



# **Students' Guide for Field Training Program Faculty of Engineering Department of Industrial Engineering**



## Introduction

The Department of Industrial Engineering, Faculty of Engineering at the University of Tabuk has introduced the field training program in both public and private sectors. This program has been sanctioned and is recognized as a key strategy for fostering collaborative knowledge exchange with the workforce. Irrespective of their majors, all students at the Department of Industrial Engineering are mandated to undergo the field training program as a prerequisite for graduation. The duration of the program is eight weeks, providing students with the opportunity to apply practical knowledge and skills acquired during their academic years at the program, under the guidance of specialists and experts. The Department of Industrial Engineering, through its field training unit, is dedicated to supporting students in completing their field training efficiently and effectively, while striving to achieve the program's objectives with the highest standards. To facilitate this process, a field training guide has been developed to instruct students on the necessary procedures, requirements, and important deadlines they need to adhere to, along with providing guidance on program regulations.

## Field Training Unit

This unit operates under the Department of Industrial Engineering is responsible for overseeing all aspects of student training. Its scope of responsibilities includes sourcing training opportunities in both public and private sectors, validating training requests, assigning students to training placements, monitoring their progress, and collaboratively preparing training outcomes with academic departments.

## **Vision**

**To be a frontrunner in training, enriching students' capabilities in alignment with the demands of the job market with a focus on efficiency and effectiveness.**

## **Mission:**

**Fostering impactful relationships in the training domain, connecting the program with its students and training entities. The aim is to equip students with the skills necessary for success in practical life by selecting training partners that offer tailored programs. This opportunity allows students to apply theoretical knowledge in real-world scenarios, thereby strengthening the university's collaboration with governmental and private sectors.**

## **Field training learning outcomes:**

- **Provide the students with knowledge of different types of data collection, maintenance system, Control, Automation, Safety, Operation Research, Supply Chain, Human factors, Facilities Planning, Manufacturing Processes, or systems during his training period**
- **Encourage the students to apply practically the fundamental knowledge of Industrial Engineering and relate it to the studied topics in the training field**
- **Equipe the students with the field experience of technical seminar presentation and written report skills**
- **Provide the students with ethical, professional standards and responsibilities.**
- **Encourage the students to act effectively within a team to accomplish assigned tasks.**
- **Gain knowledge of contemporary issues related to field experience towards future career**

## The academic requirements for the program include:

For a student to become eligible to register for practical training, they must fulfill the following conditions:

- The student must have completed at least 120 credit hours or department approval.
- Students are not allowed to combine enrollment in engineering training with academic courses in the same semester, whether during the summer semester or regular semesters.
- The combination of field training with any other academic course (if any) is subject to the approval of the department.
- The student should not be under academic suspension from the university.
- The training program at the field must fulfill the specific requirements set by the department.

## Training Duration:

The field training period is minimum eight weeks during the summer semester or regular semester.

## Field Training Procedures

- Field Training Procedures and Mechanism:

- Phase One: Pre-field Training:

The student attending the field training must complete the procedures below according to the specified time as follows:

- Semester Opening:

At the beginning of the second semester, the system will be opened for students to apply for field training through the following link:

<https://gate.ut.edu.sa/etrainingstudents/login.aspx>

- Eligibility Criteria:

Students are eligible to apply if they have completed a minimum of 120 credit hours.

- Company Selection:

The department will list approved companies/entities for field training. Students can apply for field training by selecting up to three companies through the provided application link.

✔ **Application Handling:**

Once students submit their applications, the Field Training Coordinator will handle the requests.

✔ **Coordinator's Responsibilities:**

The Field Training Coordinator will review the applications. If the student has met the eligibility criteria and provided accurate information, the coordinator will approve the request.

✔ **Letter Generation:**

After approval, the coordinator will generate a letter requesting the company/entity to accept the student for field training.

✔ **Company/entity Acceptance:**

The company will review the request and, if accepted, send an approval letter to the department.

✔ **Course Registration:**

Upon receiving the company's approval letter, the department will register the field training course for the student.

✔ **Final Student Lists:**

Based on the completed procedures in Phase One, the final lists of students are prepared, indicating the assigned training entity for each student.

