



XXX 400-COOP TRAINING

COURSE GUIDELINES



FACULTY OF ENGINEERING
KING ABDULAZIZ UNIVERSITY
JEDDAH, KINGDOM OF SAUDI ARABIA



FORWARD

With the rapidly advancing pace of technological achievements, the future generation of engineers would have to be equipped with the tools of innovation for their successful survival in the world of tomorrow. The Coop Training Course (XXX 400) offered by the Faculty of Engineering (FoE) provides a good opportunity to engineering students in fulfilling their desire for the development of their hidden talents, particularly in terms of professionalism, creativity and innovation. Keeping this in view, the FoE has been paying special attention to all aspects of the Course XXX 400.

Presently, Academic Assessment and Training Unit (AATU) of FoE has been looking after all issues related to the Coop Training. To help the students in the documentation of their project work, guidelines were already available. However, present volume of the GUIDELINES, prepared by the AATU, is an endeavor to make it complete in forms and content. In addition, its style of presentation has made it highly 'user-friendly'.

I hope that FoE students would find it useful for preparation of their Coop Training reports.

DR AbdulRahim Kinsara
Dean,
Faculty of Engineering
August, 2017



CONTENTS

PREFACE	4
INTRODUCTION.....	5
BENEFITS OF COOP TRAINING.....	5
COURSE DESCRIPTION.....	7
GENERAL GUIDELINES FOR COOP TRAINING	8
a. Evaluation/Grading System	9
b. Progress Reports.....	10
c. Final Report / Project Presentation	11
d. Number of Copies and Distributions	11
e. Oral Presentation (Examination).....	11
f. Other Considerations.....	12
SPECIFIC GUIDELINES - FINAL REPORT	13
(Specimen of the Outer Cover page).....	14
(Specimen of the Backbone).....	16
(Specimen of the Bismillah Page).....	18
(Specimen of the Inner Cover page)	20
(Specimen of the Approval page)	22
(Specimen of the Dedication page: optional)	24
(Specimen of the Acknowledgement page).....	26
(Specimen of the Abstract page: English).....	28
(Specimen of the Abstract page: Arabic).....	30
(Specimen of the Table of Contents page)	31
(Specimen of the List of Tables page).....	33
(Specimen of the List of Figures page).....	34
(Specimen of List of Symbols page).....	35
(Specimen of the Tables)	37



(Specimen of the Figures).....	38
(Specimen page for 'writing equations' in the text)	40
(Specimen of the Chapter Heading page)	42
(Specimen of the Section and Subsection page).....	44
METHOD OF REFERENCING.....	46
(Specimen page for Appendix).....	49
XXX 400-COOP TRAINING ASSESSMENT FORMS AND RUBRICS.....	51



PREFACE

The primordial human being is endowed innately with personality and a capacity for knowledge. He has been equipped with the consciousness of his/her ego, capable of disobedience as well as exercising a moral choice. Out of these multicolored facets of humanity are born the stirrings of varieties of human cultures and the valuable destinies, which get engaged as movers and molders of history. Scholars with their inbuilt creative and innovative traits explore the cause and effect relationship between humans and their ideas/endeavors resulting in a unique and sometimes unparalleled kind of chain of reaction with the natural milieu of the physical world. The upcoming generations of the future world, the students of today, can manipulate 'their tomorrow' by proclamation of their hitherto unexplored genius and invaluable power of intellect by way of applying the tools of creativity and innovation to one of the specialized channels of work: COOP TRAINING WORK usually encountered by the graduating engineers and technologists at their final year levels.

The Committee shouldered the responsibility for resetting the fabrics of XXX 400 Course in order to make it dynamic and vibrant in its entire totality. One of the tasks the AATU assigned itself was to evolve a perfect mold that could best cast the students' on job work in the form of a document called 'COOP Training final report', and this has led to the development of the present guidelines. It is hoped that this document would provide a much more simplified, specific and concise set of directives for the FoE students in preparation of their COOP Training final report.

In shaping these guidelines an intensive and concerted effort and devotion has been demonstrated by the AATU. The most important feature of this document lies in its 'non-ambiguity' so that the end-users would find the guidelines to be immensely user-friendly and the 'real guide' for them when they start documenting their hard, innovative and praiseworthy designs of work undertaken in the XXX 400 Course.

The Committee would like to place on record its deep sense of appreciation to the Dean, FoE for all kinds of cooperation, help and guidance in terms of the policy formulation and many other aspects of day-to-day functioning of the AATU.



INTRODUCTION

Cooperative Training Program (COOP) is a program which is mutual effort between Faculty of Engineering (FoE) at King Abdulaziz University and industry. In this program students join industry in their relevant field and work as a full time employee. FOE had started COOP training in 2008 after the recommendation of Industrial Advisory Board (IAB) and high demand from the students. FoE modified its programs and introduced COOP training as an optional 8 credit hours course. The students who want to register COOP training will be equalized from two 3 credit hours elective courses and 2 credit hours compulsory summer training.

COOP students required to complete 26 weeks (1040 hours= $26 \text{ weeks} * 5 \text{ days/week} * 8 \text{ hrs/day}$) in the industry as a full time employee. The COOP training is monitored by assigning a COOP training advisor from the academic department and an industry supervisor by the company. The COOP advisor is assigned to maintain a constant communication between industry, training supervisor and the academic department in order to monitor training and to solve any issue related to training. Student's supposed to submit to its advisor a progress report after each six week and an activity book after each month. At the end of its training period student supposed to submit a complete final report and also present it in front of COOP examination committee constituted by the department. Industry supervisor or any representative from the company also encouraged to attend this presentation. After the modification (if any) recommended by examination committee, student submit four hard copies of its final reports which are for the members of examination committee, advisor and department.

