

كلية العلوم  
Faculty of Science  
قسم الكيمياء  
Department of Chemistry



# Site Training Course



Department of Chemistry

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## Introduction:

A training course is regarded as an important aspect of education since it gives students practical skills with the intention of giving them a variety of information, real-world experience, and technical abilities. To enhance their innate skills and habits, the students must conduct field training. Combining theoretical knowledge with practical application and giving students the chance to identify their skills prior to entering the job market, helps students develop a professional awareness that will enable them to perform the services they are hired to perform. Students will therefore have an understanding of the many fields of field training when they graduate. The course gives the students the chance to successfully complete the training program, which has prerequisites and criteria that must be met. During their period in educational institutions, trainee students will be able to acquire specialized expertise that will help them prosper in their careers. The University of Tabuk's science training program seeks to create the best environment for students to apply their academic knowledge to many relevant organizations so they may utilize it in their future jobs as well as professions, as mentioned in the course master plan.

## The Mission of the Program

Producing distinguished people's teams with high-quality education, especially in the field of chemistry and environmental chemistry, in order to promote sustainable development, achieve goals, meet the needs of society, and create a scientific temper in society.

## Objectives of the Program

1. To provide students with a solid foundation in chemistry and emphasize the fundamental concepts of environmental and instrumental chemistry.
2. To educate students with the knowledge and abilities that are necessary for success in environmental chemistry and graduate programmes in chemistry.
3. To provide the students with the training as needed, to make them trained, in how to use an extensive variety of experimental methodologies and the most advanced analytical tools in the research field of chemistry.
4. To strengthen commitment to moral and social obligations amongst the students.

## The field training course's outcomes

### Knowledge

- Knowledge of the training plan and schedule for field training.
- To identify laboratory equipment and techniques used in scientific research.

### Skills

- To make students able to apply theories and practical's in chemical analysis to detect unknown compounds and their concentrations.
- To make students competent in carrying out laboratory experiments using advanced techniques and tools to deal with practical activities in the field of chemical analysis.
- To make students capable to such an extent to become able to apply digital tools and information technology in processing and analysing data and information related to chemical analysis.

### Value

- To create a commitment to the values and codes of ethics associated with professional practices in the field of chemistry.
- To manage tasks and activities in the area of chemistry practical independently under indirect supervision.
- To collaborate and lead teamwork to perform a range of tasks effectively with responsibility to achieve goals.

## Guide Terms

Terms	Definitions
<b>Field of training</b>	It is one of the study plan courses in which the student works for a specified total period within a government or public organisation relevant to his field of study in order to gain practical skills, improve his professional standards, and establish a useful curriculum in institutions that are run by professional experts.
<b>Manual of field training</b>	The field training department publishes an operational manual that includes all instructions, scrutiny, and field training procedures.
<b>Training units and services</b>	On the recommendation of the university's field training department and with the approval of the relevant department, the department accepts that institution as a training institution. Regardless of whether they are public or private, these organisations must have the civil service's or the labour department's permission and provide trainees with adequate employment opportunities.
<b>Apprentice</b>	The student who registered on their own initiative for the field training course.

<b>Training coordinator</b>	The department's training coordinator, who also holds the position of a faculty member, organises and supervises the student registration procedure as well as the students' field training.
<b>Training supervisor</b>	In charge of supervising, monitoring, and evaluating the trainee during the field training course is the training supervisor, a faculty member who belongs to the trainee's academic department.
<b>Training committee</b>	A committee of three to four academic department experts from the trainee's academic department will evaluate the final report and visual presentation that the trainee presents after the training session.
<b>Field supervisor</b>	The staff member who is in charge of observing the student at the training centre also gives him an evaluation of how well he performed his responsibilities.