✔ **Introductory Lecture:**

Before the commencement of field training, all registered students are required to attend an introductory lecture organized by the department.

The lecture will cover the following aspects:

- a. Importance and objectives of the field training
- b. Field training Instructions and safety procedures
- c. Student Duties and Responsibilities
- d. Ethical Considerations
- e. Forms and Documentation: Weekly Log Sheet, Company Evaluation Form, Final Report Template, Presentation Template.
- f. Field training evaluation distribution.

### 🕒 Phase Two: During Field Training

The initiation of the training begins on the first day and continues for a duration not less than 8 weeks. The following items are essential during the training:

#### 🕒 Weekly Log Sheets:

Throughout the training, students are required to submit a weekly log sheet to their assigned advisor. The log sheet should covers the activities and tasks undertaken by the student during each week.

#### 🕒 Company Evaluation:

After the field training, the company will send an official "Company Evaluation of Student Performance" form directly to the department. The evaluation form will provide insights into the student's performance, including strengths, areas for improvement, and an overall assessment.

### 🕒 Phase Three: After fulfillment of the Field Training period

Preparing to discuss training is crucial. The students are required to contact the field training coordinator in the department at the beginning of the first semester after summer semester, or at the end of regular semesters, according to the following procedure:

1. Make certain that the training coordinator in the department receives the confidential envelope from the training entity, which includes the Company Evaluation form.
2. Field Training Discussion: The Field Training Committee will assign a date and time for a Field Training Discussion. During this session, students are required to submit a final report and deliver a presentation summarizing their training experience.
3. Committee Evaluation: The Field Training Committee will conduct an overall evaluation form, considering the company evaluation received by the department, weekly log sheets, final report, and presentation. The committee will assign a grade to each student based on their performance during the field training.

## Responsibilities of the Trainee Student:

- ④ Comply with the university's systems and regulations governing this matter, including those outlined in this guide, as well as the laws, regulations, and systems followed by the training entity.
- ④ Enroll in the training according to the university regulations.
- ④ Complete the specific forms prepared for the training.
- ④ Represent the university effectively when dealing with training institutions and adhere to the ethical standards of work.
- ④ Preserve the confidentiality of the information accessed by the trainee at the training site.
- ④ Attend to the implementation of assigned tasks within the departments' entity where the training is conducted.
- ④ Complete weekly reports and submit them at the end of each week to the training advisor.
- ④ Strive for the complete achievement of the training process to ensure the comprehensive benefit from various experiences provided by the training.
- ④ Inform the training advisor of any challenges encountered during the training process.
- ④ Prepare the training report and submit it to the training advisor.
- ④ Prepare a presentation to be delivered to the discussion committee after the completion of the field training.

## Field Training Advisor Responsibilities:

- ④ Ensure the presence of a suitable training program for the student during the training period.
- ④ Respond to inquiries from training entities or students regarding the training, its regulations, and systems, or regarding the forms that need to be filled out by the training entity.
- ④ Offer advice and guidance to the student during the training period.

## Training Entity Responsibilities:

- ④ Provide the department with a report on the student's performance and the specific form related to the training entity, to be submitted at the end of the training period.
- ④ Ensure that the training entity offers the trainee student a field training program suitable for their specialization, encompassing the necessary skills for practical work.

## Withdrawal from Field Training

The guidelines for withdrawing from training are as follows:

The withdrawal from the field training course is governed by the admission and registration regulations.

## Field Training Evaluation

The student trainee is evaluated in two stages. The first stage occurs during the training period and is conducted by the training entity. The department training committee completes the evaluation form as follows:

### Grade Distribution:

o Final Evaluation (Company):	30%
o Final Report:	30%
o Final presentation and discussion:	20%
o Weekly Reports:	10%
o Daily logs:	10%

## Field Training Forms

**All field training forms including: weekly log sheet, company evaluation form, final report template, presentation template can be downloaded from the department website at the following link:**

## Field Training Report Preparation Guide

**One of the objectives of field training is to connect the theoretical knowledge acquired by students at the university with the practical reality of the engineering profession. The purpose of preparing the field training report is to highlight and document what students observed and learned during the period spent at the training site.**

**The field training report template can be downloaded from the department website at the following link:**