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

COOP Program Grading Policy

Periodical Reports:

The Periodical Reports which are submitted by the COOP student to his COOP academic supervisor serve several objectives. Other than being the main channel of communication between the student and his advisor, they 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 writing, submission and grading of the COOP training plan and the progress reports.

COOP Training Plan:

It is the student's responsibility to submit his COOP training plan to his COOP advisor within two weeks of the start of his COOP work. The COOP training plan is expected to be developed and signed by the COOP employer (i.e., COOP supervisor) and should work as a contract between the student and his COOP employer with regard to the COOP assignment. The COOP advisor will evaluate it and return his comments to the COOP student.

COOP Reports submission and frequency:

Beside the COOP training Plan, there are 3 periodical progress reports in all. The four reports constitute a total of 12 % of the final COOP mark, as such, each report accounts for 3 %. The COOP training plan report is due within the first two weeks of the COOP program. Then, the first report is due 7 weeks from the beginning of the COOP term, with one report due every 7 weeks thereafter. This means, the second progress report is due on the 14th week and the third progress report is due on the 21st week of the COOP training period.

The first draft of the COOP report is due in one week from the beginning of classes after returning back to school. The final version of the COOP report is due six 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 deduction of marks as per the following guideline.

Report	Report Due	Report Latency	
		1st week	2nd week
Detailed Work Plan	Week 1	1.5% off	3% off
First Progress Report	Week 7	1.5% off	3% off
Second Progress Report	Week 14	1.5% off	3% off
Third Progress Report	Week 21	1.5% off	3% off

*Failure to submit the COOP training plan or a progress report **within one week** 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 outside 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 or an assigned faculty member will perform both the COOP advisor's and COOP coordinator's duty, when the original COOP advisor is 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 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 constitute 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 contain 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 from 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	Total
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 projects?						
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)						

II. Final Report Grading						
	Excellent (91 - 100%)	Very Good (81 - 90%)	Good (71 - 80%)	Fair (61 - 70%)	Poor (51 - 60%)	Total
Introduction of the subject: (out of 5)						
Relevancy: (out of 20)						
Format of the Report: (out of 10)						
Conclusions & Comments: (out of 5)						
Final Report Grade (40 Maximum)						

Student Name:		**Student ID:**	
Report Title:			
Faculty Name:		**Signature:**	
Date:			

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
Applied Electrical Engineering Cooperative Program (EE 351)
Coop Advisor Form

This from is to be filled up by the coop advisor

Please make grades on the form below and report it to the Co-op Coordinator.

I. Submission of the Progress Reports and the COOP Training Plan				
	Submitted the Progress Report or the COOP Training Plan on the due date **3**	**Submitted the Progress Report or the COOP Training Plan Within One Week From the Due Date** **1.5**	**Submitted the Progress Report or the COOP Training Plan After One Week From the Due Date** **0**	**Total**
Submission of COOP Training Plan: (out of 3)				
Submission of the First Progress Report: (out of 3)				
Submission of the Second Progress Report: (out of 3)				
Submission of the Third Progress Report: (out of 3)				
Submission of the COOP Training Plan & the Progress Reports Grade (12 Maximum)				

II. Submission of the first draft of the Report and the Final Report				
	Submitted the Report on the Due Date **4**	**Submitted the Report Within One Week From the Due Date** **2**	**Submitted the Report After One Week From the Due Date** **0**	**Total**
Submission of The First Draft of the Report: (out of 4)				
Submission of The Final Report: (out of 4)				
Submission of the Report Grade (8 Maximum)				
Total Grade (20 Maximum)				

Student Name:		**Student I.D.:**	
Report Title:			
Faculty Name:		**Signature:**	
Date:			