BENEFITS OF COOP TRAINING

COOP training is beneficial for both company and the student. Students gain a practical industry work experience through a full time job which also include a reasonable compensation. Normally COOP training leads to a full time job. In twenty



six weeks both company and student got a chance to evaluate each other. The employer also has access to fully motivated and highly qualified students eager to gain experience. It's a great opportunity for any company to evaluate its applicants in their actual work environment before making a permanent job offer. So it is a win-win situation for both company and student. It is an effort for developing a highly qualified work-force in the nation.



COURSE DESCRIPTION

Twenty six weeks of supervised hands-on work experience at a recognized firm in a capacity which ensures that the student applies his engineering knowledge and acquires professional experience in his field of study at KAU. The student is required to communicate, clearly and concisely, training details and gained experience both orally and in writing. The student is evaluated based on his abilities to perform professionally, demonstrate technical competence, work efficiently, and to remain business focused, quality oriented, and committed to personal professional development.

COURSE OBJECTIVES

Course Learning Outcomes By completion of the course, the students should be able to:

1. Apply knowledge studied in the academic courses.
2. Develop new skills along with acquiring new knowledge to be able to handle unfamiliar tasks more smartly in future.
3. Integrate both academic and practical knowledge learned.
4. Recognize the value of work, time, and teamwork; and practice professional attitudes.
5. Apply technical report writing skills and oral/ visual presentations skills.



GENERAL GUIDELINES FOR COOP TRAINING

The XXX 400 Coop Work Program course is 8 credit hours course designed to provide on job training to the students. The students who will register in this training will be equalized with two elective courses (3 credits each) and summer training course (2 credits). The pre-requisite of XXX 400 are:

- a. Completion of 110/115 credit hours.(Based on department's policy)
- b. GPA must be 3.0 or above.

The students who would like to register in Coop Work Program will first register in Faculty AATU. Based on the available list of companies, AATU will advise students to select one company out of those companies. Student also has a choice to bring offer letter from the company that is interested to accept him as a cooperative trainee. In this case, AATU will process the documents for the final approval from the chairman of the department.

To monitor the training, the Cooperative Training Advisor will visit the company at least twice during the whole cooperative training period. During advisor visit, he/she will request cooperative training supervisor to fill one confidential assessment report for the student.

The assessment of cooperative training is based on three progress reports each after 6 weeks. The final report and presentation will be evaluated by evaluation committee that includes

- a. Cooperative Training Adviser (Faculty member) and,
- b. Additional faculty member (Examiner)



a. Evaluation/Grading System

Table 1: Marks Distribution XXX 400

Sr. No	Description	Marks
1	Three Progress reports	5+5+5 = 15
2	Progress filled during advisor visit to company	5
3	Final Progress report	30
4	Final presentation	25
5	Marks from industry supervisor (based on 3 evaluation report sent after each 6 weeks and final report at the end of training)	25
	Total Marks	100



Signature: _____

b. Progress Reports

A progress report is a document each COOP student supposed to submit after each six weeks of training. In its 26 weeks of training student submit three progress reports and one final report. The progress report as its name indicates will contain all the achievement of students during those six weeks.

Organization of the Progress Report:

It is recommended to organize progress report in several sections. In order to structure a meaningful report, we propose you to follow the following format.

The progress report can be organized in the following manner.

- ✓ **Cover page (As per Appendix 1)**
- ✓ **Table of contents**
- ✓ **List of figures, If any**
- ✓ **List of tables, If any**
- ✓ **Introduction**
- ✓ **Profile of the organization**
- ✓ **Task/project assigned 1**
 - Brief description of the department (About the department task is assigned)
 - Problem definition
 - The academic background necessary for the project and courses studied used for this project.
 - Objectives of the project
 - Key data, equations, or software generated or used.
 - Analysis and application of data.
 - Documents, reports, or presentations that were required
 - Overall evaluation of your work experience;
- ✓ **Task/project assigned 2**

_____



✓ **Task/project assigned 2**

.....

- ✓ **The future expected tasks for next six weeks.**
- ✓ **Conclusion**
- ✓ **References**
- ✓ **Appendices**

All three Progress reports follow the same format except the profile of the company is not required to repeat in 2nd and 3rd progress report if no additional information. All these progress reports help to write the final report.

c. Final Report / Project Presentation

The “final product” would be in the form of well documented clearly written “report”. The format of the report would be as per University / College / Department recommendations, details of which would be made available by the concerned Advisors / Project coordinator. The specific guidelines of the report are attached to this document. The contents of the report are also given in the specimen for the table of contents of the final report.