## Duties and responsibilities

**The following are the duties and responsibilities of the field training unit:**

1. Organising and supervising training.
2. Providing learners with appropriate training facilities.
3. Distribute trainees to training organizations with the help of academic supervisors in university departments.
4. Preparing documentation for the trainee, the academic supervisor, the field supervisor, the training entity, and other pertinent parties, such as letters, forms, and questionnaires.
5. Coordination with approved institutions to monitor progress in training and guarantee the program's execution.
6. Make sure the student follows the training job plan to make sure he takes up the skills described in his training schedule.
7. Confirm that the academic supervisor assists the learner in finding answers to the issues and challenges he encounters during the training term.
8. Keep working to develop a report that provides a broad assessment of the student's performance at the conclusion of their training period.
9. Establish the length of training, the trainee's level of attendance commitment, his sincerity about training, and the recommendations required to create the training mechanism in accordance with the models accepted by the institution.
10. Ensure that the academic supervisor pays a follow-up visit to the place of training to verify the information of the trainee, confirms his attendance at least once throughout the semester, and records this in writing.
11. Evaluate each statement made by the student, and then respond appropriately.

12. If there are valid reasons to do so, cancel the trainee's field training and require him to repeat it.
13. Submitting recommendations for the establishment of the field training system to the relevant authorities.

### **Trainee tasks and responsibilities:**

1. Attending training classes on time and following the academic supervisor's prescribed timetable.
2. When communicating with training supervisors, the student has to treat them with the utmost respect.
3. The trainee must be able to communicate with various kinds of field community members, including managers, workers, technicians, and others.
4. During the training period the student must keep an attitude of motivation and kindness.
5. The trainee is restricted from doing any acts that go against the rules of the training organization where he is receiving his training.
6. Plagiarism or accepting responsibility for someone else's work is completely forbidden, and academic dishonesty of any form is also forbidden.
7. The trainee will be bound by the training facility's safety and security regulations.
8. In accordance with Islamic law, the student has to dress properly for employment and present themselves in a respectable manner.
9. The trainee must keep in mind that he is a representative of the institution; hence, morality and regulation must be maintained at training sites.
10. The trainee is not allowed to train simultaneously at more than one training centre.
11. The student must complete their training at one of the facilities related to their field of specialisation.
12. The trainee and academic supervisor must meet once a week for at least an hour.
13. The trainee oversees according to the instructions, filling out the necessary paperwork, and providing copies of it to the instructor's supervisor and the field training unit.
14. The trainee shall bear sole responsibility for any significant damage resulting from wilful misconduct or gross negligence on the part of the training institution.
15. The trainee prepares a final report describing the duties he carried out during his time as an apprentice as well as a description of the training organisation. The field supervisor prepares the final report.

16. After completing the field training, discuss the report through a visual presentation that includes different departmental specialties.
17. During the training duration, the trainee has no right to request financial benefits from the training organization.

### **Duties and responsibilities of the academic supervisor:**

1. During the training phase, he is the trainee's initial and primary point of interaction.
2. During the first week of the semester, get the trainee information form from the college's field training department.
3. Before the student trainee begins the training, give him the field training plan and go through it with him.
4. During the field training period, organise at least one field visit for the trainee.
5. Conduct frequent discussions with trainees to go over newly acquired knowledge and abilities and decide how to develop and improve them.
6. Assist the trainee in finding answers to the issues and challenges he encounters during the training term.
7. Continuously evaluating the trainee's performance to improve it
8. Regular communication and involvement with the field training unit of the institution to improve the standards of field training.
9. Submit all paperwork required by the field training unit at the college.
10. Monitoring the trainee's final grades on the University of Tabuk's electronic portal in accordance with the regulations and guidelines.

### **Duties and responsibilities of training authorities:**

Each training organization chooses a qualified field supervisor from among its staff members who have appropriate experience managing learners.

### **The field supervisor's duties include the following:**

1. Introducing the aims, policies, and procedures of the training organisation to the trainee.
2. Monitoring the trainee's initiatives to ensure they are being completed in accordance with the period's goals.

