

King Fahd University of Petroleum and Minerals

Electrical Engineering Department
Applied Engineering Committee

Periodical Progress Report:

The Periodic Progress Report that is submitted by the coop student to his coop academic supervisor serves several objectives. Other than being the main channel of communication between the student and his advisor, it should be viewed as the basis for writing the student's final report. The following write up is directed to both students and their advisors with the objective of providing some guidelines for progress report writing, submission and grading.

Progress Report submission and frequency:

There are **4 periodical progress reports** in all. These report constitutes a total of **12% of the final coop mark**, as such, each report accounts for 3%. The first report is due **8 weeks** from the beginning of the coop term, with one report due every 8 week thereafter. The last report due **two weeks** from the beginning of classes after returning back to school. Student should arrange with his coop advisor to conduct meetings for feedback and exchange of progress status. It is recommended that the first meeting should be conducted four weeks after the start of the coop term and every 8 weeks thereafter. These timings are to be adhered to by all coop students. Latency will result in warning and later deduction of marks as per the following guideline.

Report/Meeting	Meeting Due	Report Due	Report Latency		
			1st week	2nd week	3rd week
First	Week 4	Week 8	Warning	1% off	1% off
Second	Week 12	Week 16	Warning	1% off	1% off
Third	Week 20	Week 24	Warning	1% off	1% off
Fourth	Week 28	Two weeks after start of Classes	Warning	1% off	1% off

Failure to submit a report will result in deduction of the 3% allocated for this report.

Student should deliver these reports to their academic coop advisor according to the time scheduled above. However, due to the fact that some students will serve their coop term in companies out side the eastern province, it is left to the supervisor and the student to work out a convenient and suitable communication and reporting plan.

Coop academic supervisors, should review the reports and evaluate student's progress. Feedback to the student is very important especially during the first few reports, where the student is in the most need for guidance and advice on the report contents and format. This feedback is to be provided during the scheduled meetings, listed above.

Since the coop term will always include a summer term, either at the beginning or at the end of the coop term, the summer chairman will perform the coop advisor's duty, should the original advisor be on

vacation. Students are to contact the summer chairman directly and submit their progress reports and conduct their meeting with him or whomever he appoints to this duty.

Report Format:

There is no specific format for the progress report. However, the contents of the report should include the following:

- A list of tasks assigned to the student during the reported period.
- Detailed description of all activities performed by the student during the reported period.
- Student self-evaluation of his performance on each task.
- Student should also highlight/identify areas in his educational background that require further development.
- Other points that the student may see relevant to bring forward in his report, e.g. his observations, interpersonal communication skills gained/enhanced, work situations, problem resolutions etc.

These progress reports will be used as basis for writing the final report; as such they should be viewed as a logbook documenting all activities performed by the student during his coop terms. It is especially important for the student to collect information and data that will be used to write the final report. Students should avoid copying from company manuals or textbooks, unless the information copied was directly used to accomplish tasks assigned to the student. It is recommended that the student keep an active logbook and update it on daily/weekly basis, this will help the student capture his activities with minimum effort and train him on documenting his activities on regular basis, which is a practice he would need/use through his professional career.

Report Grading:

The progress reports constitute 12% of the total mark, distributed over 4 reports. As a guideline for grading these reports, it is recommended that reports be evaluated on the basis of four areas, Structure, Contents, Relevancy and Presentation.

Structure: is mainly a look at the report layout, proper introduction, table of contents, report body and subtitles, etc.

Contents: this evaluates the report contents, and if it clearly lists the tasks assigned to the student and contain sufficient information and data to help in the writing of the final report.

Relevancy: it measures the relevancy of the report contents to the student activities, here is where copying from text book and company manuals should be assessed.

Presentation: presenting the information, in some cases, is more important than the information itself. The supervisor should evaluate the level of professionalism in the report presentation.

The report grade distribution recommended is as follows:

Structure 0.5%

Relevancy 1.0%

Contents 1.0%

Presentation 0.5%

Totaling 3% per report.

A similar grading policy will be used in grading the final report. Relevancy, in both progress reports and the final report will be given a considerable weight. For grading policy of the final report please refer to the final report guideline.

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
 Applied Electrical Engineering
Seminar & Final Report Grading Form - EE 351

Dear EE Faculty:

Please make grades on the form below and report it to the Co-op Coordinator. The grades are to be assigned independently by each faculty.

	Excellent (100%)	Good (80%)	Average (60%)	Fair (40%)	Poor (20%)	
Introduction of the subject (5%): How well did the student introduce the subject material?						
Clarity of presentation (5%): Did he present the material in a clear and concise manner?						
Depth of Knowledge (5%): Did he show that he really understand his project?						
Results & Conclusions (5%): How well did he summarize and conclude his presentation?						
Questions & Answers (5%): How well did he handle the questions at the end of his presentation?						
Seminar Grade (25% Maximum)						
Final Report (40%)						
	Excellent (100%)	Good (80%)	Average (60%)	Fair (40%)	Poor (20%)	TOTAL
Introduction of the subject (5%)						
Relevancy (20%)						
Format of Report (10%)						
Conclusions & Comments (5%)						
						/40

Student Name: _____ ID# _____
 Report Title: _____

 Faculty Name: _____ Signature: _____

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

Applied Electrical Engineering
Grading Form - EE 351

Dear EE Faculty:

Please make grades on the form below and report it to the Co-op Coordinator. The grades are to be assigned independently by each faculty.

Student Name: Student ID: Address: P. O. Box Telephone: Courses Taken:

Progress Reports & Visit (12%)	# (1) 3%	#(2) 3%	#(3) 3%	#(4) 3%	TOTAL
Mile-stones for submission of the report (8%)	Draft submission			Final Draft	
	8 th Week	10 th Week	12 th Week		
	If fail to submit, written warning is sent to the student ()	If fail to submit, 4% is taken off ()	If fail to submit, 4% is taken off ()		
					/20

Report Grade (60% Maximum) - Progress Reports & Draft Submission (/20) - Final Report (/40)	
*Company Evaluation (15% Max)	
Total (100 Max)	

Grade: _____
Date: _____
Term: _____

***To be done by the Co-op Coordinator.**

Student Name: _____ ID# _____ Report Title: _____ _____
Faculty Name: _____ Signature: _____