Training Guide

College of Computers and Information Technology

Taif University

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Introduction

Praise be to Allah, Lord of the Worlds, and prayers and peace be upon the most honorable prophets and messengers, our master Muhammad, and upon the family of all his companions.

College of computers and information technology is very keen to raise the level of efficiency of its students through giving them the required applied experience before going into the midst of practical experience, the college has devoted great attention to the at training program as a fundamental course titled "Field Experience**".** This course provides the student with the opportunity to train in different workplaces. To guarantee a proper training, the college established a committee to coordinate and perform all required steps from the registration step and ending by delivering the students.

The work team dedicates this guide to the College of Computing and Information Technology represented by its Dean and all colleagues from the faculty, staff, students and their parents

Section 1: Training Objectives

1. Provide students with practical experience
2. Help the student to adapt the work environment
3. Help the student to take responsibility
4. Linking theoretical study with the practical reality, skills to communicate with others and listen to their opinions and discussion
5. Provide an opportunity for companies / institutions to identify distinctive cadres in order to attract when they graduate to work.
6. Gain the skill of writing preparation of technical reports and

Section 2: Training Pre-requisites

The student who would like to register for field experience in the summer semester (4th) should begin the process of applying for training in the third semester. According to course specification of field experience course, a student who has 45 remaining hours in his study plan is eligible for summer training.

> **Note:** As the training registration process should start during third semester which is before two months from the summer (4th) semester So, student who has 60 remaining hours in his plan including the registered hours in the third semester can apply for summer training.

Section 3: The Organizational Structure for The Supervision of Training

A. **The supervisor of training:** The vice dean of training is the first responsible for the technical and administrative affairs of the training and the appointment of faculty members supervising the training course.

B. **Department:** Responsible for determining the corrected college members for the training course.

C. **The training committee:** Responsible to coordinate the training process

D. **Faculty:** Responsible for supervising students during the training period and responsible for correcting student reports.

E. **Field Supervisor:** The official of the training body who supervises the student during the summer training period.

Section 4: Steps to Register The Field Experience Course

The request to register for the field experience course begins with the beginning of the **Fifth** week (subjected to change) of the third semester of each year. Registration continues for **Five weeks**.

The following are the registration steps:

1. The student begins by filling out the training form through the training page of the College of Computer and Information Technology or through the training committee.

2. The forms are accepted when they are submitted to the training department before the deadline, and no form is accepted after that unless with a convincing excuse.

3. The Training Department ensures that the conditions of summer training are applied to the applicants.

4. The Training Department announces the names of the accepted students **two weeks** after the last date for accepting applications for registration for the summer training, and students whose names have not been announced should review the Training Department.

5. The student receives the letter containing all the data related to him and the training authority, reviewing them and verifying their validity. The letter is delivered by the **Training Committee.**

6. The Training Department is the only body from which the training requests are accepted, rejected or changed.

Section 5: Training Opportunities

The Training Committee provides training seats for students according to academic preference upon availability, and the student can provide A training body with the approval of the training department.

Section 6: Late Training Requests

1. The student submits a letter to the committee of Training, explaining his desire to train and stating the reasons for his delay in submitting the application documented with the appropriate documents.

2. The application must be submitted two weeks maximum before the start of the summer (4th) semester registration

3.   If the training committee accepts the excuse submitted by the student. The student will be distributed to one of the seats available or to provide A training body with the approval of the training department.

Section 7: Apologies for The Training

The student has the right to apologize for the field experience course according to the following:

1. The student submits a letter apologizing for the training, within two weeks of the announcement of the results of the initial admission to the students.

2. The student is not entitled to apologize for the training after the start of the training except by providing a legitimate excuse supported by supporting documents.

Note: The Training Department has the right to accept or reject the apology. If the apology is accepted, the student's field experience course will be deleted.

Section 7: Orientation Lecture for Students

An orientation lecture will be held for students expected to be trained to achieve the following objectives:

1.   Explain the importance of the training.

2.   The importance of documenting the information gained from the training body to benefit from it in writing the report.

3. How to write the report, the type of information required, and its sequence.

4. How to fill out the forms for the student and the training destination.

A faculty member delivers this lecture after the appearance of the final list containing the names of students accepted for training. Attending this lecture is a prerequisite for training for students who are proven to have attended the lecture.

