King Fahd University of Petroleum & Minerals

COOP Program Guidelines

Modified and Adjusted for
ACHE Program Purpose
By

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Introduction

The Cooperative Program is a structured educational strategy, integrating the theoretical knowledge learned in the classrooms and laboratories with real world experiences. The Cooperative Program (COOP) was introduced at KFUPM in 1970 to achieve this goal. It is one of the graduation requirements for students in

♦ The College of Applied Engineering

♦ The College of Industrial Management

♦ The COOP option in the College of Computer Science & Engineering

♦ The COOP option in the College of Environmental Design.

The COOP is a 9-credit-hour course. However, the total required credit hours for the B.S degree with or without the COOP option are the same or differ by 1 or 2 credit hours. A COOP student is required to spend 28 continuous weeks of practical work in a relevant field of industry. The COOP duration spans one regular semester and one summer semester. Two scenarios are possible:

♦ Spring Semester + Summer (Group A)

♦ Summer + Fall Semester (Group B) The student is required to register for the COOP course in both semesters: CHE-351 and CHE-352 for (Group A) or CHE-350 and CHE-351 for (Group B). A student should not take the COOP until he completes at least 85 credit hours. It is very important that the COOP is not left until in the last semester (it should not be the last course toward the degree). Thus, it is recommended him to start his COOP the summer following the fourth (junior) year. He will thus spend the summer and the first semester of the fifth (senior) year in the COOP. You will then have one more semester to finish your courses and complete the COOP requirements. Students are required to submit progress reports during their COOP. After finishing the COOP period, they are required to submit a final report and give a presentation about their experience and knowledge gained during their work.

Requirements and Eligibility

The following criteria should be met before a student is considered eligible for admission to the COOP work programs:

♦ Completion of 85 credit-hours or more of his study.

♦ Earned Cumulative and Major GPA of **2.0** or above.

♦ Completion or current enrolment in ENGL 214 (Academic and Professional

Communication)

♦ Completion of any special departmental requirements.

♦ Not subject to dismissal for academic causes.

♦ Not in the last semester at KFUPM.

Employer's Role

The employer has the major role in promoting the success of the training program. To achieve this goal, the employer is expected to provide the following:

♦ He should provide every student with a training plan reflecting his training assignment during the 28 weeks. It needs to be related to the student's academic field of study. The program should be approved by the COOP Advisor in the student's KFUPM academic department.

♦ The COOP student should be assigned to a professional in his field of study (field mentor), who will be responsible for making the student's training program meaningful and effective.

♦ The COOP student should be treated like any other employee in the organization. If he does not show up to work either on time or at all, the employer should inform the University, so that corrective action can be taken. Absence should be reflected in the evaluation reports.

♦ If the COOP student does not perform well or his performance does not meet the employer's standard then the employer should inform the University so that corrective action is taken.

♦ Students should be encouraged and allowed to prepare technical reports and conduct oral presentations during the training period.

♦ The employer should allow and encourage visits by the KFUPM COOP advisor.

Field Mentor

The field mentor is a professional in the field of the student's major assigned by the employer. The role of field mentor is of prime importance in ensuring adequate professional development of an assigned KFUPM student. It is expected that the mentor will set a working plan for the student that covers the COOP assignment period. The mentor will be mainly in charge of the following tasks:
♦ Ensure that the student follows the training plan provided by the company and approved by the department.
♦ Ensure that the progress reports provided by the student are prepared accurately. He needs to read and sign the report before the student submits it to his KFUPM academic

advisor.

♦ Complete the student training evaluation forms (See Appendix) at the end of week 8 (form 1) and week 28 (form 2) of the COOP training period.

University's Role

The University will collaborate with the employer to make the COOP program a success. To achieve this, the following parties are involved:

♦ Training Department (Student Affairs)

♦ COOP Coordinator

♦ COOP Advisor

♦ COOP Examining Committee

Training Department

The Training Department at KFUPM is in charge of:

♦ Contacting the companies to solicit COOP pistons for the following semester.

♦ Assigning qualified candidates to the positions which have been agreed upon and reserved for the COOP Program, matching the student's qualifications to the needs of the job and the student preference when possible.

♦ Providing all necessary information required for the placement of all candidates for employment in the COOP program.