Based on the project work and the submitted report a multimedia presentation pertaining to the project work undertaken by the students team would be arranged. An experts panel, duly constituted for this purpose, would examine the students during the presentation session.

d. Number of Copies and Distributions

For the final report it is required to submit four hard covered copies as per specification explained in the final report requirements along with the soft copies attached with the report. The distribution of copies is as under;

- ✓ Examiner(s) = 2
- ✓ Advisor = 1
- ✓ Department/Program = 1

e. Oral Presentation (Examination)

1. The oral presentation (defense of Coop work) would take approximately 30 minutes. Candidates would briefly and concisely state
 - a) Presentation outline
 - b) Introduction (Identify yourself, training company, training department, period of training)
 - c) Projects details (Identify training area, training program, tasks assigned to you)



- d) Breakdown of work requirements / jobs assigned (Identify each task undertaken during each of the 26 weeks and state whether it was fully accomplished, partially accomplished, or not accomplished)
 - e) Gained benefits (Experience gained, Techniques learned, problems faced, solutions or attempted solutions)
 - f) Conclusion/recommendations (Overall evaluation of the training period, Evaluation of the training organization, recommendations for future trainees).
2. There would be a power point presentation with the slides clear, readable, concise and free from spelling mistakes.

f. Other Considerations

1. Use of correction fluid is not acceptable.
2. The last word on the page should not be hyphenated. The whole word should be typed on next page.
3. Typing is to be done only on one side of the page.
4. For pagination of the report
 - a) All numbers should be placed at the bottom of the page and centered without any punctuation.
 - b) The title page is to be considered as page i, but this number is not to be typed. 'Bismillah' page is to be considered as page ii, but this number is not to be typed and the inner cover page is to be considered as page iii but this number is not to be typed.
 - c) The next page i.e. the approval page is to be considered as page iv and from this page onwards the numbers of the respective pages have to be typed.
 - d) The text Reference and Appendix pages all are to be numbered consecutively in Arabic numerals beginning with 1 which is to be indicated on 'CHAPTER – 1' page.
 - e) Numbering of pages like 10a, 10b etc are not acceptable.
5. Tables and figures should be near to the text matter where it is referred.
6. The language of the titles of the chapters/sections/subsections (as appearing in the Table of Contents) should tally with those appearing in the body of the text.
7. All the Tables/Figures introduced must be discussed in the text.
8. Whenever some words from another author are used in verbatim, it should appear within the quotes (e.g. ...“honesty is the best policy”.....).
9. S.I. system of units is to be employed throughout the text of the report.
10. Photographs, if any, should be treated as Figures.



SPECIFIC GUIDELINES - FINAL REPORT



(Specimen of the Outer Cover page)

COOP TRAINING – SAVOLA (Afia International Company)

by

Taha M. Rehan

16XXXXXX

Advisor(s)

Dr. Waqar Ahmed

Department of Industrial Engineering
Faculty of Engineering
King Abdulaziz University, Jeddah

Dhul Qadah 1438 – August 2017



THE OUTER COVER PAGE: STANDARD SPECIFICATIONS

- **Paper Size/Binding** : A4/Hard Bound
- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Title of the project** : Printed in 18-22 points font size, Ariel, Single spaced, and **bold**.
- **Students' names** : Printed in 14-18 points font size, Ariel, Single spaced, and **bold**.
- **Supervisor(s) Name** : Printed in 14-18 points font size, Ariel, Single spaced, and **bold**.
- **Institutional Details** : Printed in 14-16 points font size, Ariel, Single spaced, and **bold**.
- **Month & Year** : In Hijri and Gregorian without commas in 14-16 points font size, Ariel, and **bold**.

NOTE:

Except the title of the project which is to be in CAPITAL LETTERS, all the contents on this page should be written in small letters. However, the first letter of the word (like 'M' in 'Mahmoud') and abbreviations (like 'D' in 'Dr') should be in CAPITAL LETTERS.



(Specimen of the Backbone)

KAU I E
COOP TRAINING – SAVOLA (Afia International Company)
Dhul Qadah 1438 August 2017

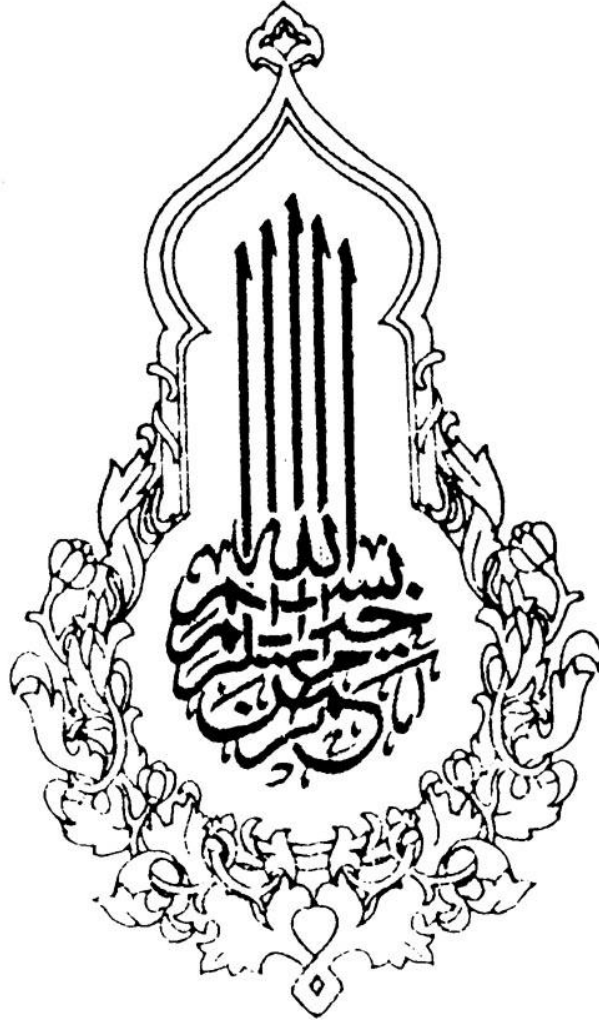


THE BACKBONE: STANDARD SPECIFICATIONS

- **Top margin** : 1.0 cm
- **Bottom margin** : 1.0 cm
- **Title of the project** : Printed in 10-12 point font size, Arial, Centered, and **bold**.
To be written in the middle, as shown in the figure
- **Institutional Details** : Printed in 10-12 points font size, Ariel, Centered, and **bold**. It should be on the top of the backbone. It should be written in the following order:
KAU (First line)
IE (Second line)
- **Month & Year** : In Hijri and Gregorian without commas in 10-12 points font size, Arial, and **bold**. It is to be written on the bottom side of the backbone, in the following order:
Dhul Qadah 1438
August 2017



(Specimen of the Bismillah Page)



NOTE:

The above given pattern of BISMILLAH is just for example. Student may use their own patterns.



