



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 work programs:

1. The student must have successfully completed 90 Credit Hours of their academic program prior to practical training (at the time of application).
2. The student applying for practical training must be an active registered student of the degree program.
3. With the approval of their department the student can register two academic courses along with practical training.
4. Completion of any special departmental requirements.
5. You can get the electronic training letter and the registration form by the student services applied to the training organization.
6. You need to fill the registration form (attached) and send it to the course supervisor after you have applied for the course and are signed and stamped in the form stamps and CC it to the training unit email.
7. The course supervisor will review your task and will give you approval to the training course if it related to your major, and if your assigned tasks are not associated with your core major, you will not get approval, and you will have to change them or delete the course.
8. Not subject to dismissal for academic causes.
9. COOP training start from week 3 to end of week 14 (for a regular semester)
10. COOP training start from week 1 to end of week 8 (for a summer semester)
11. COOP training report should be submitted by end of week 14.
12. 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.
13. Students are eligible to transfer from the training organization no later than one week from the starting date of training
14. 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 performance throughout training.



- **Duration:**

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

- **Timeline of theCOOP**

The COOP students need to do the following during the semester during COOP:

- ◆ *First two weeks* (Fill out require forms (See Appendix in COOP guidelines policy) and download the registration form from college website.
- ◆ *Week 3 to week 13* prepare a draft copy of the COOP report of every task (refer to appendix 2 in C Guideline policy) then contact their COOP advisor and discuss it with him. (contact with supervisor should be in weeklybasis).
- ◆ *Week 14* Submit the COOP Full Report as a bonded hardcopy incorporating the COOP advisor. A soft copy of the full report is to be prepared in PDF format. A soft copy is also needed by the training unit. The student is considered successful if the student scores minimum 60% of the possiblemarks.
- ◆ Prepare a presentation describing your COOP and submit the PPT file. Suggested presentation duration 30 mins. + 10 mins. Q&A. (Suggested time the end of week14).
- ◆ Collect all comments from your advisor, examining committee and theCOOP coordinator and make changes accordingly in the finalreport.