♦ Maintaining a regular liaison with the participating employer and with the student mentor through the channels authorized by the employer.

COOP Coordinator

The COOP Coordinator is a faculty member in the student's academic department assigned by the department chairman to supervise the COOP student. The role of coordinator is to:

♦ Ensure a timely start and end of the training program for each COOP student.

♦ Assign the COOP advisor and examining committee for each COOP student

♦ Report final grades of all registered students.

♦ Be responsible for the COOP advisor role during the summer session.

COOP Advisor

The COOP advisor is a faculty member in the student's academic department with expertise in the subject of the COOP assignment and is assigned by the COOP coordinator to guide the COOP student during the full period of the COOP assignment. The advisor should provide assistance to the student while in training in the COOP program. In particular, his role is to:

♦ Ensure adequacy of the work assignment by reviewing the COOP plan provided by the company and approve it if it meets the requirement, or communicate with the student mentor to adjust the program as needed.

♦ Review the progress reports prepared by the students and send feedback to them within a week of submission.

♦ Guide the student in writing and compiling the final COOP report in a professional format. It is required that the advisor will have frequent meetings with his advisee during the period of writing the report (the semester that follows the COOP).

♦ Submit grades for progress reports and the final report to COOP coordinator.

♦ Attend and evaluate the students' presentation.

COOP Examining Committee

The examining committee will comprise the COOP advisor as the chairman and two faculty members from the student's academic department assigned by the COOP coordinator. The examining committee evaluates the student's COOP report and presentation and will report the grade to the COOP coordinator.

Student's Role

The student's role is divided into 3 periods:

♦ The semester preceding the COOP

♦ During COOP

♦ After COOP

Below, the activities required in each period are explained in detail:

The semester preceding the COOP

All students who plan to take the COOP should complete the following steps during the semester just before their COOP:

♦ Discuss with your academic advisor whether the COOP or summer training is better. Your advisor will need to fill out the COOP Checklist and indicate his opinion to the

COOP coordinator. **(Before last day for adding courses)**.

- Register online for the COOP during pre-registration; you need to register for both semesters (summer + first semester or second semester + summer). **(During the pre-registration period)**.

- Take your current degree audit and COOP checklist to the COOP coordinator. On his written approval, the COOP Coordinator then approves your registration through the Registrar's web page. **(During the pre-registration period)**.

- Visit the training department website to see the list of COOP offers. You will need to fill out an online application. In this form you will indicate five choices and the training department will direct your name to one of the five companies if possible. If not, any available position in your major will be assigned to you. When the company confirms, you will receive an e-mail from the training department to collect your papers. **(Date to be announced by the training department.)**

- If you are planning to do the COOP in a company that is not listed in the training department's list then you need to provide the training department with the COOP Opportunity Form approved by the COOP coordinator. **(Date to be announced by the training department.)**

- All COOP students need to fill out the Contact Guide Form and the COOP Obligation Form and submit them to the training department. **(Date to be announced by the training department)**.

- Contact your COOP advisor (to be assigned by the COOP coordinator) and discuss with him the COOP program and the best way of communication during the COOP. **(Suggested time: week 14)**

- Collect the COOP package from the training department which contains a letter to the employer and a few forms which will be needed during the COOP period. **(During Final Exams period)**

- If for any reason you decide not to continue the COOP, you will need to see the COOP coordinator to fill out the COOP Drop Form. **(Before the official starting day of the COOP)**

NOTE: It is the responsibility of the student with the help of his academic advisor to make sure that the COOP work is completed *before* his last semester in the University. All COOP prerequisite courses have to be completed at least two semesters prior to graduation.

During the COOP

During the COOP, students need to provide several documents in a timely fashion. Students need to be sure that their WebCT account is working before the COOP starts. During the COOP, they need to check WebCT regularly for any announcements.

♦ During the first two weeks, the employer should assign a mentor to the COOP student, who will devise a COOP plan for the 28 weeks. He should ask the mentor to prepare the plan and send it to the training department. It should be signed and stamped by the employer. An e-copy of the plan should be submitted via WebCT.

♦ COOP students will need to submit 2 progress reports, one every 2 months. They submit the COOP Progress reports via WebCT and by email to their respective COOP advisor. The hardcopy of the report should be signed by the field mentor.

