



الجامعة السعودية الإلكترونية  
Saudi Electronic University

College of Administration and Finance Sciences

**College of Administration and Finance**  
**COOP training program**

**2020**



## CONTENTS

1. Definition of terms and expressions: .....	3
2. The Practical Training: .....	3
2.1 Core Objectives .....	3
2.2 Academic Requirements:.....	4
2.3 Student Commitment before Starting the Practical Training .....	4
2.4 Student Commitments during the Practical Training.....	5
2.5 Student Commitments after the Practical Training.....	6
2.6 Training Organization Commitments: .....	6
2.7 Practical Training Evaluation:.....	7
a) Student Attendance: .....	7
b) The Training Organization Evaluation:.....	8
c) The Training Final Report:.....	8
d) The Training Final Presentation\Interview:.....	8
3. Special cases the student trainee might face:.....	9
a. In case of Excuse (for not) training:.....	9
b. In the case of transfer from training organization:.....	9
c. Students already working in the same major:.....	9
Academic Report Guideline (Co-op) .....	10
Chapter 1: Description of the company .....	11
Chapter 2: Internship activities .....	11
Chapter 3: Recommendations.....	12
APPENDIX.....	14

## 1. Definition of terms and expressions:

Key Terms	Definition
<b>College</b>	Any staff member who holds the responsibility for supervising, coordinating, and managing the overall planning and implementation of the field experience-training course at the college level. This may include any of the following: Head of Department, Field Experience Unit or any other staff member in charge of such matters.
<b>Faculty Member</b>	A member of the teaching staff at the college who is assigned authority and responsibility of supervising and evaluating the training of the student.
<b>Student</b>	Any student that is eligible to apply for the field experience-training course.
<b>Training Organization</b>	Any institution that has been approved by the college to provide practical training to students in their field experience-training course.
<b>Field Instructor</b>	A representative working at the training organization who is responsible for supervising, training and evaluating the student throughout the training period.
<b>The Training Unit</b>	Refers to the structure defined by the College responsible for overseeing the training affairs and the implementation of the training plan.

## 2. The Practical Training:

### 2.1 Core Objectives

The program of Business Administration majors aims at producing highly skilled managers in all department field capable to fulfill with the needs of the labor market. Graduates are expected to:

- a) Familiarization with practical application of learned concepts prior to completion of studies.
- b) Comprehensive understanding of concepts, tools and practices in the domain of selected area of specialization.
- c) Creating awareness about professional ethics needed to be practices in practical life such as punctuality, innovation, application, honesty etc.
- d) Enabling the students to learn and handle the work related stress and pressure.
- e) Better and more efficient communication skills to deal with all three levels of

- professional work i.e. clients, peers and superiors.
- f) To provide the students and training organizations an awareness of various performance assessment metrics being applied in professional world.
  - g) Expose the student to future employment opportunities.
  - h) Prepare graduates to exercise the administrative, leadership and specialized skills in the different fields of work.
  - i) Obtain feedback to develop the educational plans and courses that suit with local reality. (Refer to 5 in Appendix 2, the academic report guideline)

## 2.2 Academic Requirements:

To register for practical training, the student should fulfill the following requirements:

- a) The student must have successfully completed 90 Credit Hours of their academic program prior to practical training (at the time of application the student applying for practical training must be an active registered student of the degree program).
- b) With the approval of their department, the student can register two academic courses along with practical training.

## 2.3 Student Commitment before Starting the Practical Training

Below steps should be completed within first two weeks of the semester:

- a) Before the commencement of practical training semester, the student has to find and contact the practical training organization, which is related to the academic program, and seek appropriate training opportunity.
- b) The student shall download the registration form from college website and fill it with required details involving his academic details as well as organization details. After getting approval from the organization on registration form, the student will submit the form in the college. The student should follow-up the college announcements regarding registration-starting period.
- c) Once the college is officially informed by the training organization expressing their decision to accept the student for practical training, college will contact the concerned organization personnel and keep in touch with them regarding student performance in

the training program.

- d) A list of the students will be submitted by the training unit to complete their registration for the practical training course.
- e) The students must regularly visit the Online Learning System Black Board to ensure that:
  - Their practical training course registration is active
  - Contact and update the supervisor for better mutual communication.
  - The student, whose training course registration has not been completed, should immediately inform the training unit in their department within two weeks from the starting date of the practical training.
  - In case of negligence, the student will bear consequences of denial of his practical training.

