above Average
70 75	C	2.00	Good
65 70	D+	1.50	High Pass
60 65	D	1.00	Pass
Less than 60	F	Zero	Fail
In-Progress	IP	-----	In-Progress

Summary of Important Training Events:

Period	Week		Event
	Grp. A Spring → Summer	Grp. B Summer → Fall	
Coop Training Period	2	2	Training Program approved
	4	4	Copy of coop program submitted to coordinator
	5	10	Choice of coop advisor
	6	10	First progress report submitted
	12	16	Second progress report submitted
	18	22	Third progress report submitted
	28	28	End of Coop Period
Semester Following Training	6	6	Coop report submitted
	7	7	Summary report submitted (*format given in Appendix 3*)
	8	8	Presentations (Guidelines in *Appendix 5)*

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Computer Engineering Department,
Dhahran 31261,
Saudi Arabia.

Phone: 860 2110
Fax : 860 3059
E-mail*: coop@ccse.kfupm.edu.sa*

APPENDIX 1

Tips for COE Coop Students

1. Remember that your performance in the training period affects both the image of your department and the future prospects of jobs of COE graduates. You are an ambassador of the KFUPM COE department. ***Your grade*** in the Co-Op. ***WILL CERTAINLY*** reflect how well or bad you have promoted the professionalism, ethics and high quality education you received at the department.

2. Make sure that you are provided with a Co-op training schedule.

3. Make sure that your training schedule is not comprised mainly of clerical jobs.

4. Make sure that your training schedule is related as closely as possible to your field.

5. Be alert and observe how the department to which you belong actually works.

6. Ask questions as to why things are done the way they are.

7. Make sure, before the end of your co-op program, that you have collected enough data, which will enable you to write an analytical co-op report.
   - Keep an accurate record of your activities on a daily/weekly basis. Summarize work done, objectives achieved, experience gained, problems faced, solutions found on a week by week basis. The collection of these records at the end of the training period will be the core of your coop training report. DO NOT WAIT till the training period is over to start writing your report. You should not rely on your memory to generate the report.
   - Whenever you consult a reference during training, write down complete information about it (author, publisher, date, etc). If the reference is a special document or a technical report, you should either try to get a copy or make copies of most pertinent information. Since this is not always possible, it should be carried out as the situation permits. The student is reminded that the information, documents, etc. gained from coop training is not just for the purpose of the report. It is for his own future reference.

8. Take the initiative to gain useful experience during the co-op program. *Do not be passive*.

APPENDIX 2

CO-OP. FINAL REPORT FORMAT

*The following subjects **MUST** appear in your coop report.*

Title Page(in order): (*KFUPM, Department of Computer Engineering, Coop Program Report, Title of Project, Company, Student name, Student ID#, Coop Serial number, Advisor Name, Coordinator Name, and Date <month, Year>*)
Abstract *
Acknowledgments*
Table of Contents
List of Tables*
List of Figures*

1.   Part One

A.   **Company**   (*Max of 5 pages*)
    1.   Organizational Structure
    2.   Main product
    3.   Market
    4.   Size

B.   **Department**   (*Max of 5 pages*)
    1.   Organizational structure
    2.   Role/function of the department in the company.

2.   Part Two

A.   Objective or statement of the problem.
B.   List of Project/Projects assigned to you with Brief description
C.   Theoretical background (literature review, related theoretical areas .. etc).
D.   Approach   (*This includes partitioning of the problem into tasks and subtasks, scheduling of these tasks over the training period, determining milestones to monitor progress, needed tools and equipment, and expected results*).
E.   Data collection and analysis (if applicable).
F.   Model (if applicable).
G.   Analysis and Discussion of results versus the expected ones. (*tasks fully or partially accomplished and those unaccomplished, degree of accomplishment, analysis of problems or unexpected difficulties, problem solutions or attempted solutions, deviations from the planned schedule and reasons, experience gained, techniques learned*)
H.   Relationship to COE courses and your background as a Computer Engineer.
I.   Conclusions and <u>Recommendations</u>
J.   References
K.   Appendix I. Signed Weekly Breakdown
L.   Other Appendices (number the pages, include in the table of contents, and include a title page for each appendix)

* Optional

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

APPENDIX 3
CO-OP Summary Report Format

The following points **MUST** be addressed in the summary report. The summary must be in ***brief bullet items***. *Under no circumstances should the summary exceed **5-pages** other than the cover sheet.*

1) **Cover Page: (***In addition to Univ, college, and department titles, it should include Your name and student ID, Training Company and Department, Company Supervisor Name, Semester (e.g. 981), Advisor name, and coordinator name***).**

2) **Introduction** (*Briefly describe the task assigned to you and the organization in which the work was conducted*).

