SUMMER TRAINING GUIDE

Prepared by: Internship Unit

Vice Dean of Academic Affairs, College of Computer Science And Engineering

COLLEGE OF COMPUTER SCIENCE AND ENGINEERING

The Summer Training Program Guidelines for Students

بسم الله الرحمن الرحيم

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Summer Training:

The summer training program is designed for students from different academic fields. It aims to provide students with hands-on experience in their areas of study, enhancing their skills and knowledge.

Students are encouraged to participate actively in the program, which typically lasts no less than 200 hours. The training involves collaboration with various government sectors and specialized fields to offer valuable insights into the real-world applications of their studies.

The initiative seeks to equip students with practical skill sets that are essential for their future careers, promoting a deeper understanding of their chosen fields.

The objective of summer training

The passage outlines skills and qualities important for students involved in training programs. Here's a summary of the key points:

1. **Effective Communication**: Students should develop communication skills with colleagues and stakeholders.
2. **Adaptability**: Being adaptable and able to adjust to various work environments is essential.
3. **Time Management**: Students need to manage their time effectively to meet deadlines.
4. **Understanding Industry Practices**: Familiarity with industry standards and practices is crucial.
5. **Collaboration**: Ability to work well in teams and collaborate with others is important.
6. **Problem-Solving Skills**: Students should enhance their ability to identify and solve problems.
7. **Technical Skills**: Gaining technical skills relevant to their field is necessary.
8. **Professional Reporting**: Learning to prepare and present professional reports is vital.
9. **Networking**: Building relationships with professionals in the industry is beneficial for future opportunities.

These points highlight the competencies and traits that can help students succeed in their summer training experiences.

Summer Training Course Detail

Course name: Summer Training

Course Code:

Department	Code
Computer Science and Artificial Intelligence	CCCS 333 /CCAI 333
Cyber Security	CCCY 333
Computer and Network Engineering	CCCN 333
Information Systems and Technology	CCIS 431
Software Engineering	CCSW 333

Training Advisor: responsible for monitoring and evaluating the trainees with the training organizations. They are also responsible for field visits and communication with the training organizations if required.

Requirements to register this course:

1. The student must complete 120 credit hours or more.
2. The student must not be suspended from university studies.
3. The student is not allowed to register for academic courses during the summer training period.
4. The student must obtain an approval letter for the training from the relevant organization or company, and the department must approve the training plan.

Note: The actual training should not be less than 200 training hours (at least 8 weeks) and should not extend beyond the end of the academic semester in which the training takes place.

Summer Training Forms:

List	Form name	Submission Time	Submission Method	Grade
1	Registration	During the registration week	To be submitted by the student's advisor	5
2	Training Plan	Before training commence	To be emailed to the training unit	5
3	Starting Date	First week of the semester	To be sent to the training advisor	3
4	Progress Report	After finishing 100 training hours	To be sent to the training advisor	12
5	Final Report	After finishing 200 training hours	To be sent to the training advisor	35
6	Final Evaluation	During the 7th week	To be sent directly from the training organization to the training advisor	35
7	Student's Evaluation for The Training Organization	During the 8th week	To be sent to the training advisor	0
8	Presentation	During the 8th week or the last week	To be arranged between the students and the training advisor	15

Note: The coordinator and the academic department will verify the required documents and the training plan before registering the training courses.

Cases to dismiss the training course:

1. When students are absent for 5 days without an excuse.
2. When students do not follow the training plan.
3. When students do not submit the required original documentation.
4. When students do not follow the training organization’s rules and procedures.
5. When students register other classes that are not approved.

The mechanism of summer training.

Stage1: Registration for the summer training course.

1. When the student obtains approval from the training organization, they must fill out the training file and save it as a PDF, then send it to the department coordinator.

2. The student must send the training plan form to the training organization to complete the required information in the form.

3. The training organization completes the required information in the training plan and sends it back to the student. The student saves it as a PDF and then sends it to the department coordinator.

4. The plan is approved by the coordinator, and the student's information is sent to the academic affairs department to register the practical training course.