## 2.4 Student Commitments during the Practical Training

- a) Once a student has joined a particular training organization, the student will ensure completion of training time (280 hours of work for at least 10 working weeks), and not transfer to any other organization. In the case of non-compliance with the minimum hours of training, the student trainee will not succeed in the course and will not be accepted again.
- b) The student is responsible for abiding by and complying with all the rules and regulations of training organization.
- c) During the training period, it is the responsibility of student to promptly notify any change to the training unit as well as supervisor, refill all the needed information and regularly track that change has been properly documented. All such changes should also be properly documented in the student files.
- d) Make sure that training organization sends the trainee assessment (stamped in sealed envelope) in a maximum period of 5 days after the end of the training period both by the student trainee as well as via e-mail to the training unit. The student should ensure receipt of this assessment to supervisor.
- e) The student trainee should comply with the training commitments stated in the training

instructions, otherwise; the student grade will be affected.

- f) Documenting and collecting information required to write the final practical training report. (Refer to Appendix 4 the academic report guideline).
- g) If there is a conflict that arises between the student and the training organization or filed instructor will submit it to the college's training committee to take the decision.
- h) If contradicting or differing evaluations have been given by the faculty and filed instructor will submit it to the college's training committee to review and make the decision about it.

## 2.5 Student Commitments after the Practical Training

The Student shall be required to compile a final report in English language in accordance with the report template provided. The report must include an overview of the training organization, the training procedures, which things that the student has learnt in theory or has encountered in practice. Also, the report must include a part discussing the scientific information that the students make use of it in his training. The report should clearly outline the responsibilities assigned to students, tools, methods worked with, and summary of experience gained. The report should be sent to the training supervisor according to schedule defined by the college. Failure to submit the report in due time may entail student failure in the course. (Refer to Appendix 2 the academic report guideline)

The student will be called to appear for an interview concerning final assessment. The student has to show the grasp of technical aspects in the chosen field of specialization. Failure to appear for the interview or clear it may entail student failure in the course. Deadline of submission of final report will be at end of week 14 of each semester.

## 2.6 Training Organization Commitments:

- a) Make sure that student performs responsibilities assigned in the approval document strictly in accordance with the area of specialization which directly relates with the knowledge area such as Auditing, or Receivables. The organization should take care to see that student is not assigned such tasks which do not play any role in their knowledge

domain such as organization Data entry, Call Center Operator, files administrator, translator, or other.

- b) Return the training registration form provided by the college at the beginning of practical training.
- c) Provide the college with an Assessment report on the student's performance according to the training assessment form provided by college. The report must reflect the student's performance throughout training.
- d) Training organization should ensure communication between the college and the student trainee, and facilitate visits for responsible incharge.
- e) To make some personnel responsible for seeing internal assessment on student's learning, professionalism and provide qualitative assessment based on internal findings.

## 2.7 Practical Training Evaluation:

At the end of training, the student trainee will be subjected to evaluation by the training supervisor. The evaluation will be based on assessment provided by training organization, final report, and final interview.

The Student will be considered successful in the training graded: "NP (No grade–Pass) " if all of the following are fulfilled:

### a) Student Attendance:

Refers to the student's attendance at the training organization throughout the specified training period. To fulfil these requirements, the student must attend the minimum number of hours required (280 hours of training or minimum ten working weeks) at the training organization.

There are three or more virtual classes to be scheduled meeting, will recording attendance/absence of the students.

The faculty member will visit the training organization for the students during the practical training.

## **b) The Training Organization Evaluation:**

Refers to the evaluation report compiled by the training organization, which must measure the following:

- Skills acquired during the training.
- Self-reliance.
- Mastering job requirements assigned to the Trainee.
- Professionalism, work ethics and work attitude.

The student is considered successful if he/she achieves 60% of the maximum points possible in the evaluation.

## **c) The Training Final Report:**

The practical training instructor evaluates the final report delivered by student at the end of training (end of week 14 of each semester). This evaluation is based on specific criteria that measures the student's achievements throughout the training period. The student is considered successful if the student scores minimum 60% of the possible marks.

## **d) The Training Final Presentation\Interview:**

The student on completion of his/her training must appear for final presentation before the supervisor appointed for this task. The supervisor will determine the overall performance of the student and recommend for No Grade-Pass or No Grade-Fail grade.

If the student fails to fulfill any one of the requirement mentioned above, he/she will fail the course and will be graded (NF: No grade – Fail). The student may fall in one of the following categories:

- If the student does not fulfill the attendance rate required, he/she should repeat the training course.
- If the student does not score the minimum score in organization evaluation, he/she should repeat the training course.
- If the student does not score the minimum score in the final report, he/she should resubmit another report within a time line not exceeding two working



weeks from the announcement of results for the practical training course.

