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**Foreword**

This is the COOP Training Program handbook of the College of Computer Sciences and Information Technology (CCSIT) at the Imam Abdulrahman Bin Faisal University. This handbook contains comprehensive guidelines on the requirements, program details, and assessment of students during their COOP training program.

The handbook is an effort initiated to define the policy and improve the quality of COOP Training course. It is intended to set a uniform structure and outline for undergraduate CS, CIS and CYS students. It serves as an instructional manual for the expected contents, deliverables, quality, and the required quantity of the COOP training for training supervisors. The handbook also provides evaluation rubrics for supervisors and evaluators.

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List of Abbreviations

|  |  |
| --- | --- |
| **COOP** | Cooperative Program |
| **CIS** | Computer Information Systems Department |
| **CS** | Computer Science Department |
| **CYS** | Cyber Security and Digital Forensics |
| **CCSIT** | College of Computer Science and Information Technology |
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List of Terms

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| **ACADEMIC SUPERVISOR** | A CCSIT faculty member appointed by each respective department to coordinate the COOP tasks and assists/supervise the COOP students. |
| **SITE SUPERVISOR** | Designated manager at the training companies, assigned to and responsible for the supervision of COOP student(s). |
| **CS/CIS 444** | Practical (COOP) Training Course Code |
| **CYS 433** | Practical (COOP) Training Course Code |

# Introduction

* 1. Overview

The Cooperative Training Program (COOP) is one of the structured practical training academic programs at the College of Computer Science and Information Technology (CCSIT), Imam Abdulrahman Bin Faisal University. It is part of the graduation requirements and aims at enabling undergraduates to apply their knowledge and understanding of Computer Science and Computer Information Systems to practical experience in different fields represented by participating companies.

This handbook includes information that students would require before, during and after the training program and all the forms required to be used during the COOP training.

**Vision Statement:**

To provide an effective training program in the field of Computer Science (CS), Cyber Security and Digital Forensics (CYS) and Computer Information Systems (CIS) for the CCSIT students and develop their abilities and practical skills; to prepare them for the competitive job market.

**Mission Statement:**

To develop strong cooperative ties with different organizations in the field of computer science, both locally and internationally, enabling our students to obtain training (before graduation) in actual workplace environments.

**Goals:**

1. Refining students' abilities by providing them practical experience in their respective fields before graduation.
2. Giving the students an opportunity to apply theoretical knowledge, which they have gained in the university environment, to practical work environment.
3. Allowing the students to experience real work environment, to take responsibilities, and to develop effective communication skills.
4. Giving the opportunity to external bodies to identify distinctive outcomes of the College of Computer Science and Information Technology (CCSIT) that can add to business development; through hiring students after graduation.
5. Giving the students the opportunity to prepare and write practical technical reports.

* 1. Program Objectives

The COOP Training is meant for students who have completed 120 credit hours. The training period is 12 weeks long and must take place during summer of the third academic year. Students must be oriented in one of the organizations, and well supervised to accomplish this training correctly.

The training must constitute a link between the theoretical and scientific academic background and the work environment. The training should provide a better understanding and a clear view of the real-world work environment. Additionally, it should also provide students with complementary knowledge and training, such as facing and handling real-world problems, and being trained to participate in team work.

After completing the COOP training, students must submit a report and give presentation that shall be judged by a committee consisting of two or more faculty members.

**Objectives:**

1. Develop student skills using practical applications.
2. Acquaintance with the real-world work environment.
3. Prepare the students to transfer from learning environment to work environment.
4. Acquaintance the applied work systems.
5. Understand mechanism of different applications.
6. Understand the attitude and the manner of the work.
7. Compare the studying courses with real world.
   1. Duration of COOP Program

The COOP Program is a 12-week program. A COOP training student is required to spend 10 continuous weeks performing practical work in a relevant field of industry. As stated earlier, the COOP training has to take place during the summer of the third academic year, and at the end of the training duration, the students shall submit a detailed final report about their work in their respective companies.

This report must be submitted within **two weeks** after returning from the COOP training. The students are also required to give an oral presentation (or exam) that shall be held in front of a committee consisting of two or more faculty members.

# Roles & Responsibilities

1. 1. Overview

Throughout the COOP training period, students will be in contact with the Academic Supervisor in the college, as well as within their designated organization offering the COOP training. These different participants play an important role; enabling students to get the most out of the COOP training program. It is important that the supervisors (academic/site) have a clear understanding of the roles and responsibilities. This chapter describes the role and responsibility of each them. The interaction between all the participants is also addressed in brief.

* 1. Training Organization (Employer)

The Training Organization is the company, corporate organization, or enterprise where student(s) will be working as a COOP trainee(s) for a period of 10 weeks.