3. To exhibit traits (including his appearance, demeanour, working style, and professional successes) that increase his presence as an excellent professional role model.
4. Assisting the trainee in developing his knowledge, abilities, and experience by putting up an organised training programme that is aligned with the academic curriculum and is focused on practice and application.
5. Regularly assess the trainee's progress constructively and offer recommendations for improvement.
6. At the completion of each training period, submit the trainee's final assessment form as soon as possible and turn it into the academic supervisor of the college.
7. Discuss any misconduct regarding the trainee's activities, such as irregularities, appearance, unprofessional mindset, or violations of training site regulations, with the academic supervisor.
8. Providing recommendations to encourage cooperation among the educational institution and the training organization and offering input on how to formulate the field training plan.
9. During the training a period the educational bodies can present the learner awards in cash or in-kind.

### **Academic requisites to register for field training:**

The requisites that follow must be met by the student in order to enrol in field training:

1. The student cannot be prevented from continuing his or her studies at the university.
2. The student's course load cannot total over sixteen hours during the course of the semester in which the training is scheduled to begin.
3. To have at least two days each week of free training time.
4. He must have passed several courses totalling at least 72 credit hours, including sixth-level courses for students enrolled in a bachelor's degree.

### **Training session duration:**

The minimum training time duration is established at six weeks overall. There are two training programs in one semester. The first phase lasts from the first (1) week to the sixth (6) week, whilst the second phase begins on the seventh (7) week and lasts until the twelfth (12) week.

### Different stages of field training:

<b>Schedule for the training programme (minimum 13 weeks, maximum 15 weeks)</b>	First week	Corresponding with training agencies and determining the number of trainees there. Or communicating with training organizations to find out how many trainees they can adjust on-site. The announcement of student training facilities
	Second week	Announcing who has been approved for training and where they will be trained. Choose academic leaders. Sending training organizations letters of recommendation and attachments A welcome session for trainees in the field.
	Third week	A safety training program for training organizations.
	Fourth week	A course in scientific report writing, searching for data in databases, and application-based reasoning.
	Fifth week	Beginnings of direct training
	Sixth week	A visit with the training supervisor
	Seventh week	A visit with the training supervisor
	Eighth week	Submitting the first training report
	Ninth week	A visit with the training supervisor
	Tenth week	A visit with the training supervisor
	Eleventh week	Submitting the second training report
	Twelfth week	End of training
	Thirteenth week	Compiling field supervisors' reports
	Fourteenth week	Submit the training report
	Fifteenth week	Reporting on the findings of academic supervisor assessments. Or summarising the results of academic supervisor assessments.

### Implementation:

1. The student reports to the training organization on the scheduled dates and follows the work rules as the field training period begins.
2. The trainee is followed up by the academic supervisor and the field supervisor throughout the training period to make sure that the training parties conform to the approved training plan and work to find solutions and overcome any obstacles that may affect the training program. This is done through field visits and ongoing reports.

### Evaluation:

No.	Evaluation task*	Due week	Percentage of the overall scale of assessment
١	The outcomes of the evaluation (weekly evaluation) Discussions	During the semester	10 %
	Power Point	During the semester	10 %
	Activity and Duties	During the semester	10 %
	Writing Reports	During the semester	10 %
٢	Evaluation of the field training unit	During the semester	20 %
3	Assessment the final report	Final Examination	20 %
٤	Final report	Final Assessment	20 %

### Training trip

Training organisations for the College of Science's main campus and its branch at Al-Wajh University College's Chemistry Department for both male and female students.

