



King Fahd University of Petroleum & Minerals
جامعة الملك فهد للبترول والمعادن

COOP Program Guidelines

2010

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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: xxx-351 and xxx-352 for (Group A) or xxx-350 and xxx-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 positions 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 the COOP coordinator.
- ◆ Attend and evaluate the student's 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 (See Appendix) 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 (See Appendix) 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 4 progress reports, one every 6 weeks (by the end of weeks 6, 12, 18 & 24). 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:

- ◆ Fill out the survey form (See Appendix) about their COOP experience and send it to the training office.
(During the first week)
- ◆ Prepare a draft copy of the COOP final report then contact their COOP advisor and discuss it with him.
(Suggested time during the first 2 weeks of the semester)
- ◆ Submit the final report incorporating the advisor's comments via WebCT. Also, submit a hardcopy to the COOP advisor.
(Suggested time the end of week 5)
- ◆ Prepare a summary report and submit it via WebCT. Contact your Examining Committee (to be assigned by the COOP coordinator) to make sure that they received a copy of your COOP summary report.
(Suggested time the end of week 6)
- ◆ Prepare a presentation describing your COOP and submit the PPT file via WebCT. Suggested presentation duration 30 mins. + 10 mins. Q&A.
(Suggested time the end of week 7)
- ◆ 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.

(Suggested time the end of week 12)

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 four progress reports (one report *every 6 weeks* - Actual dates should be posted on WebCT). 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.
- ◆ **Summary report:** Each student must submit his *summary report* via WebCT and contact his Examining Committee members to be sure that they received

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

Though grading policy differs slightly from one department to another, student performance is evaluated based on these common components:

- ◆ Progress reports
- ◆ Mentor's evaluation
- ◆ Final report
- ◆ Oral presentation

Report grading

Report Grading will include the following Criteria:

- ◆ Introduction of the subject
- ◆ Relevancy and discussion
- ◆ Format of report
- ◆ Conclusion and comments

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?

Suitable Letter Grade Policy

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

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.
6	Submit the 1 st COOP Progress report via WebCT and by email to your COOP advisor.
8	1 st Company evaluation form to be mailed to the training department.
12	Submit the 2 nd COOP Progress report via WebCT and by email to your COOP advisor.
18	Submit the 3 rd COOP Progress report via WebCT and by email to your COOP advisor.
24	Submit the 4 th COOP Progress report via WebCT and by email to your COOP advisor.
28	2 nd Company evaluation form to be mailed to the training department.

Semester following the COOP

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.
2-5	Submit the final report via WebCT and a hard copy to the COOP advisor.
6	Prepare summary report and submit it via WebCT. Contact your Examining Committee.
7	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.

COOP TRAINING STUDENT'S EVALUATION
(CONFIDENTIAL)

1

تقييم طالب تدريب تعاوني
(سري)

Student Information		معلومات الطالب	
Student ID#	الرقم الجامعي:	Student Name:	اسم الطالب:
Major:	التخصص:	Company Name:	اسم الشركة:
Brief Training Description:		شرح مختصر عن التدريب:	
Please rate the coop student for the following items on a scale from 0 to 10 score:		الدرجة	الرجاء تقييم الطالب بدرجة ما بين (0-10) من خلال نقاط التقييم التالية:
Enthusiasm and interest in work		SCORE	الحماس للعمل والرغبة فيه
Attitude towards delivering accurate work			الدقة في تقديم العمل المطلوب
Quality of work output			جودة الأداء
Initiative in taking tasks to complete			روح المبادرة للمهام
Dependability and reliability			الاعتمادية والثقة بالقدرة على الإنجاز
Ability to learn and search for information			القدرة على التعلم والبحث عن المعلومات
Judgment and decision-making			الحكم على الأمور واتخاذ القرار
Maintaining effective relations with co-workers			العلاقة الفاعلة مع الآخرين في العمل
Ability of reporting and presenting his work			كتابة التقارير وعرضها
Attendance			الالتزام بالدوام
Punctuality			المواظبة

Overall rating for the student's performance

التقييم العام لأداء الطالب

Poor		ضعيف	Marginal		مقبول	Good		جيد	V. Good		جيد جداً	Excellent		ممتاز
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Comments if any:

ملاحظات:

Supervisor	Position	الوظيفة	Name	الاسم
	Signature	التوقيع	E-mail	البريد الإلكتروني
	Date	التاريخ	Phone	هاتف
			Fax	فاكس

Please send the completed forms to:

ترسل النماذج إلى:

Training Department – Student Affairs

إدارة التدريب – عمادة شؤون الطلاب

KFUPM – P.O. Box 5028

جامعة الملك فهد للبترول والمعادن ص.ب 5028

Dhahran 31261, Saudi Arabia

الظهران 31261 ، المملكة العربية السعودية

email stuttraining@kfupm.edu.sa

بريد إلكتروني

Fax +966 3 860-1456

فاكس

Phone +966 3 860-3118

هاتف

COOP TRAINING STUDENT'S EVALUATION
(CONFIDENTIAL)