♦ By the end of the 8th and the 28th weeks, the COOP student should remind his mentor to fill out the Company Evaluation Form and mail/fax it to the training department. The student needs to provide a blank form to his mentor (to be given by the training department).

♦ He will need to submit a detailed final report about his work in the company. Thus, it is recommended he starts writing it from the first week of the COOP training program while the details are still fresh.

After the COOP

After finishing the COOP, the COOP students need to do the following during the semester after COOP:

♦ Prepare a draft copy of the COOP final report then contact their COOP advisor and discuss it with him.
(During the first 2 weeks of the semester)

♦ Submit the final report incorporating the advisor is comments via WebCT. Also, submit a hardcopy to the COOP advisor.
(at the end of week 4)

♦ Prepare a presentation describing your COOP and submit the PPT file via WebCT. Suggested presentation duration 30 mins. + 10 mins. Q&A.
(at the end of week 6)

♦ Collect all comments from your advisor, examining committee and the COOP coordinator and make changes accordingly in the final report, summary report and presentation. Submit the COOP Full Report via WebCT and as a bonded hardcopy to

the COOP coordinator. A soft copy of the full report is to be prepared in PDF format. A soft copy is also needed by the training department as it will send a copy to the student mentor.

(at the end of week 8)

Student Performance Evaluation

The COOP student's performance will be evaluated through the following:

♦ **Company evaluation:** Every student will be evaluated during his COOP period by his mentor. This evaluation will be forwarded to the COOP coordinator through the University training department.

♦ **Progress reports:** Each student must submit two progress reports (one report *every 2 months*). The report should be submitted through WebCT and by email to his COOP advisor. Progress reports will be evaluated by the student COOP advisor and grades will be posted on WebCT. Hard copies of all reports should be signed by the student mentor and stamped with the employer's official stamp. These hard copies can be submitted to the COOP coordinator after the student finishes his COOP and returns to KFUPM.

♦ **Final report:** Each student must submit a final report describing his COOP work. Students should consult their COOP advisors regarding the content of the report. The final report MUST BE SUBMITTED as early as possible in the semester immediately following the COOP training period. A hard copy of it should be submitted to the COOP advisor. The advisor will evaluate the COOP final report and may make corrections and request   adjustments to the report.

♦ **Presentation:** Every student must give a presentation on his COOP training to the examining committee. The presentation will be judged by the examining committee. Date and time of the oral presentation will be decided by mutual agreement between the examining committee and the student. Suggested presentation formats are given in the Appendix.

NOTE: All reports should be prepared according to the standard technical report format (as taught in Engl-214) and should include any additional requirements specified by the COOP advisor. A suggested report format is given in the Appendix.

COOP Grading

The evaluation of the COOP report and presentation is performed by the examination committee and the COOP advisor and it is reported to the COOP coordinator to assign a final letter grade for the student. The student should refer to the COOP coordinator of his department for details of the COOP grading policy and guidelines. The final grade for COOP is mainly based on the following four items:

1. Employer's evaluation
2. Progress reports
3. COOP report
4. Coop presentation
5. Punctuality in submission of reports and presenting the final report

In the chemical engineering department the following grading policy is implemented for COOP:

1. Progress report # 1   5 points
2. Progress report # 2   5 points
3. Final COOP report   40 points
4. Final presentation   25 points
5. Company's evaluation   20 points
6. Punctuality   5 points

    Total   **100 points**

First Progress Report Structure: (To be Submitted After 2 Months from Start of COOP)

1. A cover page.

2. Summary.

3. A brief description of the host organization.

4. A brief description of the industrial unit that the student is working in.

5. A description of the project that the student is planning to pursue.

6. An outline of the method that will be implemented to complete the project.

7. Comments and suggestions.

Second Progress Reports Structure: (To be Submitted After 4 Months from Start of COOP)

1. A cover page.

2. A summary of the project and if any modifications were implemented.

3. Progress made in completing the project.

4. Sample of results of the calculations or experiments made.

5. A tentative table of contents intended for the final COOP report.

6. Comments and suggestions.

The COOP report is an extremely important element in the COOP program where the student describes thoroughly his accomplishments on the job. Since report writing is an essential skill that any engineering graduate must be equipped with, the COOP is an excellent opportunity for the student to develop and maintain such a skill. Here the student should fellow the technical report writing guidelines learned in ENGL214 in preparing his COOP report. Although, the contents of the COOP report may vary depending on the nature of the assignment, the report may generally contain the following:

- Title page
- Summary

- Acknowledgements
- Table of Contents
- Introduction
- Job Description
- Case studies
  - Objective
  - Procedures
  - Unit Description
  - Technical description
  - Results and discussion
- Conclusions
- Recommendations
- References
- Appendices

Final COOP Report-Details

The student must maintain trust and honesty to ensure the integrity of his COOP report. Any cheating in the COOP report shall render the student subject to punishment in accordance with the university disciplinary rules.

TITLE PAGE

The title page serves as the first page the report. The main function of the title page is to identify the COOP report. It should contain the following:

- University, college and department names.

- Course title and number.

- Title of the report.

- Student's name and ID number.

- Coop advisor name.

- Name of the company.

- Date of submission.

The title of the report should be short but descriptive enough to distinguish it from other reports on similar subjects.

SUMMARY

The summary of the report *appears first* and should be *written last*. The summary should be written concisely in such a way to deliver the message and state all the important aspects of the

report. It may include an introductory statement to the subject matter and briefly describe what was done. Moreover, it may also include some selected key results.

ACKNOWLEDGEMENTS

The acknowledgements consist of few sentences where the student thanks and appreciates those who have helped him during the COOP program. It is a matter of courtesy that the student gives credit to other people who have contributed to the success of his work.

TABLE OF CONTENTS

The table of contents should list all chapters, sections and subsections of the report along with the corresponding page numbers to enable the reader to easily locate any information in the report. It should be clear and separate from the rest of the report.

INTRODUCTION

The introduction of the report has two functions. First, it includes brief statements introducing the job description portion of the report. Second, it includes brief statements discussing the case studies portion of the report.

JOB DESCRIPTION

The first main portion of the COOP report is the job description. The student may organize the job description as follows:

- A description of the whole organization.
- A description of the department that the student worked with.
- What did the student do there and for how long?
- The major projects the student was involved in.
- List the various experiences the student was connected with.
- If the student wrote letter reports during COOP, he should summarize them in this section and then give an example in an Appendix.

CASE STUDIES

This is the most important portion of the COOP report. The student should have arranged with his mentor and his advisor on how to prepare this portion of the report. This portion of the report may be organized as follows:

OBJECTIVES

The student should describe the objectives of his project in two or three sentences.

PROCEDURES

The student should explain what was done to accomplish the objectives. He should clearly explain if he has done these procedures by himself or by someone else.

UNIT DESCRIPTION

A description of the specific unit or operation of the industrial process should be provided in this section. Illustrations and photographs should also be provided if necessary. Block and/or process flow diagrams should be provided and labeled explaining all details of the process.

TECHNICAL DESCRIPTION

The technical details of the selected topic should now be given, including calculations and basic theory. It should be shown how the technical background relates to the student's own study.

RESULTS AND DISCUSSION

All results should be summarized here in the form of tables and graphs. The student should interpret the results and discussed them both qualitatively and quantitatively and should state the accuracy and any possible sources of errors.

CONCLUSIONS

This section is sometimes combined with the recommendation section, yet the function of each is distinct. The purpose of the conclusion section is to summarize any new information derived from the work described in the report. It is sometimes presented as numbered statements, each distinct and each stating facts alone.

RECOMMENDATIONS

In contrast to the statement of facts in the conclusions, the recommendations present a course of action and reflect the opinion of the student. In the recommendations, the student can make suggestions about modifying the COOP program, methods of changing company policy and even changing the operation of a plant.

REFERENCES

This section is the last before the appendix. The original sources of any literature referred to in the report should be listed here. This listing should be numerical and should be based on the order of appearance in the report. There is a standard formal used for most scientific references. The information should be arranged as follows:

- Author's last name, followed by his initials.
- The name of the book or article.
- If it is an article, the name of the journal where it appears.
- If it is a book the publisher and edition.
- The volume number of the journal.
- The date of publication.
- Page number.