THE BISMILLAH PAGE: STANDARD SPECIFICATIONS

1. Any style (pattern) of **Bismillah-Rahman Rahim** may be used.
2. It is to be written in the center of the page.
3. 'Bismillah' page should appear immediately after the outer cover page (hard bound).
4. 'Bismillah' appears on page ii. However, this page number is **NOT** to appear on the page.



(Specimen of the Inner Cover page)

COOP TRAINING – SAVOLA (Afia International Company)

by

Taha M. Rehan

16XXXXXX

Advisor(s)

Dr. Waqar Ahmed

Department of Industrial Engineering
Faculty of Engineering
King Abdulaziz University, Jeddah

Dhul Qadah 1438 – August 2017



INNER COVER PAGE: STANDARD SPECIFICATIONS

1. Inner cover page contents etc. are to be same as those on the outer cover page.
2. A4 size paper is to be used.
3. It should be placed after 'Bismillah page'.
4. The page number of inner cover page is iii. However, this number is **NOT** to appear on the page.



(Specimen of the Approval page)

COOP TRAINING – SAVOLA (Afia International Company)

by

Taha M. Rehan

16XXXXXX

**A Coop Training report submitted in partial fulfillment of the
requirements for the Degree of Bachelor of Science in Industrial
Engineering is approved by**

Dr Waqar Ahmed_____ (Advisor)

**Department of Industrial Engineering
Faculty of Engineering
King Abdulaziz University, Jeddah**

Dhul Qadah 1438 – August 2017



THE APPROVAL PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Title of the project** : Printed in 18-22 points font size, Arial, Single spaced, and **bold**.
- **Students' name(s)** : Printed in 14-18 points font size, Arial, Single spaced, and **bold**.
- **Approval Statement** : Printed in 14-18 points font size, Arial, Single spaced, and **bold**.
- **Advisor(s) Name** : Printed in 14-18 points font size, Arial, Single spaced, and **bold**.
- **Institutional Details** : Printed in 14-16 points font size, Arial, Single spaced, and **bold**.
- **Month & Year** : In Hijri and in Gregorian without commas in 12-14 points font size, Arial, and **bold**.
- **Pagination** : **From this page onwards each page is to be numbered. This page is to be numbered as iv.**

NOTE:

Except the title of the project which is to be in CAPITAL LETTERS, all the contents of this page should be written in small letters. However, the first letter of the word (like 'M' in 'Mahmoud') and abbreviations (like 'D' in 'Dr') should be in CAPITAL LETTERS.



(Specimen of the Dedication page: optional)

DEDICATION

I would like to dedicate this work to my parents whose continuous support and encouragement inspired me time and again to do well in every facet of my life.

NOTE:

The above text is just for example. Students may use their own words. It may be noted that the 'DEDICATION' page may or may not be in the Report i.e., **it is optional**.



THE DEDICATION PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Title** : The title '**DEDICATION**' is to be printed in 16-18 point font size, Arial, Centered, **Bold** and in CAPITALS.
- **Text** : Printed in 12 point font size, Arial, 1.5 line-spaced, full- justified, and should be brief.



(Specimen of the Acknowledgement page)

ACKNOWLEDGEMENT

The authors of the present work would like to express their sincere appreciation and gratitude to Dr. Waqar Ahmed, the advisor, for his guidance, valuable suggestions, constant encouragement and precious advice during the course of this project work.....

NOTE:

The above text is just for example. Students have to use their own words.



THE ACKNOWLEDGEMENT PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 5.0 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Heading** : The word 'ACKNOWLEDGEMENT' to be used in 16-18 point font size, Arial, **Bold**, centered and is to be in CAPITALS.
- **Text** : Printed in 12 point font size, Arial, 1.5 line-spaced, full-justified, and should not exceed ONE page.



(Specimen of the Abstract page: English)

ABSTRACT

The main goal of this report is to achieve requirements of the Industrial Engineering Program at King Abdul-Aziz University. The cooperative program took place at Savola company specially in Afia International Company. I have worked with Quality maintenance team for 6 months was full of achievement. Firstly, I have taken a tour around the plant to understand how the factory works beginning of PET machines to the Filling machine, refineries, utilities, safety, warehouse and Quality departments. I have worked into two main projects with Quality maintenance team involved, the first project was about Filling machines optimizations in term of bottles speediness. The second project was about Pet Nesses machines rejection, I have used DMAIC technique to solve the rejection issue. I used to work with various departments and made a relation with each department to helped me during those projects. During that period, I have made some activities in different area such as Behavior of Employee sheet and attended a lecture about injuries in workplace. Also, I have involved with Eng. Ibraheem Smaeer to issuing a KAIZEN competition. Firstly, we have made a KAIZEN sheet to wrote down ideas and selecting a type of KAIZEN idea in terms of money, effort and time. We have discussed all the ideas with the employees to came up with the best ideas based into some criteria. The winner was someone works in production section, he came up with an idea to saving around seven hundred thousand riyals per year. Many thanks to all those whom helped me during that period to achieved all these things.



