

King Fahd University of Petroleum and Minerals
Applied Electrical Engineering
EE 351

Coop Program Grading Policy

Periodical Progress Report:

The Periodical Progress Report which 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 **3 periodical progress reports** in all. These report constitutes a total of **9 % 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 **final** report is 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 4 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	2 % off
Second	Week 12	Week 16	Warning	1% off	2 % off
Third	Week 20	Week 24	Warning	1% off	2 % off

Failure to submit a progress report within 4 weeks will result in deduction of the 3 % allocated for this report.

Students should deliver **two copies** of these reports, one to their **academic coop advisor** and a second copy to the **coop coordinator** 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 advisors, 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 both the coop advisor's and coop coordinator's duty, should the original coop 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 specially 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 text books,

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 constitutes 9 % of the total mark, distributed over 3 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 contains sufficient information and data to help in the writing of the final report.

Relevancy: it measures the relevancy of the reports 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%

for a total of 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 Cooperative Program (EE 351)
Seminar & Final Report Grading Form

This form is to be filled up by both the coop advisor and coop examiner

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.**

I. Seminar Grading

	Excellent 5	V. Good 4	Good 3	Fair 2	Poor 1
Introduction of the subject : How well did the student introduce the subject material?					
Clarity of presentation : Did he present the material in a clear and concise manner?					
Depth of Knowledge : Did he show that he really understand his project?					
Results & Conclusions : How well did he summarize and conclude his presentation?					
Questions & Answers : How well did he handle the questions at the end of his presentation?					
Seminar Grade (25 Maximum)	/25				

II. Final Report Grading

	Excellent (91 - 100%)	V. Good (81 - 90 %)	Good (71 - 80%)	Fair (61 - 70%)	Poor (51-60%)	TOTAL
Introduction of the subject (5)						
Relevancy (20)						
Format of Report (10)						
Conclusions & Comments (5)						
						/40

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

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Applied Electrical Engineering (EE 351)

Coop Advisor Form

(This form is to be filled only by the coop advisor)

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

Progress Reports & Visit (9 %)	# (1) 3%	#(2) 3%	#(3) 3%		TOTAL
					/9
Mile-stones for submission of the report (6 %)	Draft submission			Final Draft	/8
	First Week	Second Week	Third 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 ()		
					/17

Report Grade (55 % Maximum)	
Progress Reports & Draft Submission (/17)	
Final Report (/40)	
*Company Evaluation (18 % Max)	
Seminar (25 % Max)	
Total (100 Max)	

Grade: _____*
Date: _____
Term: _____

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

Student Name: _____ ID# _____
Report Title: _____

Faculty Name: _____ Signature: _____