The roles and responsibilities for the organization are defined as follows:

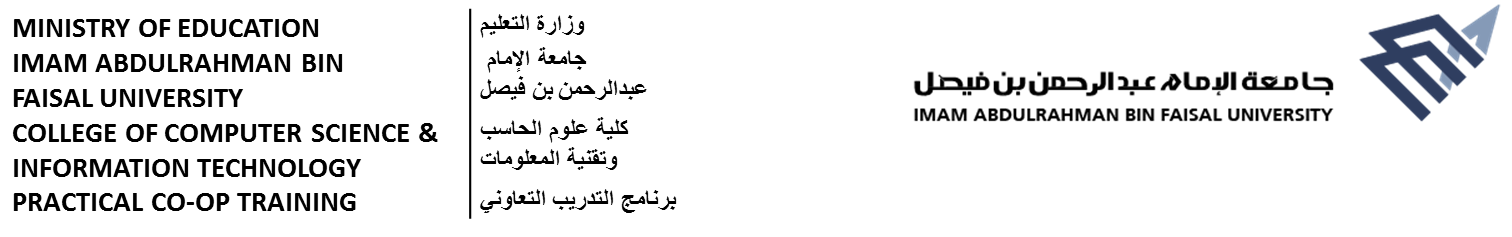
1. Providing every student with a training/task plan outlining his/her training assignment during the 10 weeks fieldwork period of the training. The task and training must be related to the student's academic field of study.
2. Assigning a ‘site supervisor’ to each student; a professional from the relevant field of study, who will be responsible for making the student’s training program fruitful and effective.
3. Treating the COOP trainee like any other employee in the organization. For example, if a student is not punctual, does not show up to work on time, or is absent, the employer should inform the COOP Coordinator, so that proper actions can be taken.
4. Depending on the training policy of the organization, student accommodation, transportation and/or monthly payments may be arranged by the company.
   1. Training/Site Supervisor

The training company is required to assign for each COOP student *a Site Supervisor who is a professional in the relevant field and who will ensure the professional development for the student(s)*. The Site Supervisor will be mainly in charge of the following tasks:

1. Providing the student(s) under his/her supervision with a work plan and ensuring that each student carries out the required tasks throughout the training period.
2. Ensuring that the student prepares and submits the required COOP Progress Report [PCT 104], before the end of each week] correctly, accurately, and on-time. The Site Supervisor, if required as part of COOP, must read and sign the report before the student submits it to the COOP Coordinator.
3. Familiarizing student(s) with the work environment at the company, as well as their behavior and expected conduct.
4. Completing and submitting the
   1. Starting Date Form [PCT 103], *(on the 1st day of the training period)*,
   2. the Student Attendance Report [PCT 105], *(at the end of the training period)*
   3. the Training Evaluation Form [PCT 106], *(at the end of the training period)*,
   4. and any other COOP related forms at the defined intervals.
5. Informing the student Academic Supervisor at CCSIT, if a student's performance does not meet the employer’s standards or expectations; so that proper action can be taken.
6. Absences and other unprofessional behavior should be reflected in the evaluation reports.

# COOP Training Forms

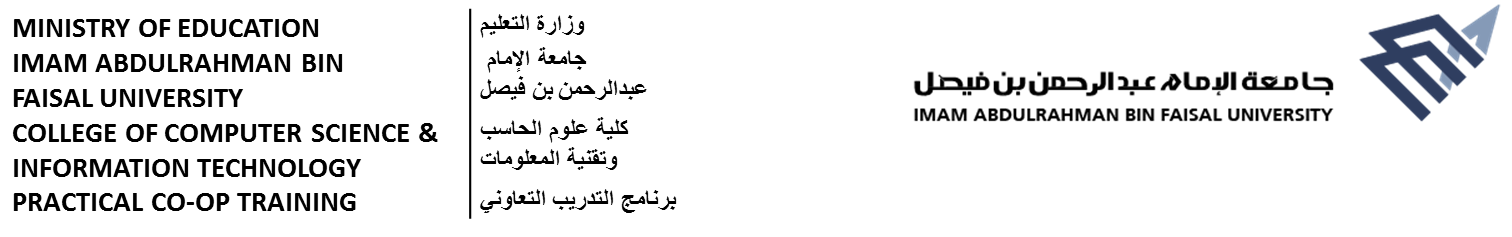
Listed in this section are all the different forms that are required to complete the requirements for the site supervisor during COOP training.

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| **STARTING DATE (**PCT 103**) مباشرة التدريب** | | |
| **Information to be provided by studentبيانات تعبأ بواسطة الطالب** | | |
| Student Name |  | **اسم الطالب/ة** |
| Student ID |  | **الرقم الجامعي** |
| Major |  | **التخصص** |
| Mobile Phone |  | **هاتف الجوال** |
| E-mail |  | **البريد الإلكتروني** |