THE ABSTRACT PAGE (ENGLISH) : STANDARD SPECIFICATIONS

- Top margin : 2.5 cm
- Bottom margin : 2.5 cm
- Left margin : 4.0 cm
- Right margin : 2.5 cm
- Heading : The word 'ABSTRACT' has to be printed in 16 points font size, Arial, Capital, **Bold**, and Centered.
- Text : Printed in 12 points font size, Arial, and full justified. The entire text is to be presented preferably in one paragraph. The abstract should briefly cover the following components:

Objective of the work
Methodology used
Conclusions

It should be a one page abstract with approximately 350 words. Text should have single line spacing.



(Specimen of the Abstract page: Arabic)

NOTE:

The ARABIC version of the ABSTRACT, presented on the previous page, is to appear on this page.



(Specimen of the Table of Contents page)

TABLE OF CONTENTS

	Pages
Approval Page	iv
Dedication	v
Acknowledgement	vi
Abstract (in English)	vii
Abstract (in Arabic)	viii
Table of Contents	ix
List of Tables	x
List of Figures	xi
List of Symbols	xii
CHAPTER - 1: INTRODUCTION	
1.1 Introduction of Company	1
1.1.1 Organizational Structure	2
1.1.2 Main Products	3
1.1.3 Market	4
1.1.4 Size	5
1.2 Department(s) Assigned	6
1.2.1 Organizational Structure	7
1.3 Role / Function of The Organization In The Company	8
CHAPTER - 2: PROJECT(S) ASSIGNED	
2.1 Introduction	10
2.2 Training Objectives	11
2.3 Statement of The Problem(S)	12
2.4 List Of Projects Assigned	13
2.4.1 Brief Description Project 1	14
2.4.2 Brief Description Project 2	18
CHAPTER - 3: TASK / PROJECT	
3.1 Project 1	
3.1.1 Brief description of the Department	21
3.1.2 Problem – Objectives, Breakdown of Tasks and Subtasks	23
3.1.2.1 Task(S) Scheduling / Training Plan	25
3.1.2.2 Gantt Chart	26
3.1.2.3 Needed Tools	27
3.1.2.4 Expected Results	29
3.1.3 Methodology	30
3.1.4 Analysis and Discussion	35
3.1.5 Relationship to Department Courses	40
3.2 Project 2.....	
CHAPTER - 4: CONCLUSIONS AND RECOMMENDATIONS	
4.1 Conclusions	41
4.2 Recommendations and scope for future work	42
REFERENCES	44
APPENDIX A:	
Title of Appendix A	47
APPENDIX B:	
Title of Appendix B	49



THE TABLE OF CONTENTS PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Table of Contents** : Printed in 16 points font size, Ariel, Centered, and **Bold**.
- **Text** : Printed in 12 points font size, Times Roman, Single spaced.
- **Pagination** : Roman numbers (iv, v, vi...) should be used for indicating respectively the page number of

Approval page
Dedication
Acknowledgement
.....
.....
.....
List of Symbols

NOTE:

Contents of page numbers. i, ii, and iii have already been indicated (please refer to the previous pages).

The Table of contents specimen also provides you guidelines for technical requirements for the contents of the report. The number of Chapters will be determined by the number of projects assigned.



(Specimen of the List of Tables page)

LIST OF TABLES

<u>Table No.</u>	<u>Captions</u>	<u>Page</u>
2.1	Why-Why method for Nozzle material wastage while machine stoppage	14
2.2	Why-Why method for Lack of preventive maintenance	15
2.3	Why-Why method for Heater malfunctioning	16
2.4	Mean time of human responses involved in delays.	19
2.5	Re-measure sheet. Rejection Vs Utility	22
.		
.		
.		
.		
.		
.		



(Specimen of the List of Figures page)

LIST OF FIGURES

<u>Figure No.</u>	<u>Captions</u>	<u>Page</u>
1.1	Organizational Structure for Afia	11
1.2	Organizational Structure for Afia International company (Quality maintenance)	12
2.1	Nessai machines rejection in August	15
2.2	Hourly production record sheet	16
2.3	Re-measure sheet. Rejection Vs Utility	17
2.4	Rejection pieces per day for one month day by day for machine 5	18
.		
.		
.		
.		



(Specimen of List of Symbols page)

LIST OF SYMBOLS

<u>Symbol</u>	<u>Meaning</u>
g	Acceleration due to gravity (in m/s^2)
c	Speed of light in vacuum (in m/s)
ρ	Density (in Kg/m^3)
λ	Wavelength (in m)
.	.
.	.
.	.



LIST OF TABLES, FIGURES AND SYMBOLS: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **List of the captions of Tables** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Heading (List of Tables)** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Subheading (Table no, Captions, Page)** : Printed in 14 points font size, Arial, **Bold** and Centered.
- **List of the captions of Figures** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Heading (List of Figures)** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Subheading (Figure no, Captions, Page)** : Printed in 14 points font size, Arial, **Bold** and Centered.
- **List of the Symbols** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Heading (List of Symbols)** : Printed in 14 points font size, Arial, **Bold** and Centered.
 - **Subheading (Symbol, Meaning)** : Printed in 14 points font size, Arial, **Bold** and Centered.

NOTE: The 'page numbers' are **NOT** to be indicated against the symbols listed on this page.