	Name of the units	Main Campus	Classes and Categories	The outcomes and skills that the organization has been designed to achieve.
1	Forensic or criminological science	Tabuk	Analytical	Reliability, self-control, and commitment to rules and laws.
2	Regional Municipality of Tabuk	Tabuk	Analytical	Establishing accountability and individuality.
3	Regional National Water Company in Tabuk	Tabuk	Analytical	Take part in joint ventures.
4	Astra agricultural company	Tabuk	Industrial	Training for leadership in work.
5	TADCO agriculture company	Tabuk	Industrial	Improving interpersonal relationships and communication skills.
6	Tabuk Pharmaceutical Company	Tabuk	Industrial	Take beneficial guidance in the pharmaceutical industry.
7	Al-Wajh General Hospital	Al-Wajh	Healthy	Preserve data private and confidential at work.
8	Water desalination plant in Al-Wajh	Al-Wajh	Analytical	Careful implementation of security and precautionary standards in the lab.
9	Electricity Company in Al-Wajh	Al-Wajh	Analytical	Recognize the instruments and electronic devices that are utilized in the workplace and be familiar with their features.
10.	National centre for Environmental Compliance Omission	Al-Wajh	Analytical	For developing samples suitable for devices, use chemical analysis techniques.

## Policies

### Professional competence

The trainee must behave extremely professionally and keep to professional standards while on the training grounds. Along with following the laws and policies in effect at the university, college, and training facilities, he must also follow Islamic ethics. The field supervisor is required to notify the academic supervisor of any violations, and the college dean will decide how to handle them after receiving a report from the field training committee.

### Absence regulations and guidelines

1. The trainee must complete the necessary training in the assigned period of time.
2. The academic supervisor must be notified by the field supervisor of any absences or delays by the trainee (at least one day before the absence).
3. A trainee who would like to request an excused absence must inform the academic supervisor and submit the application within one week before or after the absence, in addition to the necessary paperwork.
4. If a trainee drops five days or less of any training period, he must make up his absence by working additional hours with the field supervisor's permission, or he may be assigned to complete a project or task with the academic supervisor's approval and direction.
5. The field training committee of the college will be consulted if the trainee leaves more than 25% of classes (with an acceptable justification).
6. The training period will be revoked after being presented to and authorised by the Field Training Committee if the trainee is absent without justification for more than five days during the training period. He is deemed to have failed.

### Vacation Schedule

The trainee is required to keep to the academic supervisor's given vacation schedule and is forbidden from using any alternative schedule. Marriage leaves, maternity leave, special maternity leave, and sick leave are examples of permissible leaves that must be provided for.

## A frequently asked question or A query that is usually enquired.

- **Can I search for a chance for special, individualized training?**

Yes, the student can do his or her own research to find an exclusive chance. Instead, the college and university support this because the student is expected to look for a training opportunity that matches his interests and career goals, given that it complies with the college's requirements and is within his field of specialization.

- **What is the deadline for looking for field training programs in public and private organizations?**

The last day that one has to begin looking for an educational institution is the eighth week of the semester, which comes following the semester that the field training will take place.

- **What would happen if students from different training organizations were to compete with one another?**

Applicants will be evaluated based on their GPA (level), academic load (number of remaining hours), and other characteristics if they qualify for training at a specific organization.

- **How many academic hours have been included in my timetable that allow me to participate in practical training?**

The maximum number of hours that may be reported is 16. and to engage in broad training for at least two days every week.

- **Can I transfer my training to another organization?**

In cases where the training organization is not suitable, the trainee may be transferred as long as he provides appealing reasons, the transfer occurs only during the first week, and the trainee offers a special opportunity that allows him to finish the training process from the second week onward without delay. He should also resend the field address to the supervisor obeying the transition process.

- **Do I have to carefully follow the guidelines mentioned in this report's concluding assessment?**

The department will determine this, so the trainee has to explore the department and take into account any additional needs.

- **How long does practical training last? When does it begin?**

The duration of the training has been decided so that it is between six weeks and three months. One semester includes two training sessions. While the second phase begins from the seventh week to the twelfth week, the first phase goes from the first week to the sixth week. During the summer semester, cooperative training is also available.

- **In the unlikely circumstance that a problem develops between a trainee and the training organization, who should the trainee contact?**

If no progress becomes apparent in resolving the issue, the trainee will inform the academic department and the college's field training organization prior to reporting to his academic supervisor.

- **Does the training organisation provide the trainee student with a salary or other remuneration?**

There usually is not any incentive or cash return, however, this depends totally on the training organization and may be checked prior to training at the college's field training organization.