Stage2: During the Training. All students must follow:

1. Students are required to begin their training within the specified timeframe.
2. Students are required to attend training from the beginning to the end of the working day.
3. Absence is not permitted without a valid reason.
4. Students should submit their progress report after finishing the first 100 training hours.

Stage3: After finishing the Training.

Students are expected to submit final reports, presentations, and final evaluation.

All guides are provided by the training advisors.

Note: Students are evaluated at the end of the training course based on the final report, presentation, evaluation, mid-term progress report, and final assessment. The student will receive either a pass or fail grade.

Evaluation Method:

Training plan	3
Mid-time progress report	12
Final evaluation	35
Final report	35
Presentation	15

APPENDICES

Appendix1: Summer Training Registration.

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جامعة جدة

تسجيل مقرر التدريب الصيفي .....
Summer Training Registration .....

بيانات تعبأ بواسطة الطالب / ـة Information Provided by Student		
Student Name		اسم الطالب / ـة
Student ID		الرقم الجامعي
Major		التخصص
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني
Company Name		اسم الشركة

شروط التسجيل
Terms and Conditions of Registration

- أن يجتاز الطالب (90) ساعة معتمدة قبل بداية التدريب.
- أن لا يسجل للطالب أي مادة دراسية أخرى مع التدريب.
- على الطالب أن يتأكد من تسجيل المادة له عن طريق موقع الجامعة على شبكة الانترنت.
- يجب قضاء فترة التدريب كاملة (200 ساعة كحد أدنى)
- تنفيذ جميع ماذكر في الجدول (1) والتقيد بالمواعيد المحددة
- يجب على الالتزام بقواعد وأنظمة جهة التدريب
- عدم التزامي بهذه الشروط سوف يترتب عليه حصولي على درجة راسب مما يتطلب اعادة التدريب

التوقيع _____ التاريخ _____

Appendix2: Training Plan.

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جامعة جدة

خطة التدريب
Training plan

بيانات الطالب /ـة Student Information		
Student Name		اسم الطالب /ـة
Student ID		الرقم الجامعي
Major		التخصص
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني

يجب على الطالب/ ـة قبل المباشرة في جهة التدريب طلب خطة تدريب تفصيلية (200 ساعة من التدريب) من جهة التدريب ملائمة للأهداف التعليمية لمقرر التدريب الصيفي وتقديمها لوحدة التدريب بالكلية أو المشرف الأكاديمي حتى تتم مراجعتها واعتمادها. عند تقديم خطة التدريب للمشرف الأكاديمي واعتمادها يستحق الطالب /ـة 3% من درجة التقييم النهائية.

أي تغيير في الخطة خلال فترة التدريب يجب إشعار المشرف بها في التقارير المقدمة للمشرف /ـة.

Before the summer training begins, the student should be provided detailed training plan (200 hours of training) from the company that meet the learning objectives of the summer training. This plan should be approved by the training unit at the college or the academic advisor. This plan weights 3% from the final evaluation is after approval form the academic advisor.

Any modifications to this training plan must be reported to the university academic advisor in the progress reports.

Advisor Name (Company): _____ ..... اسم المشرف في جهة التدريب:

Advisor Signature: _____ ..... التوقيع:

Date: _____ ..... التاريخ:

خطة التدريب
Training plan

Week	Work Description	Department	Start Date	Duration (hours)	Training Supervisor
1					
2					
3					
4					
5					
6					
7					
8					
9					
			Total of hours		

FOR MORE SPACE USE AN EXTRA SHEET

Advisor Name (Company): .....
Advisor Signature: .....
Date: .....

Student Name: .....
Student Signature: .....
Date: .....

Appendix3: Starting Date.

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جامعة جدة

مباشرة التدريب
Starting Date

بيانات تعبأ بواسطة الطالب / ة Information Provided by Student		
Student Name		اسم الطالب /ة
Student ID		الرقم الجامعي
Major		التخصص
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني

بيانات تعبأ بواسطة المشرف على الطالب /ة Information Provided by Training Supervisor		
Company Name		اسم الشركة
Supervisor Name		اسم المشرف على التدريب
Position		مسمى الوظيفة
Training starting Date		تاريخ بدء تدريب الطالب /ة
Phone		هاتف
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني
Mailing Address		العنوان

Advisor Signature (Company): _____ **Student Signature:** _____

Date: **Date:**

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Appendix4: Progress Report.