(Specimen of the Tables)

Table 5.6 A comparison of Product and Process Layouts

S.No.	Parameter	Product Layout	Process Layout
1.	Demand	Stable	Fluctuating
2.	Volume	High	Low
3.	Equipment	Special Purpose	General Purpose
4.	Workers	Limited skills	Varied skills
5.	Advantage	Efficiency	Flexibility



(Specimen of the Figures)

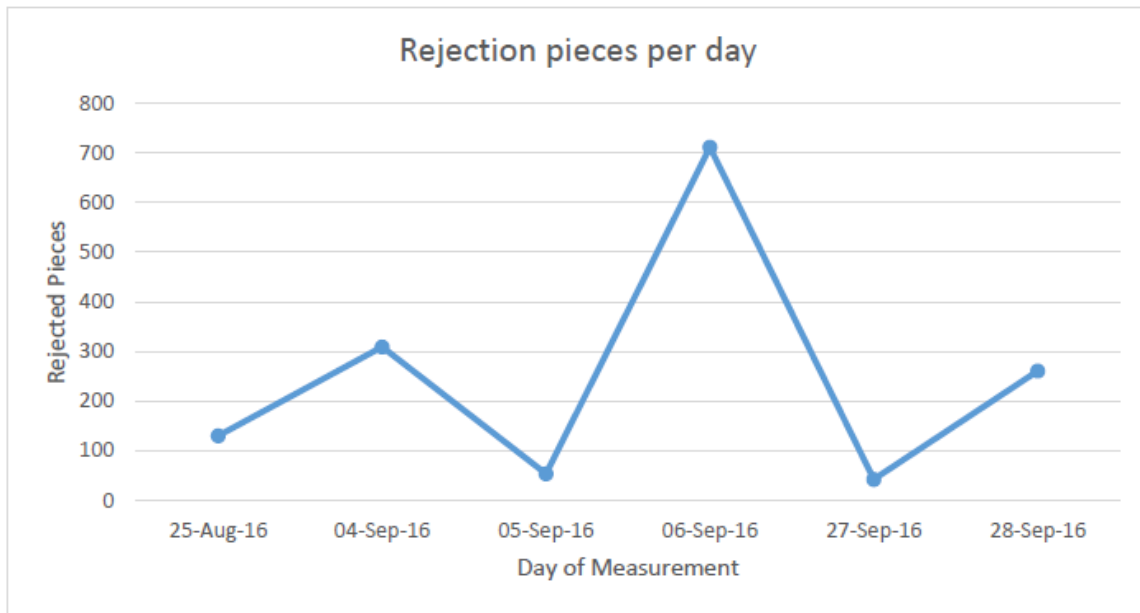


Figure 2.4 Rejection pieces per day for one month day by day for machine 5.



TABLES AND FIGURES: STANDARD SPECIFICATIONS

- **Caption Style for Tables** :Gap between caption of the table and top of the table is to be 1 space **above the top-edge** of the table.
- **Caption Style for Figures** :Gap between caption of the Figure and bottom of the Figure is to be 1 space **below the bottom-edge** of the figure.
- **Numbering of Tables/ Figures** :Numbering of tables and figures should be done as per the number of the chapter in which the specific table or figure appears, followed by the sequence number (1, 2, 3...etc.) of the Table or Figure.

For example:

- a) **For Tables**: The sixth table appearing in chapter 5 will bear the Table number as follows:

Table 5.6

Number and the captions of the Table should appear **above** the Tables.

- b) **For Figures**: The sixth figure appearing in chapter 5 will bear the Figure number as follows:

Figure 5.6

Number and the captions of the Figure should appear **below** the Figures.

NOTE:

Gap between the number of the Table/Figure and their description (i.e., captions) is to be of one space.



(Specimen page for 'writing equations' in the text)

----- and velocity is given by,

$$v = \Delta s / \Delta t \quad (4.3)$$

where,

- v = Velocity of the particle (in mm/s)
- Δs = Displacement from position x to y (in mm)
- Δt = Time of displacement (in s)

In-line equations or expressions may also be used, as given below:

----- realizing that $x^2 + y^2 = 1$...it can be concluded as-----



PRESENTATION OF EQUATIONS IN THE TEXT: STANDARD SPECIFICATIONS

- Each equation must be written using a proper, standard scientific notation.
- Equation Editor of Microsoft Office may be used.
- Each equation is to be centered on a separate line of the text and numbered on the right, using Chapter number and equation number, separated by a dot.

For example:

The **3rd equation** appearing in **Chapter 4** would be numbered as **(4.3)** as indicated on the previously shown 'specimen page for writing equations in the text'.



(Specimen of the Chapter Heading page)

CHAPTER – 1

INTRODUCTION

The matter content related to the present work is introduced under different appropriated sub-headings as given below:

1.1 INTRODUCTION

Savola was founded in 1979 in the Kingdom of Saudi Arabia with share capital of SAR 40 million and 200 employees. Back then, we were a small-scale company importing and refining vegetable oil for sale on our local market. Like any successful business, however, we had a clear vision for the future: to become the leading strategic investment group for our region and generate profits for our shareholders and investors.

In the decades that followed, dedication led to growth, followed by diversification and expansion. We initially faced fierce competition from established international players, yet were able to carve out a niche for ourselves by listening carefully to our customers' needs and preferences. We also conducted in-depth research into the commodities market to minimize costs and maximize margins. 1994 saw us enter the sugar market by investing in our first refinery, located in Jeddah. At the time, annual production capacity was 500,000 tons per year. We also expanded our foods sector operations to Egypt, Algeria, the Levant, Iran, Morocco, Turkey, Sudan, and Kazakhstan.