2

تقييم طالب تدريب تعاوني
(سري)

Student Information		معلومات الطالب	
Student ID#	الرقم الجامعي:	Student Name:	اسم الطالب:
Major:	التخصص:	Company Name:	اسم الشركة:
Brief Training Description:		شرح مختصر عن التدريب:	
Please rate the coop student for the following items on a scale from 0 to 10 score:		الدرجة	الرجاء تقييم الطالب بدرجة ما بين (0-10) من خلال نقاط التقييم التالية:
Enthusiasm and interest in work		SCORE	الحماس للعمل والرغبة فيه
Attitude towards delivering accurate work			الدقة في تقديم العمل المطلوب
Quality of work output			جودة الأداء
Initiative in taking tasks to complete			روح المبادرة للمهام
Dependability and reliability			الإعتمادية والثقة بالقدرة على الإنجاز
Ability to learn and search for information			القدرة على التعلم والبحث عن المعلومات
Judgment and decision-making			الحكم على الأمور واتخاذ القرار
Maintaining effective relations with co-workers			العلاقة الفاعلة مع الآخرين في العمل
Ability of reporting and presenting his work			كتابة التقارير وعرضها
Attendance			الالتزام بالدوام
Punctuality			المواظبة

Overall rating for the student's performance

التقييم العام لأداء الطالب

Poor		ضعيف	Marginal		مقبول	Good		جيد	V. Good		جيد جداً	Excellent		ممتاز
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Comments if any:

ملاحظات:

Supervisor	Position	الوظيفة	Name	الاسم
	Signature	التوقيع	email	البريد الإلكتروني
	Date	التاريخ	Phone	هاتف
			Fax	فاكس

Training Dept.	Please send the completed forms to:		ترسل النماذج إلى:						
	Training Department – Student Affairs		إدارة التدريب – عمادة شؤون الطلاب						
	KFUPM – P.O. Box 5028		جامعة الملك فهد للبترول والمعادن ص.ب 5028						
	Dhahran 31261, Saudi Arabia		الظهران 31261 ، المملكة العربية السعودية						
	email	stuttraining@kfupm.edu.sa	بريد إلكتروني	Fax	+966 3 860-1456	فاكس	Phone	+966 3 860-3118	هاتف

COOP Checklist

To be filled by the student academic advisor

Name _____

ID

--	--	--	--	--	--	--	--	--	--

GPA

Cumulative

Major

Credit hours

Completed

Remaining

Graduation term

With COOP

Without COOP

Completed all required level 1 courses

Yes

No

Completed all required level 2 courses in the major

Yes

No

Completed all required level 2 ICS courses

Yes

No

List of courses
required for COOP

Course	Term	Grade
Engl 214		

Recommend student to go for COOP

Yes

No

Advisor Name _____

Signature _____



COOP TRAINING OPPORTUNITY

نموذج فرصة تدريب تعاوني

Student Name:		اسم الطالب:																									
Major:		التخصص:		Student ID								الرقم الجامعي															
Company Info.	اسم الشركة الرسمي (عربي)																										
	Company Official Name (English)																										
	Web address				موقع الإنترنت				Address / P.O.Box				العنوان / ص.ب.														
	Email				البريد الإلكتروني				Zip code		الرمز البريدي		city		المدينة												
	Phone		هاتف		Fax		فاكس		Country		الدولة		Region		المنطقة												
Brief description about company business:														وصف مختصر عن نشاط الشركة:													
Supervisor	Position				الوظيفة				Name				الاسم														
	Signature				التوقيع				email				البريد الإلكتروني														
	Date				التاريخ				Phone		هاتف		Fax		فاكس												

Trainee Benefits				مميزات التدريب				
Transportation		المواصلات	Housing		السكن	Salary per Month		الراتب الشهري
Other Benefits							مميزات أخرى	

Approval of Training Department at the University			موافقة إدارة التدريب بالجامعة		
Name of Coordinator:				اسم منسق التدريب بالقسم:	
Signature:				التوقيع:	

Approval of Academic Department at the University			موافقة القسم الأكاديمي بالجامعة		
<input type="radio"/> I approved the training in this company according to attached plan			<input type="radio"/> موافق على فرصة التدريب حسب الخطة المرفقة		
<input type="radio"/> Not Approved:			<input type="radio"/> غير موافق:		
Department Stamp	Name of Coordinator:			اسم منسق التدريب بالقسم:	
	Signature:			التوقيع:	
	Date:			التاريخ:	

Training Dept.	Please send the completed forms to:		ترسل النماذج إلى:	
	Training Department – Student Affairs		إدارة التدريب – عمادة شؤون الطلاب	
	KFUPM – P.O. Box 5028		جامعة الملك فهد للبترول والمعادن ص.ب 5028	
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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

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)