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جامعة جدة

تقرير متابعة التدريب
Progress Report

بيانات الطالب /ـة Student Information		
Student Name		اسم الطالب /ـة
Student ID		الرقم الجامعي
Major		التخصص
E-mail		البريد إلكتروني

Progress Report No. ( )

حتى يتم تقييم انجازات الطالب /ـة في هذه الفترة يجب أن يحتوي هذا التقرير على النقاط التالية:

1. **كتابة التقرير باللغة الإنجليزية.**
2. **عدد الساعات المنجزة.**
3. **وصف للمهام وما تم عمله لإنجازها.**
4. **الصعوبات التي واجهت الطالب / ـة خلال الفترة (إن وجدت)**
5. **يتم الإبلاغ عن أي تغيير في الخطة المقدمة في هذا التقرير**

*** ملاحظة: يستحق الطالب /ـة عند تقديم هذا التقرير 4% من الدرجة النهائية**

The student will be evaluate on this report based on followings:

1. The progress report should be written clearly in English
2. The achieved training hours.
3. Description of the tasks and duties performed during this period.
4. The challenges that the students faced during this period (if applicable).
5. Any changes in the training plan should be reported here.

* Note: This report weights 4% from the final evaluation.

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Progress Report Rubric				
	Excellent	**V. Good**	**Good**	**Poor**
Group/Partner Teamwork	• Works to complete all group goals. • Always has a positive attitude about the task(s) and the work of others. • All team members contributed equally to the finished project. • Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work.	• Usually helps to complete group goals. • Usually has a positive attitude about the task(s) and the work of others. • Assisted group/partner in the finished project. • Performed nearly all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Completed most of the assigned work.	• Occasionally helps to complete group goals. • Sometimes makes fun of the task(s) or the work of other group members. • Finished individual task but did not assist group/partner during the project. • Performed a few duties of assigned team role and contributed a small amount of knowledge, opinions, and skills to share with the team. Completed some of the assigned work.	• Does not work well with others and shows no interest in completing group goals. • Often makes fun of others' work and has a negative attitude. • Contributed little to the group effort during the project. • Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work.
Task Description	All important details about tasks/jobs assigned and completed;	Generally, well described tasks/jobs assigned and completed;	Tasks/jobs mentioned with less details;	Inadequate/no details about activities;
Submission Date	On Time	Within 1-2 days of submission date	Within 3-4 days of submission date	Not submitted or submitted after 1 week of submission date

Progress Report Evaluation *To be filled by the academic supervisor					
SO	**Criteria**	**Excellent 4**	**V. Good 3**	**Good 2**	**Poor 1**
F	**Group/Partner Teamwork**				
	Task Description				
E	**Submission Date**				
Total					
Report Grade		**4%** Total/12 *4			

Evaluated By_____

Signature _____

Date _____

Appendix5: Visiting Report.

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جامعة جدة

الزيارة الميدانية

Visiting Report

هدف الزيارة الميدانية هو تقييم بيئة العمل وجدية الجهة المدربة لتدريب الطلاب.

بيانات الطالب Student Information		
Student Name		اسم الطالب
Student ID		الرقم الجامعي
Major		التخصص
Mobile Phone		اسم الشركة
Supervisor Name		اسم المشرف على التدريب

Please rate the student for the following items				الرجاء تقييم أداء الطالب حسب العناصر التالية
	ضعيف **Poor** **1 Point**	جيد **Good** **2 Points**	جيد جدا **V. Good** **3 Points**	ممتاز **Excellent** **4 Points**
الحماس للعمل والرغبة فيه Enthusiasm and interest in work				
الثقة في تقديم العمل المطلوب Attitude towards delivering accurate work				
القدرة على التعلم والبحث عن المعلومات Ability to learn and search for information				
العلاقة الفاعلة مع الآخرين في العمل Maintaining effective relations with co-workers				
الالتزام بالدوام Attendance				
المواظبة Punctuality				
Total			المجموع	
Comments about company:			ملاحظات عن جهة التدريب	
Supervisor Name				اسم المشرف
Signature/Date:				التوقيع/التاريخ

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Appendix6: Presentation.