- If the student fails to appear for the final interview or is unable to pass the interview.

### **3. Special cases the student trainee might face:**

#### **a. In case of Excuse (for not) training:**

The student should fill in and submit an excuse form to their department and supervisor no later than three days before informing the training organization of his/ her excuse to attend. Excuse application should fall within the university calendar dates for excuses. Failure to comply with the deadlines may cause the student to fail the training course.

#### **b. In the case of transfer from training organization:**

Students are eligible to transfer from the training organization no later than one week from the starting date of training. The student should fill in and submit a transfer form to the training unit no later than three days before he leaves the training organization. The transfer form is subject to approval conditioned by the provision of alternative training organization by the student himself, willing to train him during the semester he/she has applied for the training. The student will be held responsible for his/her negligence, which will entail failure in the course.

#### **c. Students already working in the same major:**

The students who are already working with any professional organization in same major related fields as mentioned above can apply for their current job to be considered as their training. In this case, such students will get enrolled in the training program after filling in registration form from their current employees clearly highlighting the their specific field they would be working in. If the current job is non-related, students will have to get transferred to a division where they can work as interns for the period of training. If such students cannot prove they are working in related division, they will have to find an appropriate internship, On the completion of training program, all such students will also be required to make sure that their reports have been submitted properly in the college and will have to later appear for the interview.



## Academic Report Guideline(Co-op)

### **Academic Report Guideline(Co-op)**

The practical training instructor evaluates the final report delivered by student at the end of training (end of week 14 of each semester). This evaluation is based on specific criteria that measures the student's achievements throughout the training period. The student is considered successful if the student scores minimum 60% of the possible marks.

The purpose of the Internship Report is offer students to describe their accomplishments and demonstrate what they learned through participation at Saudi Electronic University. The report should be submitted within two weeks after you finish your Co-op training Program. In addition, the report should be approximately **3000 – 4000**, single –spaced and consider taking the following format

General instructions for writing the final report:

The report must be written in English language.

The word limit is 3000-4000. If the report word count is not within the required word limit, marks will be deducted.

The font size is 12, Times New Roman, justified, 1.5 space. Main headings use font size of 16 and bold. Add page numbers in the middle bottom of the page.

Plagiarism or copying from other sources will result in ZERO marks.

This report must be submitted on Blackboard (**WORD format only**) via the allocated folder.

Your work should be clearly and completely presented; marks may be reduced for poor presentation.

This includes filling your information on the cover page.

Assignment will be evaluated through BB Safe Assign tool.

Late submission will result in ZERO marks being awarded.

### **FirstPage**

The first page should display the student's full name, internship start and finish dates, working hours per week, company/institution name, and the cover page APPENDIX 4.

The field instructor should sign on the first page..

### **A Brief Executive Summary of the Internship**

A one-page summary of the company/institution and a short account of the major activities carried out during the internship period.

### **Acknowledgment**

To allow the student to express her/his thankful and gratitude to individuals (such as: field instructor, academic supervisor, colleagues...etc.) who help them in carrying out and completing her/his training journey.

This part will aid the students to learn basic elements of academic writing.

To express their appreciation in a concise and professional manner.

### **Table of Contents**

Contents of the report with page numbers, list of tables, and list of figures.

### **Introduction**

A brief of the report.

The Aim of the report.



## Chapter 1: Description of the company

This section should answer the following questions:

What is the full title of the company/institution? Give a brief history of the company, full mailing address and relevant weblinks

What is the type of ownership of the company/institution? State the main shareholders and their shares.

What is the sector that the company/institution operates in? Specify the products and services produced and offered to its customers/clients.

Who are regarded as the customers/clients of your internship company (consider the end users, retailers, other manufacturers, employees, etc.)?

Provide an organization chart of the company, along with information on the number of employees.

Provide a list of functions performed by different departments/divisions in the internship organization.

Provide an overview of the production system or service procedure (what are the resources, inputs, outcomes, and constraints?)

Provide a process chart of a major product and/or service.

**The following questions can be classified as your major fit (Finance, Accounting, Ecommerce and Management).**

- What kind of accounting/finance/IT/quality/marketing standards and principles are used in the organization?
- Discuss telecommunication technologies (Database, Instant Messenger, Networking, Ecommerce tools) used in the company.
- Describe the quality planning and control activities in the internship organization.
- Describe the quality control activities throughout the life cycle of the product/service groups
- What kind of financial analysis and decision-making methods are used by corporate treasurers and financial managers in the internship organization?
- What types of marketing, selling, and human resources analysis are performed (cost system, evaluation of consumers, needs, product strategy, distribution strategy, promotional strategy)?

