



MEMO

To: All EE Students
From: Dr. Alakhdhar (EE Summer Training Coordinator)
Date: September 1st, 2001
Subject: **Summer Training Guidelines (003)**

Attached is the list of students who were in summer training program during (003) semester. Please follow the guidelines and rules below to fulfil this course EE 399 requirement.

Guidelines:

1. Summer Training is a PASS(NP) /FAIL (NF) grade course that depends on the final report submitted by the student and the evaluation of the company or institution he worked in.
2. Failure to fulfil the passing requirements means repeating the summer training again.
3. Each student is required to submit a **technical final report** on the training that he experienced.
4. **final report, after revision and corrections** of his assigned supervisor, is submitted back to the supervisor by **Wednesday October 3, 2001**. Failure to meet this deadline can result in failing the course.
5. Students should contact their advisors as soon as possible to allow them enough time to evaluate their reports before the deadline mentioned.
6. Make sure that you have been informed by your assigned supervisor of the status of your report as satisfactory and accepted or not.
7. Any similarities among the contents of the reports will be treated **harshly** and sent to the university administration for **further actions**.
8. Make sure that the company you worked with has sent your **evaluation form** to the University, **directly to Deanship of Students Affairs**.
9. There is no need to see the Summer Training Coordinator except in cases that requires so. All your questions should be answered by reading this memo.

The Report

One of the main objectives of Summer Training program is demonstrate you ability to write successful technical reports. The following guidelines will help you in that:

- ◆ The content of the report should be related to the job assignments that you participated in during your training. The introduction about the nature of the company or institution should be very brief. Emphasis should be made on the work you did.
- ◆ The length of the report is not specified. However, the students must demonstrate clearly how much practical experience he has gained. For example:
 - Type of projects or assignments he worked in
 - Problems and difficulties faced in them
 - Solutions, suggestions and recommendations
 - Technical and administrative Experience gained
 - Relation between what he has learned in school and training, etc.

The Report Format

- ◆ The report must be written in a formal way as you have studied in ENGL214. A typical report is available with the EE Secretary and me.
- ◆ The report should include, in the following order:
 1. Cover page (include full name of KFUPM and EE, title, your name, your number, the assigned supervisor, and date)
 2. Table of contents (main sections, subsections, headings, etc., with page numbers)
 3. Lists of symbols or abbreviations (if any)
 4. Introduction
 5. The main body
 6. Conclusion
 7. References and Appendices (if any).

Each of those items should start in a new page.

- ◆ All the body text must be in Times New Roman font. The size of the font should be 12 with double line spacing, as shown in this paragraph. Titles of chapters, sections, headings, etc. should be of size 16 and **bold**. *Italic* style shall not be used.
- ◆ The report must be TYPED and ORIGINAL. NO COPIES are allowed. Figures or charts that are scanned or copied may be included but must be appropriately referenced.
- ◆ The report must be in correct grammar and should be spell-checked.