### **Required forms:**

#### **Trainee Forms:**

- Application for field training registration
- Field training unit data form for student assurances.
- Final field training report.
- Questionnaire for outside training evaluation.

#### **Field Supervisor Forms:**

- A trainee's attendance and absence form.
- A trainee's periodic assessment form.
- The final assessment forms.
- A field training completion certificate.
- A survey to be completed by the field supervisor.

#### **Academic supervisor forms**

- A trainee's periodic assessment form.
- The final assessment forms.

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## Field Training Registration Form

### Guidelines

Dear students,

- Please complete this form and include the complementary papers (academic record, academic calendar, CV, along with the commitment to completely abide by training systems and rules) as an attachment.
- The student who wishes to receive training outside the Tabuk region must attach a letter of acceptance from the external training body with the request for training form.
- Please submit the form to the department's training coordinator before the end of the sixth week of the semester prior to the field training period.
- It is the student's responsibility to register for the training periods in order to begin field training in the following semester.
- The application form must be completed using the details that are on record with the university's system of records.
- The student is accountable for the correctness of the information on this form, and the department's training coordinator will independently verify the information.
- Only one registration form has to be completed, and requirements must be provided in the order of preference.
- The student's academic workload cannot exceed more than 16 hours during the semester in which the training will start. And to have at least two days per week of unrestricted training.
- If students need to compete for training in a particular organisation, admission will be determined by comparing applicants based on the following factors: average, level, and number of hours completed and remaining.
- The student must visit with the department's training coordinator and revise the registration request form if he decides to change training organizations before submitting the letter of orientation to the training organization. The student must submit a signed apology to the training body and provide a copy of it to the practical and field training unit at the college if the letter was sent to the earlier body, too.
- This form is used to request the beginning of administrative procedures regarding practical training, not to register the student's practical training course. The student who has completed the processes and has received a letter authorizing him to commence practical training must enrol in the course himself at the start of the semester he desires to take part in. After the course is over, manual registration won't be accepted.

**The above instructions have been reviewed and approved.**

**Student name:**

**Signature:**

**Student Data:**

معلومات الطالب:

Student's Name:		اسم الطالب:
Student's ID:		الرقم الجامعي:

Department:		القسم:
Cumulative GPA:		المعدل التراكمي:
Actual Credit earned:		الساعات المكتسبة:
Number of hours left until graduation		عدد الساعات المتبقية في الخطة:
Expected semester and year of graduation:		فصل وسنة التخرج المتوقعة:
Contact phone:		رقم الجوال:
Email:		البريد الإلكتروني:
Student's Signature:		توقيع الطالب:
Date:		التاريخ:
Company Name:		جهات التدريب:
(Please placing them in order of preference)		(فضلاً رتب حسب الأفضلية)
Training period:	<input type="checkbox"/> From 1 <sup>st</sup> to 6 <sup>th</sup> week <input type="checkbox"/> From 7 <sup>th</sup> to 12 <sup>th</sup> week	فترة التدريب:

To be filled by the department's training coordinator:

يعبأ من قبل منسق التدريب بالقسم:

Worth training: <input type="checkbox"/> Yes <input type="checkbox"/> No	يستحق التدريب: <input type="checkbox"/> نعم <input type="checkbox"/> لا
Academic Supervisor name:	اسم المشرف الأكاديمي المرشح:
Name of Coordinator:	اسم منسق التدريب:
Signature:	التوقيع:
Date:	التاريخ:

تعهد الالتزام بنظم ولوائح التدريب

## FIELD TRAINING STUDENT PLEDGE

Student's Name:		اسم الطالب:
Student's ID:		الرقم الجامعي:
Academic Department:		القسم الأكاديمي:

I agree to abide strictly by the following rules before &amp; during my field training.

أني أتعهد بالالتزام الكلي بالشروط والتعليمات أدناه قبل وخلال التدريب الميداني

Before leaving to my training site, I shall make sure that I am not among the discontinued students.