At the end of the lecture, the Training Department distributes letters of guidance to the students, containing the necessary information about the training body, its address and telephones, in addition to the name of the faculty member supervising the student and an explanation of how to communicate with him.

Section 8: Training Attendance

1. The student is not allowed to be absent for more than five days (continuously) or nine days (scattered) or 22% of the total training period.

2. The training can be withdrawn/drooped, if the student has an acceptable reason.

3. If the student does not have an acceptable excuse, he shall be deprived status in the training course.

Section 9: Duration of Training Course

1. The training course period is 8 weeks (excluding vacations and official holidays), and the training host/provider may increase that based on its

training program, provided that the training period should not exceed 52 days and not less than 30 days.

2. The weekly training hours should not be less than 20 hours, and the training period should be continuous and not be divided (the total hours should be 160 to 200 hours).

3. Violating the training period rules may result in the student obtaining " fail" result in the field experience course.

Note: The Training Committee has the right to exclude some training entities from the training period rules.

Section 10: Student Obligations During Training Course

The student should:

1. Start the training course according to the date indicated in the letter by the university (CIT).

2. Maintain good attendance and departure records according to the system of the training host/provider.

3. Adhere to the training program prepared by the host.

4. Take care of the host property and follow the applicable safety conditions.

5. Cooperate with host's staffs and do not disclose any of the training host privacies and /or conferential information.

6. Follow the administrative structure in the training field.

7. Communicate with the supervisor/coordinator appointed by the CIT college when needed.

8. Writes his daily work in the training booklet.

Section 11: Obligations of The Student Post The Training Period

The student must:

1. Submit back all the belongings related to the training host.
2. Fill out the training course evaluation form and submit it to the training course coordinator in CIT.
3. Fill out the training course questionnaire after completing the training and write training report.
4. Submit the training report to the coordinator within the specified period indicated in the training course schedule.
5. Communicate with the coordinator to find out the remaining procedures and get the final mark.

Section 12: Submitting PowerPoint Presentation

All co-op students are required to prepare and present a PowerPoint presentation describing the work they have done at the training place. Students must follow the presentation template provided by the college training committee and prepare to present it in front of the co-op examination committee. The presentation should take around 20 minutes, followed by questions and answers for another 10 minutes.

Section 13: Content of Co-op Training Report

All co-op students are required to submit a detailed written final report describing the work they have done at the training place. The report is expected to be submitted

within one week after ending the co-op training. The report should be comprehensive and covers all the details during the co-op training and it should complement the progress reports submitted at earlier stages. The report should be up to 15 pages, written in English and according to the report format published in CIT Training platform.

Section 14: Co-op Training Report Evaluation

Students should follow the following guidelines as they prepare their co-op training report:

1- Organization and completeness of the submitted report

2- Detailed technical content of the document briefing the co-op training experience

3- Correctness an accuracy of the provided details

4- Consistent writing style throughout the report with correct spelling and grammar

Section 15: Penalties for Missing Deadline of Reports Submission

1- A student who submits his report within a month from the final date specified by the Training Committee, will be deducted

A score for each day the student is late in submitting the report.

2- Reports will not be accepted from students after a period of a month from the final date specified by the Summer Training Committee to deliver reports.

Note: Students who provide a legitimate excuse accepted by the supervisor of the Training Committee are excluded from this.

Section 16: Training Assessment

The student co-op training will be assessed based on Assessment criteria in the specification of field experience course. The student will   obtain "fail" result in the field experience course, if the following happened:

1. If the student gets less than 50% evaluation by the co-op training workplace

2. If the overall co-op training course grade is less than 60%

3. If the overall co-op training period is less than 160 hours.

Section 17: Cancelation of the co-op Training

The student co-op training is canceled if the following happened:

1. If the student is absent for 5 days without excuse

2. If the student is not following the training plan

3. If the required original stamped reports are not submitted

4. If the student is not following the co-op work regulations

5. If the student registers for summer courses

Section 18: Summer Training Schedule

The training schedule announced in 5th week of the third semester and posted on CIT training platform.

Note: The schedule is subject to change by Training Committee.

Section 19: Training Forms

All training forms uploaded on CIT training platform.