A few years later, in 1998, we made another bold addition to our portfolio by entering the retail sector through the acquisition of the Azizia Panda United group of stores. Already an established brand, we were able to enhance Panda's positioning and benefit from its real estate holdings. Meanwhile, we also acquired minority stakes in related companies including Almarai, Herfy and Kinan, and made strategic investments in non-core sectors.

Today, after almost four decades since Savola was founded, we let our results speak for themselves: 2015 brought net income of SAR 1.79 billion and earnings per share of SAR 3.36. But we believe that it takes more than profit margins to win over investors. Our commitment to ethical principles, summarized by our brand purpose, "Value Built on Values," means shareholders know they are dealing with a partner they can trust. We are convinced that these guiding principles are the firm foundations on which we will build the successes of tomorrow. [1].



CHAPTER HEADING PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 5.0 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Chapter number** : Should start from new page. Must be in Arabic numerals (1, 2, 3...), printed in 12 points font size, Arial.
- **Chapter heading** : Should start from a new line below chapter number, printed in 16 points font size, Arial, centered and **bold**.
- **Text** : Printed in 12 points font size, Arial, 1.5 spaced, full justified.
- **New Paragraph** : No indentation.
- **Page numbers** :Should be at the bottom of every page in Arabic numerals, centered, printed in 12 points font size, Arial.

NOTE:

The **page number of the CHAPTER–1 shall be 1** as shown in the specimen. For subsequent chapters, page numbers would be as per sequence encountered in the Report.



(Specimen of the Section and Subsection page)

During my training in Afia international company, I have worked in Quality maintenance department and involved in one project with filling departments. Now I will present the first department that contains Projects and Tasks

2.1 PET MACHINES REJECTION (PROJECT 1)

The first project assigned to me is discussed in detail as follows:

2.1.1 Problem Statement

PET bottles making machines are producing rejected bottles exceeding the maximum limit allowed by B.O.M which is 2%. As a result, productivity, delivery and quality decreased in the past couple of months and it reflected the conversion cost and the Itqan savings. Financial report shows that the rejection in month of April exceeded the 2% reaching to 10% (+8%). The management decided to select a group of people to DMAIC the issue and deliver results.

2.1.2 Brief Description of the Project

DMAIC IS an acronym for Define, Measure, Analyze, Improve and Control (pronounced də-MAY-ick) refers to a data-driven improvement cycle used for improving, optimizing and stabilizing business processes and designs. The DMAIC improvement cycle is the core tool used to drive Six Sigma projects. However, DMAIC is not exclusive to Six Sigma and can be used as the framework for other improvement applications. DMAIC is an abbreviation of the five improvement steps it comprises: Define, Measure, Analyze, Improve and Control. All of the DMAIC process steps are required and always proceed in the given order. [5]

2.1.3 Objectives of the Project

- ✓ To reduce the rejection % from 10 to 2 for Nessai machines.
- ✓ Review methods and procedures and update if applicable
- ✓ Stabilize utility inputs
- ✓ Improve bottle quality
- ✓ Schedule periodic PM
- ✓ Sustain performance



THE SECTION & SUBSECTION HEADING PAGE: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Section Headings** : May start from a new line within the text. Section titles contain chapter and section numbers separated by a dot followed by the section title in capital letters, 12 points font size, Ariel, Single spaced, and **bold**.

For Example:

The **sixth section** of **fourth chapter** will be numbered as follows:

4.6

- **Subsection Headings** : Should be written in the same way as section headings and should contain chapter number, section number and subsection number separated by dots.

For Example:

For the **third subsection** of **sixth section** of **fourth chapter** will be numbered as follows:

4.6.3



METHOD OF REFERENCING

1. For Books:

- Author's last name comma space first initial period space second initial period space *Title of Book Italicized* and First Letter of Significant Words Capitalized semi-colon space Publisher colon space Place of Publication comma space year semi-colon space p or pp number period.

EXAMPLE:

Howard, B. K.; Cotton, O. "Carbon Quality in Coal Strata"; Wiley & Sons: New York, 1999; p 60.

- If citing an authored chapter in an edited book in a specific edition:

EXAMPLE:

Patel, J.; Dillard, M. Relativistic Effects in Chemistry. In *Computational Chemistry*, 2nd ed.; Lutz, L., Chu, S. W., Eds.; Academic: New York, 2000; pp 76-96.

2. For Technical Reports:

- Author's last name comma space first initial period space second initial period space *Title of Report Italicized* and First Letter of Significant Words Capitalized comma space Publisher colon space Place of Publication comma space year semi-colon space p or pp number period.

EXAMPLE:

Agkul, M. "On Convex Programming via Ellipsoidal Algorithms," Research Report CORR 81-17, Faculty of Mathematics, University of Waterloo, Ontario, Canada, April 1981

3. For Journal Articles:

- Author's last name comma first initial period space Title of article with no quotations period space *abbreviation for journal title italicized* (period only if journal title ends with abbreviation) space **year bolded comma** space *volume number italicized comma* space pages period.
- If there are multiple authors the authors are separated by a semi-colon.

EXAMPLE:

Jenkins, T.; Mott, L. Ion Exchange Resins Used in Nuclear Waste Disposal. *Environ. Sci. Technol.* **1999**, *86*, 122-134.

- One word journal names are not abbreviated.
- For journals in which each issue begins with page 1, include issue information (either the issue number or the date) in parenthesis following the volume number.

4. Electronic (only) Journals:

- Author's last name comma first initial period space Title of article with no quotations period space *abbreviation for journal title italicized* (period only if journal title ends with abbreviation) space left bracket Online right bracket space **year bolded comma** space *volume number italicized comma* space pages period.