يجب على التأكد بعد نهاية الفصل الدراسي الحالي وقبل مغادرتي لجهة التدريب من عدم كوني ضمن قائمة الطلاب الموقفين عن الدراسة.

I must report to my training site on the date indicated on the submission report form.

يجب على أن أباشر التدريب ابتداء من التاريخ الموضح

I must spend a minimum of eight (...) weeks in my training site and shall not change the assigned company unless I am allowed both by the employer and the University.

يجب على قضاء فترة التدريب (...) أسابيع كاملة كحد أدنى لدى جهة التدريب المذكورة أعلاه ولا يحق لي تغيير المكان أو الزمان إلا بعد موافقة كل من الكلية وجهة التدريب.

Commitment to attend the entire period of field training according to the dates set for the field training course, I aware that repeated absences may lead to withdrawing from the course.

الالتزام بحضور فترة التدريب العملي كاملة وفق المواعيد المحددة لمقرر التدريب الميداني مع العلم بأن تكرار الغياب قد يؤدي إلى الحرمان من المقرر.

I must observe the laws and regulations of the training site and I shall not leave my workplace without the employer's permission. I must fill the by-weekly progress reports, have them approved by the supervisor at work and send them the department in the college.

يجب على الالتزام بقواعد وأنظمة جهة التدريب وألا أغير مكان العمل بدون موافقة المشرف على التدريب. يجب على تعبئة نماذج التقارير الدورية وتصديقها من مشرف التدريب في العمل وإرسالها إلى القسم في الكلية.

I must submit a draft copy of my Field Training Report to my academic supervisor one week before the end of the field training and a final copy before the deadline indicated by my academic advisor.

يجب على تسليم النسخة الأولية من التقرير النهائي للتدريب الميداني للمشرف الأكاديمي في قبل نهاية فترة التدريب الميداني بأسبوع، كما يجب علي تسليم التقرير النهائي للتدريب في الموعد المحدد من قبل المشرف الأكاديمي.

I abide that any delay in submitting the biweekly reports and personal information and the final copy of my Field Training Report will result in an 'F' grade, which requires redoing the whole training.

عدم تسليمي التقارير الدورية والتقرير النهائي والمعلومات الخاصة بي في المواعيد المشار إليها وأي تأخير في تسليم النسخة النهائية لتقرير التدريب سوف يترتب عليه حصولي على درجة " راسب " مما يتطلب مني إعادة التدريب.

Representing University of Tabuk in a decent and honourable manner.

تمثيل جامعة تبوك بشكل لائق ومشرف.

Maintain the confidentiality of the information that requires this procedure.

الحفاظ على سرية المعلومات التي تستوجب هذا الإجراء.

<b>Student name:</b>	<b>Signature:</b>
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نموذج بيانات جهة التدريب

Field Training Company Data

Trainee Data		بيانات المتدرب	
Student's Name:		اسم الطالب:	
Student's ID:		الرقم الجامعي:	

Academic Department:		:القسم الأكاديمي
Academic Supervisor:		:المشرف الأكاديمي
Mobile Number:		:رقم الجوال
Email:		:البريد الإلكتروني

## Company Data

## بيانات جهة التدريب

Company's Name:		:اسم جهة التدريب
Department:		:القسم
Phone Number:		:رقم الهاتف
City:		:المدينة

## Training Supervisor Data

## بيانات المشرف الميداني

Name:		:الاسم
Mobile Number:		:رقم الجوال
Email:		:البريد الإلكتروني

## Work Time

## مواعيد العمل

Daily Hours:	/الىTo	/منfrom	:ساعات العمل اليومي
اجازات جهة التدريب وإجازة نهاية الأسبوع			
Eid Alfter:	/الىTo	/منfrom	:عيد الفطر
Eid Aladha:	/الىTo	/منfrom	:عيد الأضحى
Other:	/الىTo	/منfrom	:أخرى

## Training Course Report

Name of Trainee:  
Student number:  
Program of study:  
Place of training:  
Starting Date  
Finishing Date  
Academic Supervisor:  
Training Supervisor:

**CONTENTS:****Page**

1. Introduction
2. Technical contents
3. Comments and conclusion
4. References

**1. INTRODUCTION:**

Give the various topics covered.