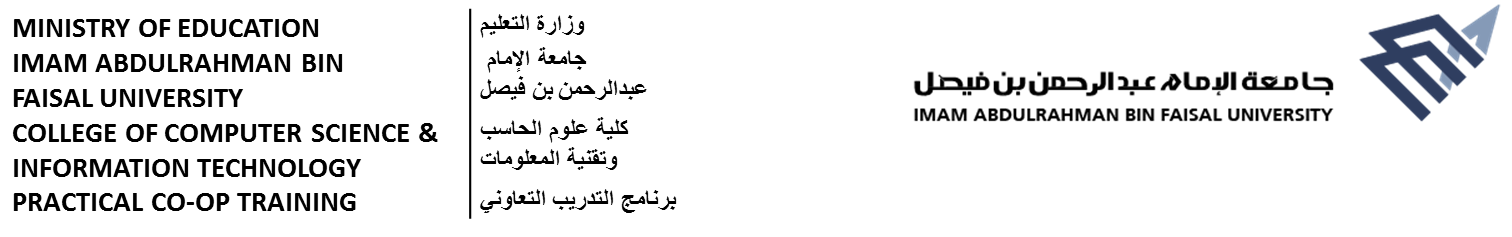
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| --- | --- | --- |
| **Information to be provided by Training Supervisor** **بيانات تعبأ بواسطة المشرف على التدريب** | | |
| Company Name |  | **اسم الشركة** |
| Supervisor Name |  | **اسم المشرف على التدريب** |
| Position |  | **مسمى الوظيفة** |
| Training starting date |  | **تاريخ بدء تدريب الطالب/ة** |
| Phone |  | **الهاتف** |
| Mobile Phone |  | **هاتف الجوال** |
| E-mail |  | **البريد الإلكتروني** |
| Address |  | **العنوان** |

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| --- | --- |
| **Supervisor Signature (Company):** | **Student Signature:** |
| **Date:** | **Date:** |

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| **PROGRESS REPORT – WEEKs #.... (**PCT 104**)** | | | |
| **Student Information** | | | |
| **Student Name:** |  | **ID Number:** |  |
| **Company Name:** |  | | |

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| **Progress Report Information:** Brief description of activities, assignments, projects and type of training you were involved during each week of training, and problems faced with the resources used (Individuals, Books, and websites). | | | |
| **Tasks Done** | | **Problems Faced** | **Resources Used** |
|  | |  |  |
|  |  | | |
| **Student MUST send this report to COOP supervisor and E-mail:** training.ccsit@iau.edu.sa **or Fax: 013-333-0257** | | | |

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| **Week** | **Date** | **Signature** | **Comments** | **Week** | **Date** | **Signature** | **Comments** |
| **Week #1** |  |  |  | **Week #6** |  |  |  |
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| **Week #2** |  |  |  | **Week #7** |  |  |  |
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| **Week #3** |  |  |  | **Week #8** |  |  |  |
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| **Week #4** |  |  |  | **Week #9** |  |  |  |
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| **Week #5** |  |  |  | **Week #10** |  |  |  |
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| --- | --- |
| **Position:** | **Supervisor Name:** |
| **Date:** | **Signature:** |

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| --- | --- | --- | --- |
| **ATTENDANCE REPORT (**PCT 105**)** | | | |
| **Student Information** | | | |
| **Student Name:** |  | **ID Number:** |  |
| **Company Name:** |  | | |

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| **Please evaluate the student on a scale of 0 to 5 for each of the following items.**  *(circle any graded value by using scale Poor=1 or 2 mark, Developing=3 marks, Developed=4 marks and Exemplary=5 marks)* | | | | | | |
|  | **Item** | | **Score** | | **بند** |  |
| **R 1** | Enthusiasm and interest in work. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **الحماس للعمل والرغبة فيه.** | **1** |
| **R 2** | Attitude towards delivering accurate work. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **الدقة في تقديم العمل المطلوب.** | **2** |
| **R 3** | Ability in understanding and dealing with new system. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **القدرة على فهم والتعامل مع النظام الجديد.** | **3** |
| **R 4** | Initiative in taking tasks to completion. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **روح المبادرة للمهمات.** | **4** |
| **R 5** | Dependability and reliability. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **الاعتمادية والثقة بالقدرة على الانجاز.** | **5** |
| **R 6** | Ability to learn and search for information. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **القدرة على التعلم والبحث عن المعلومات.** | **6** |
| **R 7** | Judgment and decision making. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **الحكم على الأمور واتخاذ القرار.** | **7** |
| **R 8** | Maintaining effective relations with his/her work colleagues. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **العلاقة الفعالة مع الآخرين في العمل.** | **8** |
| **R 9** | Ability of reporting and presenting his/her work. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **كتابة التقارير وعرضها.** | **9** |
| **R 10** | Attendance and punctuality. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | | **الحضور والالتزام بالمواعيد.** | **10** |
| **Score out of 50: \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Additional Comment(s) if any:** | | | | | | |
| **Supervisor's Name:** | | | **Email:** | | | |
| **Position:** | | | **Phone / Fax:** | | | |
| **Signature** | | **Date** | | **Company stamp** | | |
| **Supervisor should fill this form at the end of training, and submit it to the student in a stamped envelope, or send it to COOP unit E-mail:** training.ccsit@iau.edu.sa | | | | | | |

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| **Site Supervisor Evaluation Form**  **(**PCT 106-A**)** | | | |
| **Student Information** | | | |
|  | | | |
| **Student Name:** |  | **ID Number:** |  |
| **Company Name:** |  | | |

**Employer Survey**

Double click the file to open, take a print and fill from the employer. This task is important and mandatory. Your COOP report will only be accepted if accompany by this form.