3) **Description of the accomplished work**

   - *Tasks accomplished*

   - *Partially accomplished and unaccomplished tasks, Explain*

   - *Problems faced*

   - *Solutions or attempted solutions*

   - *Experience gained*

   - *Techniques learned*

4) **Relationship to COE course offerings**

5) **Recommendations**

APPENDIX 4

CO-OP Progress Report Format

- The reports must be ***brief*** (*should not exceed **5-pages** other than the cover page*).

- *Progress reports **MUST be SIGNED** by Company Supervisor*

- *Progress reports **MUST be Submitted in Time***

- *Separate copies of the reports must be submitted to the coop advisor and the coop coordinator*

- The following points **MUST** be addressed in each progress report:

1) **Cover Page:** (*In addition to Univ, college, department titles, and progress report number, it should include Your name and student ID, Training Company and Department, Company Supervisor Name, Semester (e.g. 981), Advisor name, and coordinator name*)**.**

3) **Schedule** (*Summary of the training Program schedule with dates, duration, status of various tasks*).

4) **Description of the accomplished work**

   - *Tasks accomplished*

   - *Approach taken to accomplish tasks*

   - *Experience gained*

   - *Techniques learned*

4) **Description of the unaccomplished work**

   - *Partially accomplished and unaccomplished tasks (schedule slip), Explain*

   - *Problems faced*

   - *Solutions or attempted solutions*

5) **Work Plan for the Coming Period and Schedule adjustments**

APPENDIX 5

Presentation Guidelines & Format

General advice: **Be brief and to the point**,

1. **Presentation Outline**

2. **Introduction** (*Identify yourself, training company, Training Department, period of training.*)

3. **Objective** (*Identify training area, Training Program, tasks assigned to you.*)

4. **Weekly Breakdown** (*Identify each task undertaken during each of the 28-weeks and state whether it was fully accomplished, partially accomplished, or not accomplished.*)

5. **Gained Benefits** (*Experience gained, Techniques learned, Problems faced, Solutions or attempted solutions.*)

6. **Conclusion** & **Recommendations** (*Overall evaluation of the training period, Evaluation of the training organisation, recommendations for future trainees.*)

COMPUTER ENGINEERING DEPARTMENT
Cooperative Program Rules & Regulations

FORM   A1
``Choice of Co-Op. Advisor``

Student Name: _____   E-mail: _____

ID Number: _____   Coop Starting Semester: _____

Training Company: _____   Training Department: _____

_____   Supervisor Phone: _____

Company Supervisor: _____   Supervisor FAX: _____

_____   Supervisor E-mail: _____

Tentative Title of Coop Training: _____

_____

Area of Coop Training: _____

Coop Advisor: _____

Advisor Signature: _____   Date: _____

Student Signature: _____   Date: _____

COMPUTER ENGINEERING DEPARTMENT
COOPERATIVE PROGRAM Rules & Regulations

FORM A2
COOP Registration Form

TERM : ☐ ☐ ☐   **DATE**: _____

NAME: _____ / _____ / _____ / _____
              Family Name   First Name   Second Name   Third Name

I.D. # _____   **Nationality** _____

Total Earned Credits :   **Semester Credit Hours**
(not including this s*emester*) _____   (*registered this semester*) _____

Major GPA : _____   **Cum GPA:** _____

STUDENT SIGNATURE: _____

DEPARTMENT COMMENTS ABOUT STUDENT`S ELIGIBILITY

COE 442   **COE 305**
(*Semester/ Grade*) _____   (*Semester/ Grade*) _____

COE 390   **ICS(334 /413)**
(*Semester/ Grade*) _____   (*Semester/ Grade*) _____

ENGL 214
(*Semester/ Grade*) _____

Academic Advisor _____   **Signature** _____

Comments _____

_____

_____

Coop Coordinator _____   **Signature** _____

APPROVAL

_____   _____
ASSISTANT DEAN FOR   DEAN OF ADMISSIONS
EDUCATIONAL AFFAIRS   AND REGISTRATION

_____   _____
DATE   DATE