Describe in general the technical aspects: theories principles, working procedures, factors affecting procedures.

**2. TECHNICAL CONTENTS:**

Please concisely describe the technical aspects

If you did the same experiment procedure many times please write it as "general procedure to ..(determine) or (prepare) or .....", then write different factors is being changed in the experiment and show the results for each experiment.

Record the instrument name and model, provide photo, record the name of reagent exactly, manufacturer name date of expire and provide photo.

Write the procedure for each experiment.

Record results including charts, some relevant sketches and diagrams for illustration (depend on types of your work)

Write brief descriptions but not too general.

اكتب التجارب كاملة حسب الوصف بالأعلى وإن كان فيه جزء نظري فاكتبه باختصار  
قد يصل هذا الجزء لعشرة صفحات

**3. COMMENTS AND CONCLUSIONS:**

Evaluate the worth the training received.

Write in general beneficial comments on the type, content, effectiveness and duration of the training received.

Highlight ways of solving technical problems and make suggestions for improvement.

**4. REFERENCES:**

Hardcopy submission to Academic Supervisor, due date --/--/14---  
softcopy e-mail to : \_\_\_\_\_@ut.edu.sa

Aca



## Academic supervisor forms

### Academic supervisor forms Academic supervisor follow-up form for field training

#### student information:

<b>student's name:</b>		<b>University ID</b>											
<b>Specialization:</b>		<b>Semester</b>											
<b>Training body:</b>		<b>Academic supervisor</b>											
<b>Training period</b>	From / / - To / / :												

critierion for evaluating student performance.	2 Weak	4 Acceptable	6 Good	8 Very good	10 Excellent
Discussion					
Presentations					
Reports					
Total marks (out of 30 marks)					
Report writing (out of 10 marks)					
Final presentation (out of 20 marks)					
Final report (out of 20 marks)					
Experts jury discussion (out of 40 marks)					

**It will be considered accountable for  
Academic supervisor of the course:**

the name: .....

the signature: .....

**Head of the department:**

the name: .....

the signature: .....

## Report evaluation form

### student information:

<b>student's name:</b>		<b>University ID</b>								
<b>Specialization:</b>		<b>Semester</b>								
<b>Training body:</b>		<b>Academic supervisor</b>								
<b>Training period</b>	From    /    /        -    To    /    /        :									

criterion for evaluating training reports	Full mark	The Degree Obtained
Level of language used	2	
The clarity of the report's content and its scientific level	2	
Logical arrangement of parts of the report	2	
The report covers all aspects of training	2	
Presentation of the report	2	
<b>Total</b>	<b>10</b>	

Member's name on the evaluation committee	signature	date

## Final field training assessment form

### student information:

<b>student's name:</b>		<b>University ID</b>											
<b>Specialization:</b>		<b>Semester</b>											
<b>Training body:</b>		<b>Academic supervisor</b>											
<b>Training period</b>	From    /    /        -    To    /    /        :												

Evaluation of the Experts discussion committee	Academic supervisor evaluation	Evaluation of the training unit	Total Marks Summation
40	40	20	100

**It will be considered accountable for Academic supervisor of the course:**

the name: .....

the signature: .....

**Head of the department:**

the name: .....

the signature: .....

