

JUBAIL TECHNICAL INSTITUTE  
Department of

**COOP TRAINING ROGRAM STUDENT REPORT**

Prepared by:

Submitted to:

Date:

**Submitted by:**

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| Trainee |  | Signature |  | Date |

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| Company Supervisor |  | Signature |  | Date |

**Accepted by:**

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|  |  |  |  |  |
| Advisor |  | Signature |  | Date |

Acknowledgements

Here you write a paragraph to thank people who helped you in your coop training. This help can be in the field of work, report, or in any way that contributed to your coop training program.

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# INTRODUCTION

In this section you should state the reasons to do your coop program, where you have done it, the importance of the skills gained in the coop training, and the purpose of writing the report, etc…

# COMPANY PROFILE

In this section you should write a brief description about the company.

# DETAILS OF TRAINING EXPERIENCE AND SKILLS ACQUIRED

## Nature of Work:

In this section you should describe the work environment, how you started your coop, and what you have learned from the coop training.

## Safety Procedures:

In this section you will describe safety procedures which you practiced and learned during the coop training program.

## Skills Learned:

In this section you will state the most important skills you have learned from your coop training.

### Name of Skill 1

Skill 1 description.

### Name of Skill 2

Skill 2 description.

### Name of Skill 3

Skill 3 description.

# CONCLUSION

In this section you will briefly state the outcomes of your cooperative training experience.

# WEEKLY REPORTS

# REFERENCES:

In this section you will write a list of references that you have used in writing the report. If you have taken any information from other publications, then you should list the titles of these publications as references with page numbers where the information was taken from. Also this list can include titles of CD, DVD, web addresses, catalogue number, etc…