APPENDICES

In order to make any report more readable, all supporting data should be placed in the appendices of the report. This may include the following:

- Organization charts.
- Maps of areas worked in.
- Letters involving job assignments.
- Letter reports.
- Detailed drawings.
- Test run data.
- Tables, graphs, illustrations and photographs (when not an essential part of the report).
- Copy of the covering letter to the COOP report.
- Sample calculations.

REPORT GRADING

Report Grading will include the following Criteria:

- Introduction of the subject

- Relevancy and discussion

- Format of report

Chemical Engineering Department
CHE 351-Coop
Rubrics Score

Student Name	:		ID #	:
Project Title	:		Advisor	:
Company	:		2nd Examiner	:
Term	:			

	Outcome	Professional Quality (4 Points)	Adequate (3 Points)	Needs Improvement (2 Points)	Inadequate (1 Points)	Score
1	Write a technical report	English writing and report format is excellent	English writing and report format is very good and it needs little improvement	English writing and report format is acceptable and it needs a lot of improvement	English writing and report format is poor	
2	Apply chemical engineering principles and process calculations	Chemical Engineering principles and /or process calculations are applied and used accurately	Chemical Engineering principles and /or process calculations are applied and used with few mistakes.	Chemical Engineering principles and / or process calculations are applied used with many mistakes	Chemical engineering principles and /or process calculation are not applied or used at all.	
3	Draw block/ process flow diagrams or experimental set up and illustration	Block/Process flow diagrams are drawn extensively and labeled very accurately	Block/Process flow diagrams are adequately drawn and labeled	Block/Process flow diagrams drawing and labeling is not clear or missing major information	Block/Process flow diagrams are missing	
4	Determine / collect physical, chemical and transport properties of chemical systems	All required fluid properties are determined/collected very accurately and source or correlation is clearly indicated	Fluid properties are adequately determined/collected and source or correlation is indicated	Some Fluid properties are missing or source may be missing	Fluid properties are missing or unrealistic	
5	Demonstrate design of chemical engineering or experimental setups	Design calculations of a chemical process and / or design of experimental setups are achieved professionally in terms of accuracy and/or ingenuity	Design calculations of a chemical process and / or design of experimental setups are adequately mastered by the students	Design calculations of a chemical process and / or design of experimental setups are incomplete or present some inaccuracies	No evidence of any attempt to perform design calculations of a chemical process and / or design of experimental setups	
6	Simulation /modeling/optimization of chemical systems	Process simulation / modeling/optimization is extensively used and presented accurately	Process simulation / modeling/optimization is used and presented adequately	Process simulation / modeling/optimization is not clearly used or contains errors	No evidence of process simulation/modeling/opti mization	

The presentation of the COOP assignment is also an extremely important part in the COOP program. After completing and submitting the final COOP report, the student will be requested to deliver an oral presentation before an examination committee. Here, the student will develop a very important communication skill, which is the ability to effectively present his results and findings in a professional manner. Such a skill will continually develop with the student over a lifetime and will be enhanced by practicing and listening to other presentations (both good and bad!).

The student will be allowed to present his work within a time frame as instructed by his examination committee, usually for 15 to 30 minutes. The student should present his work using transparences or preferably use a computer presentation such as PowerPoint. The presentation should reflect the contents of the COOP report, however, the means of delivery are totally different. In general, the presentation consists of:

- Title slide
- Talk outline
- Introduction
- Job description
- Case studies
    - Problem Statement
    - Objective
    - Procedures
    - Unit Description
    - Block/Process Flow Diagrams
    - Technical description
    - Results and discussion
- Conclusions
- Recommendations
- Acknowledgements

The presentation should be kept short and simple; hence, the details covered in the COOP report should be summarized here or skipped in some cases.

PRESENTATION GRADING

The grading criteria of the presentation include the following points

- **Introduction of the subject:** How well did the student introduce the subject material?
- Clarity of presentation: Did the student present
- The material in a concise and clear manner?
- **Depth of knowledge:** Did the student show that he really understood his work?
- Summary and Conclusion: How well did the student summarize and conclude his presentation?
- **Questions and Answers:** How well did the student handle questions at the end of his presentation?

The following grading rubric will be considered in evaluating the COOP presentation:

Dept. of Chemical Engineering
Scoring Rubric for Oral Presentation
CHE 351

Semester: ....   Student ....