Presentation Rubric				
	Excellent	**V. Good**	**Good**	**Poor**
Content	All information related to the summer training e.g., workplace, location, learning etc.; points are clearly presented with all necessary description of work done during training period	Sufficient information related to summer training; points are clearly presented but description of work is not thorough	Incomplete information about summer training; adequate details about tasks completed during training	Inadequate information about summer training; incomplete description about tasks completed during training
Organization	All information presented in a logical & interesting sequence; gives audience very clear picture of training; good transitions; succinct & clear	Most of the information presented in logical sequence; gives audience an adequate picture of training; generally, well organized; good transitions	Lacks some sequence of information; difficulty in following for audience; loosely organized	No sequence of information; no understanding for audience; presentation is disjointed
Material (Graphics/Visual Aids)	Very effective use of visual aids; clear figures and charts; no spelling or grammatical mistakes	Good use of visual aids; graphics relate to text presented; 1 or 2 spelling /grammar mistakes	Occasional use of visual aids; not much related to text; few spelling/ grammatical mistake	Little/no or ineffective use of visual aids; many spelling/grammatical mistake
Speaking Skills	Clear articulation; excellent delivery with proper volume, steady pace, good posture and eye contact; confidence	Clear articulation; good delivery with good pace, usually projects voice and good eye contact	Some mumbling low voice and uneven pace; little eye contact	Inaudible or too loud; pace too slow or too fast; no eye contact; seems uninterested
Length of Presentation	Within 2 minutes (+/) of allotted time	Within 3–4 minutes (+/-) of allotted time	Within 5-6 (+/-) minutes of allotted time	Too long or too short; ten or more minutes above or below allotted time

Presentation Evaluation Form *To be filled by the academic supervisor					
Student Name					
Student ID					
Major					
SO	**Criteria**	**Excellent 4**	**V. Good 3**	**Good 2**	**Poor 1**
B	**Content**				
F	**Organization**				
I	**Material (Graphics/Visual Aids)**				
F	**Speaking Skills**				
E	**Length of Presentation**				
Total					
Presentation Grade		**15%** Total/20 *15			

Evaluated By_____

Signature _____

Date _____

Appendix7: Final Report.

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Final Report Rubric				
	Excellent	**V. Good**	**Good**	**Poor**
Cover Page Overall Appearance (Neatness)	Cover page exactly according to the given format, all report is double spaced. all report is clean and neatly bound in a report cover, illustrations properly placed.	Cover page almost according to the given format, 2/3 pages of the report not double spaced. properly bound, 1/2 illustrations not well placed.	Cover page has some missing information. 5-7 pages of report not double spaced. loosely bound, 3/4 illustrations are not placed.	Cover page completely not formatted, most of the report not double spaced, very loosely/not bound, illustrations missing/not formatted at all.
Acknowledgment Abstract Table of Contents Introduction of Organization Training Plan Description of Activities Related Figures/Charts Conclusion References	Well written & concise abstract and acknowledgement with all important information, properly formatted TOC, all necessary information about organization, well described activities, contents well organized and in logical sequence, all high-quality required figures/charts available, well written conclusion and provides all relevant reference.	Abstract and acknowledgement with important information identified with 1/2 minor mistakes, well formatted TOC, most of the relevant information about organization, generally, well described activities, basic organization of contents is sound, sufficient figure/charts, brief conclusion, and sufficient references.	Abstract mostly correct with some important information missing, acknowledgment present, TOC has few mistakes, some important information about organization missing, activities mentioned with less details, loosely organized contents and some unity problems, few figures/charts, conclusion with some errors, few references.	Abstract has major information missing or too lengthy, no acknowledgment/ too small, TOC poorly formatted, organization information too lengthy/too small/missing, inadequate details about activities, no sequence of information, very little/no or ineffective use of figures/charts, no proper conclusion, no/very few references.
Grammar Spelling Clarity	No grammar or spelling errors, easy to read, rhetoric style is excellent.	few grammar or spelling mistakes but none affect meanings, a bit less easy to read, good rhetoric style.	Number of grammar or spelling mistakes, understandable, reading requires close attention, some rhetorical errors.	Major grammar or spelling mistakes, understanding not possible, fails to communicate on meaningful level, Major rhetorical errors.

