



Islamic University of Madinah
Faculty of Engineering

SUMMER TRAINING GUIDELINES AND REGULATIONS

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OUTLINE OF PRESENTATION

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OBJECTIVES OF SUMMER TRAINING

- Enhance student skills in the practical aspects of specialization.
- Refine the student's oral and written communication skills as well as his social skills.
- Prepare the student to take responsibility, be punctual, and perform tasks.
- Enable the student to recognize the work environment which will assist him to identify where to work after graduation.
- Create job opportunities for graduates.
- Enable the student to get a certificate of experience from the training party which will help him to find an appropriate job in the future.

ACADEMIC REQUIREMENTS TO REGISTER THE PROGRAM

- To be eligible, a student must meet the following criteria before joining the Summer Training:
 - Finish the **Eighth level** of his curriculum.
 - Pass a minimum of **65** credit hours from his curriculum (**after the Preparation Year**).
 - Complete the Summer Training **before** his last semester at the university.
 - Maintain a minimum GPA **3.0** out of **5.0**.
 - Successfully completing certain **required courses** in each department.

TIME AND DURATION OF SUMMER TRAINING

- Summer Training is conducted for all the faculty departments in the summer semester that follows the Eighth level semester according to the curriculum. Summer Training minimum lasts for a period of **8 weeks** with **five working days per week** (**minimum of 40 working days**).

DO'S AND DON'TS DURING TRAINING

❖ Do's-

- **Safety! Safety! Safety!**
- Punctuality.
- Maintaining healthy and cordial relationship with the people in organization.
- Understanding the work culture and adapt with work environment.
- Obeying direct orders from the seniors (especially your Training supervisor).
- Showing a sense of belonging with the organization.



DO'S AND DON'TS DURING TRAINING

❖ Don'ts-

- Do not take the training lightly and casually.
- Do not give an impression that you are doing the training just for the sake of it. Put your heart and soul.
- Do not involve in internal politics.
- Do not lie to your seniors.
- Do not waste your time.
- Do not copy any material. Be original.
- Do not go for leave unless it is indispensable.



STUDENT'S OBLIGATIONS **BEFORE** SUMMER TRAINING

- Accomplish all the academic requirements for the Summer Training Program.
- Register his name in the Summer Training candidates list at the program coordinator office in the department **before the second week of the 8th semester.**
- Attend the first mandatory seminar that introduces the Summer Training in the 3rd week of the 8th semester or according to the related announcements.
- Search a training party after coordination with the Summer Training coordinator in the department starting from the 4th week of the 8th semester.
- Offer a proof that he has already starting the search process for a suitable training party before the beginning of the 6th week of the 8th semester.
- Submit a proof that he has got acceptance from an approved training party according to the suitable forms before the end of the 11th week in the 8th semester.

STUDENT'S OBLIGATIONS **BEFORE** SUMMER TRAINING

- Attend the second mandatory seminar at the 12th week during the 8th semester or according to the related announcements for those students who plan to register the Summer Training.
- Make sure that the training party he chooses is enlisted in the List of Approved Parties for Training at the Faculty of Engineering.
- Make sure that he is not suspended by the university after he finishes the semester that precedes the Summer Training.
- Do NOT start the Summer Training before he gets a formal approval from the faculty to do so.
- Sign written pledge includes full commitment to Summer Training conditions.

STUDENT'S OBLIGATIONS **DURING** SUMMER TRAINING

- Commit to join the training party to start the Summer Training at the specific date.
- Commit to train for at least full (8) weeks at the approved training party and do NOT move to any other training party unless he gets a written agreement approved by the faculty.
- Commit to provide the university with the contact form that clearly shows the training starting date, training location, and training supervisors' name, address and phone number. This has to be submitted to the training supervisor in the department before the first week during the Summer Training ends.
- Commit to all the tasks and duties requested by the training party.
- During the Summer Training he commits to good behavior and follows the work rules and regulations at the training party because he is considered as a university representative at the training party.
- Commit to keep all the information that the training party won't allow to reveal it confidential.

STUDENT'S OBLIGATIONS **DURING** SUMMER TRAINING

- Commit to go through all the safety procedures followed by the training party before he starts his training and shows a full commitment to these safety rules and procedures. In case the student violates any of the safety rules, regulation, and procedures he himself bearing full responsibility of any possible injuries.
- Commit not to absent the training for any reason. In case the student was absent due to illness or any other compelling excuse he must submit a written request to inform the training party and the training supervisor at the faculty immediately.
- Commit to inform the training supervisor in the faculty of any problems he may face during the Summer Training period.
- Commit to encourage the training supervisor in the training party to approve and send the reports and forms related to the Summer Training to the faculty in the specified time.

STUDENT'S OBLIGATIONS **AFTER** SUMMER TRAINING

- After the students complete the Summer Training during the 9th semester they should do the following:
- Submit all the Summer Training forms (**original copy**) during the 2nd week of the 9th semester after being approved by the concerned parties.
- Write the final Summer Training report.
- Submit the **Final Report** (see the final report format) to the Summer Training Program Coordinator in the department during the 6th week of the 9th semester after being revised and approved by the teaching faculty member responsible.
- Perform a **presentation** to the assigned committee in the department.
- Attend the final report and the presentation discussion session with the assigned committee in the department during the 6th week of the 9th semester.

SUMMER TRAINING **CANCELLATION** CASES

- Work in secondary tasks irrelevant to the students' specialization.
- Violation of the training party rules and regulations.
- Violation of safety procedures in the training party.
- Not to approve and submit the required forms at the specific time.



ABSENTEEISM IN SUMMER TRAINING

- The student is **not allowed** to leave the work place during the formal working periods unless he receives an approval directly from the field training supervisor in the training party.
- In case the student is absent for (4) days without permission, or (6) days with or without permission he will be given **FAIL** grade in the Summer Training and he must repeat the training again.



ABSENT



Reduce
Absenteeism
Increase Profits

ASSESSMENT CRITERIA (GRADES DISTRIBUTION)

- The Summer Training for the students is to be evaluated with **PASS** or **Fail** grade, as the credit hours for the training program in the study curriculum for all the faculty's' department is (0) credit hours. Summer Training Assessment Criteria will be as follows:

Assessment Tool	Percentage of the Total Grade	Passing Grade	Action if Not Passed
Company Evaluation Form	20%	12%	Repeat the training
Supervisor Evaluation Form	15%	9%	-
Rubric of the Final Report	45%	27%	Resubmit the report
Oral Presentation Rubric	20%	12%	Repeat the presentation

If the student fails in more than one item of the assessment items mentioned above in this table he will fail the summer training.

Assessment Rubrics will be distributed to the students before they join the Summer Training.

QUESTIONS AND ANSWERS



