



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432

College of Administration and Finance Sciences

## COOP Training General Guidelines

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### **Requirements and Eligibility**

The following criteria should be met before a student is considered eligible for admission to the COOP training programs:

1. The student must have successfully completed at least 90 credit hours of their academic program prior to beginning practical training (at the time of application).
2. The student must be actively registered in a degree program.
3. Upon departmental approval, students may register for up to two academic courses in addition to the COOP training.
4. Fulfillment of any additional departmental requirements
5. The student must obtain the electronic training letter and registration form through the Student Services portal and submit them to the training organization.
6. The student must complete the registration form (attached) and send it to the course supervisor after enrolling in the COOP course. The form must be signed, stamped, and CC'd to the training unit's email.
7. The course supervisor will review the assigned tasks. Approval will be granted if the tasks are relevant to the student's major. If the tasks are unrelated, the student must revise the tasks or withdraw from the course.
8. The student must not be under academic dismissal
9. For a regular semester, COOP training must take place from week 3 to week 14.
10. For a summer semester, COOP training must take place from week 1 to week 8.
11. The training report must be submitted by the end of week 14.
12. Students who are currently employed in a position related to their major may apply to have their current job counted as COOP training.
13. Students are allowed to transfer to a different training organization within one week from the training start date.
14. The training organization must submit an official assessment report evaluating the student's performance throughout the training period using the college's designated evaluation form.

### **Training Duration:**

- Students are allowed to submit registration forms until the end of the second week of the semester or the end of the first week for the summer semester. If you do not submit the registration form by the deadline, you will have to drop the course (because the training period is at least ten weeks and 280 hours for a regular semester).
- Students must meet the minimum training requirement (10 weeks, 280 hours). For the summer semester, this must be at least eight weeks and 280 hours in their field of specialization, either in a private or public organization.

### **COOP Training Timeline**

COOP students are expected to complete the following tasks during their training semester:

- Weeks 1–2: Fill out the required forms (refer to the appendix in the COOP Guidelines Policy) and download the registration form from the college website.
- Weeks 3–13: Prepare a draft copy of the COOP report for each completed task (see Appendix 2 in the COOP Guidelines Policy), and contact your COOP advisor to discuss it. Communication with the supervisor should be on a weekly basis.
- Week 14: Submit the final COOP report as a bound hard copy, coordinated with your COOP advisor. In addition, a soft copy in PDF format must be submitted to the training unit. A student is considered successful if they achieve at least 60% of the total possible marks.
- Prepare a presentation describing your COOP experience and submit the PowerPoint file. The suggested presentation duration is 30 minutes, followed by 10 minutes for questions and answers. (Recommended time: end of Week 14).
- Collect all feedback from your advisor, examining committee, and COOP coordinator, and revise the final report accordingly.