## Chapter 2: Internship activities

**This is the main body of your report. During the internship period, the focus of the training may be on the following types of analysis and questions. You do not have to answer all the questions in the list:**

- Describe your working conditions and functions, such as: Who is your supervisor (include his/her name and his/her position); other team members or co-workers and what their functions are to complement yours.
- Provide a detailed description about the department(s) that the trainee did her/his training with them. Adding all sub-divisions for this department(s) if it is available. Student can



add to this description a supported chart.

- Detailed descriptions about all tasks and activities that the trainee did them during her/his training period.
- Gained skills and how they added value to your work
- Other tasks that are not related to the trainee's major that done by her/him at the company should be included in this chapter as well.
- What types of incentives did you get as a trainee to be more proactive and productive?
- Describe what kind of working documents and analysis you did there and what experiences you have gained throughout your training. Provide examples of your work.
- A comparison between theory (things you have learned in the classroom) and practice (things you did or observed at the company) must be made and highlighted. In this section the student can add a supported table includes which academic course (s) (course title and code) helped to perform training tasks. For example, two columns; the first one shows the course name and second column shows the tasks performed and related to this course.
- Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.
- Lessons learnt (what the overall benefits gained from the training program)

### Chapter 3: Recommendations

- Advantageous that helped the student in completing the training program.
- Disadvantageous and challenges that faced the student and how he/she did overcome them.
- Recommendations to improve training program in the college.
- Recommendation for the training company.

### Conclusion

Sum up and summary of the training experience.

### Reference

If it is needed

Appendix (option)

**This will help the instructor to have a background about the trainee and his/her previous experiences. Also, it helps the students in writing their CVs for future job application especially for fresh graduates who do not have previous practical experiences.**

- Basic information (name, city, contact details...etc.).
- Job objectives.
- Academic qualifications.



- Practical experiences.
- Skills this will help the instructor to have a background about the trainee and his/her previous experiences.



APPENDIX

APPENDIX 1

**Practical Training Registration**

<b>Student Name</b>	
<b>Student ID</b>	
<b>Major</b>	
<b>Training Organization</b>	Name: Address:
<b>Training Supervisor Contact Details</b>	Name: Designation: Department: Email: Telephone #:
<b>Trainee Responsibilities</b>	1. 2. 3. 4. 5.
<b>Work Hours</b>	Per Week: Total Work Hours:
<b>Joining date</b>	

**By the Training Organization Representative:**

By signing this registration form, I understand that:

- The student is required to undergo rigorous formal training in the responsibilities mentioned above for the agreed hours.
- Any update about student, his performance, behavior would be promptly communicated to college via assigned email address and will be kept confidential from the student.
- The organization understands that student responsibilities in the organization are purely voluntary and no monetary exchange is mandated by the college.
- In case of any information furnished by the student proving wrong, both parties have right to terminate the training program after intimation.

*Trainee Supervisor Name:*

*Trainee Supervisor Designation:*

*Trainee Supervisor Signature:*

**By the Student:**

I hereby state that all information provided above is correct and the responsibility of its authenticity solely lies on me. In case of any fallacious information, college hold the right to cancel the training registration.

*Student Name*

*Student ID*

*Student Signature*

**Comments:**

Job Vacant Trainee Availability? Stamp

Yes, we can accept \_\_\_\_\_ trainees

No

**Submission Instruction:**

The student-training supervisor, after getting the details filled in, is required to sign and stamp the document and get it signed from the student as well. After completing, the training supervisor is requested to send the scanned form on following email address and the course supervisor: [caf.coop@seu.edu.sa](mailto:caf.coop@seu.edu.sa) Field Experience Training Guide (from the quality department).pdf

**Note:** Without receiving of filled registration form, the college will assume the training not to have initiated.

APPENDIX 2

**Form No 2 - Evaluation of the Field Visit**

Student's Name:	Student's ID Number:
Training Organization:	Trainee department:
Trainee Supervisor Name:	Faculty Member:
Course:	CRN:
Visit Date:	Visit Time:
Semester:	Academic Year:

**For Instructor's Use only**

Criteria	5	4	3	2	1	0	Mark
<b>Evaluation of the Field Visit</b>	The student: <ul style="list-style-type: none"> <li>Attended the scheduled field visit <b>on time.</b></li> </ul>	The student: <ul style="list-style-type: none"> <li>Attended the scheduled field visit.</li> </ul>	The student: <ul style="list-style-type: none"> <li>Attended the scheduled field visit.</li> </ul>	The student: <ul style="list-style-type: none"> <li>Attended the scheduled field visit <b>late.</b></li> </ul>	The student: <ul style="list-style-type: none"> <li>Attended the scheduled field visit <b>very late.</b></li> </ul>	The student did not attend the scheduled field visit.	Out of 5

Criteria	5	4	3	2	1	0	Mark
<b>Evaluation of the Field Visit</b>	The student: <ul style="list-style-type: none"> <li>Showed <b>excellent</b> ability to verbally describe tasks assigned.</li> </ul>	The student: <ul style="list-style-type: none"> <li>Showed <b>high</b> ability to verbally describe tasks assigned.</li> </ul>	The student: <ul style="list-style-type: none"> <li>Showed <b>good</b> ability to verbally describe tasks assigned.</li> </ul>	The student: <ul style="list-style-type: none"> <li>Showed <b>low</b> ability to verbally describe tasks assigned.</li> </ul>	The student: <ul style="list-style-type: none"> <li><b>Poorly</b> described tasks assigned.</li> </ul>	The student did not attend the scheduled field visit.	Out of 5

**Comments:**

---



---



APPENDIX 3

**Form Number (3) PREDICT REPORT**

Internship Student Report | Month # ?

Start Date: \_\_\_/\_\_\_/\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_

Student's Name:	Student's ID Number:
Training Organization:	Trainee Department:
Trainee Supervisor Name:	Faculty Member:
Course:	CRN:
Academic Year/Semester:	

**(Instructions)**

- This report must be submitted on Blackboard (**WORD format only**) via the allocated folder.
- **Email submission will not be accepted.**
- Your work should be clearly and completely presented; marks may be reduced for poor presentation. This includes filling your information on the cover page.
- Assignment will be evaluated through BB Safe Assign tool.
- Late submission will result in ZERO marks being awarded.
- This work should be your own, copying from students or other resources will result in ZERO marks.
- Use **Times New Roman** font 12 for all your answers.

**(Report Components)**

<b>Task(s)</b>	<b>What are the activities and tasks given to you during this month?</b>
<b>New skill(s)</b>	<b>What skills did you learn through the month?</b>
<b>Meeting(s)</b>	<b>How many meetings did you attend?</b>
<b>Difficulty/ Challenge(s)</b>	<b>What are the difficulties you had this month?</b>
	<b>How did you overcome these difficulties?</b>
<b>Learning</b>	<b>What did you learn from completing the tasks</b>
	<b>What did you want to learn more?</b>

\*Note:

1. This report is a summary of the training activities performed.
2. You may attach additional pages if needed. And student can attach any extra note to this form.

---

**APPENDIX 4**  
**Internship Report Cover Page**

---

Student`s name :	
Student`s ID # :	

Training Organization:	Trainee Department:
Field Instructor Name:	Field Instructor Signature:
Course Title:	CRN:
Internship Start Date:	Internship End Date:
Academic Year/Semester:	

**For Instructor's Use only**

Instructor's Name:	
Students' Grade: Marks Obtained/ <b>30</b>	Level of Marks: High/Middle/Low

APPENDIX 5

**Final Presentation/Interview Cover Page**

Course Name:	Student's Name:
Course Code:	Student's ID Number:
Semester:	CRN:
Academic Year: 144 /144 H	

**For Instructor's Use only**

Instructor's Name:	
Students' Grade:	Level of Marks:



APPENDIX 6

**STUDENT'S PRESENTATION\EVALUATION FORM FOR INTERNSHIP PRACTICAL TRAINING COURSE**

**INSTRUCTOR NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **CRN:** \_\_\_\_\_

**Required: List all of the duties you completed for the Final presentation/interview.**

S. No.	Students name	Students ID	Content & Quality of work (Submitted & Presented) (05 Marks)	Timeliness of work (05 Marks)	Attendance/Punctuality (05 Marks)	Responsibility (05 Marks)	Involvement/Voice (05 Marks)	Overall Grades (25 Marks*)	Equivalent Marks secured out of 10
1									
2									
3									
4									
5									
6									
7									

(\*25 marks should be converted into 10 marks. Example:  $22/25 \times 10 = 8.88$  Round off to 9)

**Comments/Recommendations for students' improvement and performance (if any) else write None.**

---



---



---



---



---



---