KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
Department of Civil & Environmental Engineering (CEE)
Applied CEE Cooperative Training Program
CE 350 & CE 351 [131]

CO-OP REPORT ADVISOR'S COMMITMENT ASSIGNMENT FORM

Date: _____

1. Student Name: _____ Student No.: _____
   CEE-Specialty: ……………………………………………………………..

2. CO-OP Report Title: _____

   _____

3. Scope of Report (Brief Description): _____

   _____

   _____

   _____

4. Training Organization & **Seal**: _____

   Contact Person & Address: _____

   _____

5. COOP-Assignment Period ● Beginning: _____

   ● End   : _____

6. Student (Name & Signature) : _____

   _____

7. COOP Report CEE-Advisor (Name, Signature & Date): _____

   _____

8. **Approvals & Date:**

   _____   _____
   - Course Coordinator   Department Chairman
   - Date: _____   _____

xc: CEE-COOP Works Program Coordination File

Introduction

The CO-OP training program is an essential component of engineering education at KFUPM, and is a prerequisite for successful completion of degree requirement. This is an outline of the Department's basic regulations for the CO-OP program. All CO-OP students should also obtain copies of the *Handbook* of the Cooperative Program from the CO-OP office (Training Department) before they start their work assignments. The *handbook* contains more information and students are expected to abide with its contents especially section II which deals with writing guidelines and format of the CO-OP report.

Departmental Regulations

1. Requirements and Eligibility

The following criteria (as given in the KFUPM Undergraduate Bulletin) should be met before a student is considered eligible for admission to the CO-OP work program:

1. Completion of a minimum of 85 credit hours.
2. Completion of special department requirements (e.g. ENGL 214) and approval of academic advisor.
3. Having a major or cumulative GPA equal to 2.00 or higher, and
4. Not being subject to dismissal for academic or other causes.

2. CO-OP Advisor & Responsibilities

The student will be assigned CO-OP report advisor (based on an approved training-plan) .very early in the COOP-program. The CO-OP Report Advisor Assignment form must be filled and submitted to CO-OP coordinator. Then afterwards, all detailed Progress Reports (four PRs *pre-approved* by field mentor) have to be submitted *directly* to and compiled by the advisor for follow-up and later evaluation and grading.

3. Writing the CO-OP Report

Students should write all reports (including: PRs & Final Report) according to the format described in detail in the aforementioned CO-OP Handbook but may include additional requirements specified by CO-OP report advisor. Each report should, *in general*, contain:

1. Cover page followed by Summary page.
2. Table of Contents
3. List of Figures
4. List of Tables
5. Brief Description of the Company
6. Summary of the Project/Assignment
7. Theoretical Background Related to the Subject(s) covered in the COOP Report
8. Procedure for Accomplishing the Assignment
9. Chronological Description of Training Assignments and Tasks Completed
10. Results - (Analysis/Design, etc.)
11. Discussions
12. Conclusion and Recommendation
13. References
14. Appendices (including copies of all PRs), and the cover page should *include*:

- University, college and department names
- Course title and number (i.e. **CE 351**)
- Report title
- Student's name and number
- CO-OP report advisor's name
- Date of submission

4. Submission of CO-OP Report(s)

All CO-OP students should contact their officially CEE-assigned report-advisors (by filling: CO-OP REPORT ADVISOR ASSIGNMENT FORM not later than month months from the on-set of the CO-OP training period. The **status-report** and the first draft of final CO-OP report must be submitted at least 6 weeks before the end of the semester immediately following the CO-OP period. Students are therefore advised to attempt to prepare a *first draft* during the CO-OP period. Two copies of the final version of the CO-OP report should be prepared by the student and submitted to his advisor at least 2 weeks before the end of the semester to avoid the unfavorable penalty points that may ensue. A copy of final version of report should also be submitted to CO-OP coordinator. Students should get a letter grade by the end of the semester immediately following the CO-OP period otherwise the "**IC**" grade will change automatically to an "**F**" grade.

5. Oral Presentation

After submitting his final report, the student will be required to give a short presentation (e.g. 30 minutes) about his CO-OP work to his advisor and two *examining* faculty member. The presentation and the student's answers to questions about his CO-OP work will be judged by an examining committee, and the CO-OP coordinator. Date and time of oral presentation are to be scheduled by the CO-OP report advisor and the student. However, it is expected that such scheduling will conform to the Academic Calendar, i.e., *not later than* the last day of major exams.