Outcome	Excellent (Exceeds expectation)	Good (Meets expectation)	Poor (Needs improvement)	Score
Students will be able to demonstrate effective communication skill in *oral presentation*				Total= /25
(a) Content of delivery (3)• Audience awareness	Gives audience very clear picture of subject, methodology and conclusions	Gives audience an adequate picture of subject, methodology and conclusions	Does not give audience an adequate picture of subject, methodology and conclusions	
(2) • Transition from one segment to the other	Very smooth transition	Generally smooth transition	Abrupt transition	/7
(2) • Use of visual aids	Uses effectively the presentation tools to tell the story	Uses well the presentation tools to tell the story	Does not use effectively the presentation tools to tell the story	
(b) Delivery manner (2) • Body movement and position	Faces audience; good gestures and movement	Faces audience most of the time; some gestures	Does not face audience most of the time; lack of gestures (glued to screen e.g.)	
(2) • Eye contact	Frequently makes eye contact while presenting and responding to questions	Sometime makes eye contact while presenting and responding to questions	Not enough eye contact while presenting and responding to questions	/9
(3) • Delivery	Excellent delivery (pace, poise, voice, clarity)	Good delivery (pace, poise, voice, clarity)	Not a good delivery (too fast, not poised, not clear)	
(2) • Visual aids	Very good slides (not crowded, easily read)	Good slides (some are crowded, obscure)	Not good slides (most are overcrowded, unclear)	
(c) Response (5) • Answer questions smoothly	Answers questions smoothly	Answers question in a satisfactory manner	Cannot answer questions in a smooth manner	/9
(4) • Interaction with audience	Interacts with audience, inviting questions	Some interaction with audience	No interaction with audience	

Letter Grade Policy Followed

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
Not Complete	IC		Incomplete

Tips for COOP Students

- Remember that your performance in the COOP period affects both the image of your department and the future prospects of jobs for KFUPM graduates. You are an ambassador of KFUPM. Your grade in the COOP WILL CERTAINLY reflect how well or poorly you have promoted the professionalism, ethics and high-quality education you received in the department.

- Make sure that you are provided with a COOP training plan.

- Make sure that the training plan is related to your academic major and avoid unrelated jobs.

- It is very important that the student submits his training plan to the COOP coordinator and advisor no later than the third week of the training period.

- Make sure that your work is not composed mainly of clerical work.

- Make sure that your work is closely related to your field.

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

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

- Make sure, before the end of your COOP program, that you have collected enough data, which will enable you to write an analytical COOP report.

- Keep an accurate record of your activities on a daily/weekly basis.

- Summarize the 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 has a special document or a technical report, you should either try to get a copy or make copies of the most pertinent information. Since this is not always possible, it should be carried out as the situation permits.

- The information, documents, etc. gained from COOP training are not only for the purpose of the report but also for the student's own future reference.

- Maintain regular contact with your COOP advisor, update him on job assignments and experiences, and discuss with him topics for the COOP report.

- Take the initiative to gain useful experience during the COOP. Do not be passive.

SUMMARY OF IMPORTANT TRAINING EVENTS

Semester preceding the COOP

Suggested weeks	Task
Week 1	See your academic advisor, fill out the check list.
Pre-registration	Register for the COOP for both semesters (Spring + Summer or (Summer + Fall)
Pre-registration	See the COOP coordinator to confirm the registration, take the check list with you.
6-12	Contact the training department to select company for the COOP.
14-15	Contact your COOP advisor.

COOP Period Semester following the COOP

Suggested weeks	Task
1-2	Ask the company to prepare a COOP plan for the 28 weeks.
3	Submit an official plan to the COOP coordinator by mail & via WebCT.
8	Submit the 1st COOP Progress report via WebCT and by email to your COOP advisor.
8	1st Company evaluation form to be mailed to the training department.
16	Submit the 2nd COOP Progress report via WebCT and by email to your COOP advisor.
28	2nd Company evaluation form to be mailed to the training department.

Suggested weeks	Task
1-2	Prepare a draft copy of your final report then contact your COOP advisor.
1-3	Fill in a survey about your COOP experience and send it to the training department.
2-4	Submit the final report via WebCT and a hard copy to the COOP advisor.
6	Prepare a presentation describing your COOP experience and submit the PPT file via WebCT.
8	COOP Presentations.
8-12	Submit the Full COOP Report via WebCT (1 PDF file) and a hard copy to the COOP coordinator and training department.