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(سري) نموذج التقييم النهائي لجهة التدريب الميداني

## FINAL INTERNSHIP EVALUATION

Name of Trainee:			اسم المتدرب
Student's ID			الرقم الجامعي للمتدرب
Academic Department			القسم الأكاديمي
Name of Organization			اسم جهة التدريب
Time of training	Starting at:	من الساعة:	الوقت المخصص للتدريب
	to:	إلى:	

Trainee's General Performance (Please put appropriate mark in the box)		الأداء العام للمتدرب (الرجاء وضع الدرجة التي يستحقها الطالب لكل عبارة من العبارات الواردة بالجدول)			
Elements of Evaluation	Student Marks	Total Marks	الدرجة النهائية	درجة الطالب	عناصر التقييم
Teamwork:					السلوك المهنية
Listen to given instructions, complete assigned tasks in timely manner		٣	٣		الاستماع إلى التعليمات، واستكمال المهام المسندة في الوقت المناسب
Effectively coordinate tasks with other team members		٣	٣		تنسيق المهام مع أعضاء الفرق الأخرى بفعالية
Punctual attendance of regular meetings		٢	٢		الحضور في الوقت المحدد للاجتماعات واللقاءات المنتظمة.
Communicate effectively with assigned supervisors, team members and other stake holders		٢	٢		التواصل الفعال مع المشرفين المخصصين، وأعضاء الفريق أثناء فترة التدريب
2. Training Experience/Knowledge:		العلاقات المهنية: 2			
Ability to Comfortably employ conceptual knowledge in the field of specialization and the basic principle of science to complete assigned tasks with minimal supervision.		٥	٥		القدرة على التوظيف الفعال للمعرفة والمفاهيم في مجال التخصص ومبادئ العلوم الأساسية لإنجاز المهام المسندة مع الحد الأدنى من الإشراف.
Ability to design assigned experiments, observe and record measurements, operation of appropriate test and experimental equipment's, analyse and interpret data		٥	٥		القدرة على القيام بالتجارب المخصصة، ومراقبة وتسجيل القياسات، وإجراء الاختبارات المناسبة وتحليل وتفسير البيانات للمعدات التجريبية
Total		٢٠	٢٠		المجموع الكلي

Total Marks		الدرجة النهائية
Comments:	ملاحظات:	
Training Supervisor	المشرف الميداني	

Data.....

## Training Supervisor's Feedback Form

Company Name:  
Supervisor's Name:

Field Training Program:  
Supervisor's Signature (optional):

Please use the scale below to rate the following qualities and attributes of the trainee:

Excellent – Very Good – Good – Fair – Poor

Statements	Rating
<b>Pre-Field Training Arrangement</b>	
Student was eligible to register at the Field Training at your company according to his field of study	
Student joined the co-op training program at your company on the prescribed date and time	
Student's Field Training required papers were sent to you before deadlines	
Student was sufficiently motivated to take the Field Training program	
Student understands the purpose of the Field Training and the relevant rules and regulations	
Your communication with the College's Field Training Coordinator was satisfactory and on regular basis. basis	
<b>During Field Training Program</b>	
Student was punctual during Field Training period	
Effectively develops and uses resources (people, time, money, supplies, equipment and space) to improve organizational performance	
Handles Field Training related problems in an organized, confident, and decisive manner	
Conveys priorities with the proper sense of urgency and importance	
Exhibits behaviour that is consistent with the company's policy	
Fulfils tasks and submits the required documents or reports on time	
Does what is required, not what is comfortable	
Student follows the work plan as per schedule	
Regularly gets signature on his/ her weekly evaluation report (Weekly Log Sheet)	
<b>Post Field Training Program</b>	
During the training program, the students developed self-discipline, trust in themselves, and a strong sense of work ethic.	
The field training is expected to be useful for students' future professional lives.	

Please provide any additional comments on the back of this form.

(Company Letter Head)

## CERTIFICATE

This is to certify that Mr. / Ms. \_\_\_\_\_  
ID NO \_\_\_\_\_, has completed his/ her Field Training, from  
\_\_\_\_\_ to \_\_\_\_\_.

Name of the Training Supervisor:

Signature:

Date:

## Attendance of the students

### Signature, Arrival, and Departure Statement

student's name:		University ID			
	Date:	Arrival /Attendance		Departure	
		Time	Sign	Time	Sign
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					