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Final Report Evaluation *To be filled by the academic supervisor					
Student Name					
Student ID					
Major					
SO	**Criteria**	**Excellent 4**	**V. Good 3**	**Good 2**	**Poor 1**
F	**Cover Page**				
F	**Overall Appearance (Neatness)**				
E	**Acknowledgment**				
H	**Abstract**				
F	**Table of Contents**				
G	**Introduction of Organization**				
G	**Training Plan**				
H	**Description of Activities**				
I	**Related Figures/Charts**				
D	**Conclusion**				
E	**References**				
F	**Grammar**				
F	**Spelling**				
F	**Clarity**				
Report Grade		**35%** Total/56 *35	**Total**		

Evaluated By_____

Signature _____

Date _____

Appendix8: Final Evaluation.

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كلية علوم وهندسة الحاسب

جامعة جدة

التقييم النهائي

Final Evaluation

ST_EVAL

يقوم بتعبئة هذا النموذج المشرف المباشر على تدريب الطالب /ة **To be filled by the On-Job training supervisor**

بيانات الطالب /ة Student Information		
Student Name		اسم الطالب /ة
Student ID		الرقم الجامعي
Major		التخصص
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني

معلومات عن جهة التدريب Information about the Training Organization		
Company Name		اسم الشركة
Supervisor Name		اسم المشرف على التدريب
Position		مسمى الوظيفة
Phone		هاتف
Mobile Phone		هاتف الجوال
E-mail		البريد إلكتروني
Mailing Address		العنوان

E-mail: FCITK@UJ.EDU.SA ☎Tel.: 012/2334444 / 23503 - 23507

التقييم النهائي

Final Evaluation

الرجاء تقييم اداء الطالب /ـة حسب العناصر التالية Please rate the student based on the following						
SO	**Criteria**	ضعيف **Poor** **1 Point**	جيد **Good** **2 Points**	جيد جدا **V. Good** **3 Points**	ممتاز **Excellent** **4 Points**	ملاحظات **Comments**
E	الحماس للعمل والرغبة فيه Enthusiasm and interest in work					
E	الثقة في تقديم العمل المطلوب Attitude towards delivering accurate work					
-	جودة الاداء Quality of work output					
E	روح المبادرة للمهمات Initiative in taking tasks to complete					
E	الاعتمادية والثقة بالقدرة على الإنجاز Dependability and reliability					
H	القدرة على التعلم والبحث عن المعلومات Ability to learn and search for information					
G	الحكم على الأمور واتخاذ القرار Judgment and decision making					
D	العلاقة الفاعلة مع الآخرين في العمل Maintaining effective relations with co-workers					
E	الالتزام بالدوام Attendance					
E	المواظبة Punctuality					
-	التقييم العام لاداء الطالب Overall rating for the student's performance					
	Total	**35%** Total/44 *35				المجموع

Supervisor Name		اسم المشرف
Signature		التوقيع
Date		التاريخ
Official seal of the training Organization		التدريب الختم الرسمي لجهة

Appendix9: Students' Assessment of The Summer Training Company.

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تقييم الطالب للشركة

Students' assessments of the summer training company

Students' assessments of the summer training organization	
Student Name	
Student ID	
Major	
Company Name	
Supervisor Name (Company)	

Please complete this evaluation by selecting the response that best describes your summer training experience.

	Excellent 4	**V. Good 3**	**Good 2**	**Poor 1**
Hands on experience				
Training Provided				
Attitude of Supervisor				
Professional Work Environment				
Attitude of Employees				
Overall Impression of Summer Training				
Total				

Based on your experience with this summer training, would you recommend this organization/company for future students?

- ☐ YES
- ☐ NO

Comments:

_____

_____

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Vice Dean of Academic Affairs
College Of Computer Science and Engineering

Edited by
Dr. Ammar Almutawa
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