Cover page for all COOP reports

The following MUST appear on the cover page of all COOP reports (in order):
King Fahd University of Petroleum and Minerals

- College Name
- Department
- COOP [progress/summary/final] Report
- COOP [progress/summary/final] Report
- Company name Student
- Company name Student
- name Student ID
- *COOP Serial number* (current term-ID: example 200910-200345670)
- Advisor Name Coordinator Name
- Date   <month, Year>

COOP Progress Report Format

The reports must be brief (should not exceed 5-pages excluding the cover page). MUST be SIGNED by Company Supervisor MUST be submitted on time The following MUST be included in each progress report:

- Cover page

- Schedule: Table showing dates, duration and status of various tasks for :

  a. The period from your joining the COOP company until current
  b. The remaining weeks until the end of COOP.

- Description of the work accomplished during the report period
  a. Tasks accomplished
  b. Approach taken to accomplish tasks
  c. Experience gained
  d. Techniques learned

- Description of the unaccomplished work
  a. Partially accomplished and unaccomplished tasks (schedule slip). Explain.
  b. Problems faced
  c. Solutions or attempted solutions

- Work Plan for the Coming Period

COOP FINAL REPORT FORMAT

The following MUST appear in your COOP report.

- Cover Page

- Abstract

- Acknowledgments

- Table of Contents, List of Tables, List of Figures

- **Part One: Work Place**
  a. Company (Max of 5 pages): Organizational structure, Main product, Market, Size
  b. Department (Max of 5 pages): Structure, Role/function of the department.

- **Part Two: the work**
  a. Objective or statement of the problem.
  b. List of Project/Projects assigned to you with brief description
  c. For each task state the following:

  i. Theoretical background (literature review, related theoretical areas etc).

  ii. 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).
  iii.   Data collection and analysis (if applicable).
  iv.   Model (if applicable).
  v.   Problems faced
  vi.   Solutions or attempted solutions

  vii.   Experience gained

  viii.   Techniques learned

  ix.   Tasks accomplished, partially accomplished or unaccomplished,
  x.   Analysis and discussion of actual results versus the expected ones.

- **Part three:**

  a. Overall experience gained
  b. Relationship to your courses and your academic background.
  c. Conclusions and Recommendations
- References
- Appendices
- Letter from the company (if any): appreciation, offer, certificates, etc.

COOP Summary Report Format

The summary must be in brief bullet items. The summary should not exceed 10 pages including the cover page and the appendix. The following MUST be addressed in the summary report.

- Cover page

- Introduction: Briefly describe
  a. The company
  b. The department you worked in
  c. The task assigned to you
- Description of the work:
  a. Tasks accomplished
  b. Partially accomplished and unaccomplished tasks. Explain.
  c. Problems faced
  d. Solutions or attempted solutions
  e. Experience gained
  f. Techniques learned
- Relationship to course offerings
- Recommendations

Appendix: one-page table showing the 28 weeks and a brief description of the task done during each week

Week	Task
1	
⋮	⋮
28	

Presentation Guidelines & Format

Be brief and to the point The following MUST be addressed in your presentation:

- Presentation outline

- Introduction
  i.   Identify yourself
  ii. Training company
  iii. Training department
  iv. Training area(s)

- Work description
  a. Training program
  b. Weekly breakdown

     i.   Tasks assigned to you during each of the 28 weeks.
     ii.   Identify each task undertaken and state whether it was fully accomplished, partially accomplished, or not accomplished.
    iii.   Your role in each task.

- Gained Benefits
  a. Experience gained
  b. Techniques learned
  c. Problems faced
  d. Solutions or attempted solutions

- Conclusion & Recommendations
  a. Overall evaluation of the training period.
  b. Evaluation of the training organization.
  c. Recommendations for future trainees.

COOP FULL REPORT FORMAT

The following MUST appear in your COOP full report (in order)

- Cover Page
- COOP plan approved by the company
- COOP progress reports approved by the supervisor
- COOP final report (updated)
- COOP summary report (updated)
- COOP presentation (updated)