EXAMPLE:

Martin, J.W.; Lowe, H. N. Online Journal Usage by Chemists. *J. Theor. Chem.* [Online] **2005**, *12*, 250-262.

- For online journals, the notation [Online], Online in brackets, follows the Journal Abbreviation.

5. For World Wide Web materials:

- Author (if any) period space Title of Site period space URL space (accessed/visited date) comma space other identifying information, if necessary period.

EXAMPLE:

CAS Home Page. <http://www.cas.org> (accessed/visited October 23, 2002).
(Specimen page for References)

REFERENCES

- [1] Kao, J. "Entrepreneurship, Creativity and Organization" pp 13-25, Prentice-Hall, N. J, 1989



- [2] Oxford English Dictionary, p 160, Oxford University Press, New Delhi, 2002
- [3] Amabile, T., "The Social Psychology of Creativity", p 15, Springer Verlag, N.Y., 1983
- [4] Dussage, P, et al, "Strategic Technology Management" John-Wiley, Chichester, U.K., 1987
- [5] CIS, " World Facts and Trends", School of Advanced Technology, SUNY, N.Y., 1969
- [6] Fusfeld, H., "The Technical Enterprise: Present & Future Patterns" Balinger Publishing, Cambridge, 1986
- [7] Gelaff, H. "Creative Decision Making", Kogan Page Ltd., London, 1992
- [8] Render B., et. al., "*Quantitative Analysis for Management*", Prentice-Hall, N. J., 2003
- [9] Rardin, R. "*Optimization in Operations Research*", Prentice-Hall, N. J., 1998
- [10] Sharma, J. "Operations Research: Theory & Applications", Macmillan, India, 1997
- [11] Dean B. and Goldher, J "Management of Research and Innovation", Holland Publishing, Amsterdam, 1980
- [12] Kandel, A "Fuzzy Mathematical Techniques with Applications", Addison-Wesley, 1986
- [13] Radojevic, D. et al., "A Fuzzy Approach to Preference Structure in Multicriteria Ranking", IFORS journal on International Transactions in Operational Research, vol. 4, no. 5/6, Sep/Nov., pp 419-426, 1997
- [14] Karwowski, W. "Why do Ergonomists need Fuzzy Sets", In Brown, I. et. al., (Ed): Ergonomics International, Taylor & Francis, London, 1985
- .
- .
- .
- .
- .
- .
- .



REFERENCES: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.0 cm
- **Right margin** : 2.5 cm
- **Title** : The word 'REFERENCES' is to be written in CAPITALS, should start from a new page, printed in 16 point font size, Arial, centered, **bold**.
- **Text** : Printed in 12 points font size, Arial, and full justified, Single spaced.
- **Numbering** : Numbering of references should be done as per the sequence of That reference appearing in the text. Use Arabic numerals for numbering.

For example:

The reference appearing in the following text

 ----- it was found by smith [32] that there is
 no effect of age on-----**is be referred as follows:**

- [1]
- [2]
- [3]
- [32] Smith, M.P, 2004, Effect of age on
- [33]

NOTE:

All the references appearing in the REFERENCES must appear somewhere in the text i.e., Body of the Report. Similarly, all the references appearing somewhere in the text must also appear under REFERENCES, given at the end of the Report.



(Specimen page for Appendix)

APPENDIX A

Description of the Pilots registered in the Kingdom



APPENDIX: STANDARD SPECIFICATIONS

- **Top margin** : 2.5 cm
- **Bottom margin** : 2.5 cm
- **Left margin** : 4.05 cm
- **Right margin** : 2.5 cm
- **Numbering** : Appendices should be numbered with CAPITAL letters A,B, C etc.

For Example:

APPENDIX A
APPENDIX B
APPENDIX C

.
.
.

NOTE:

- Each Appendix should start on a fresh page
- Each Appendix and its title must be listed in the Table of Contents
- Materials of the Appendices are those which are NOT sufficiently relevant to be included in the main text of the report. However, they may be of interest or importance to some readers of the report.
- Appendices also include such materials as 'computer printouts', standard charts etc. as per recommendations of the advisor of the students, undertaking the concerned project work.
- Appendices also include the team meeting materials, project plan (Gantt chart) and project checklist (as the last page)



APPENDIX A

XXX 400-COOP TRAINING ASSESSMENT FORMS AND RUBRICS



King Abdulaziz University, Faculty of Engineering
Training Unit

King Abdulaziz University
Engineering College
Academic Affair and Training Dept.



جامعة الملك عبدالعزيز
كلية الهندسة
إدارة الشؤون التعليمية والتدريب

نموذج تقييم طالب المسار التعاوني رقم (1) سري

Student Name: KAU ID:
Major: Starting date of Training:
Brief Description of the Training Job:

Please rate the coop student for the following items on the scale from 0 to 10 score:

	score	
• Interest and Enthusiasm in work		• الحماس للعمل والرغبة فيه
• Attitude towards delivering accurate work		• الدقة في تقديم العمل المطلوب
• Quality of work output		• جودة الأداء
• Initiative in taking tasks to complete		• روح المبادرة للمهام
• Dependability and reliability		• الاعتمادية والثقة بالقدرة على الإنجاز
• Ability to learn and search for information		• القدرة على التعلم والبحث عن المعلومات
• Judgment and decision making		• الحكم على الأمور واتخاذ القرار
• Maintaining effective relation with co-workers		• العلاقة الفاعلة مع الآخرين في العمل
• Ability of reporting and presentation his work		• كتابة التقارير وعرضها
• Attendance and punctuality		• الإلتزام والمواظبة على الدوام

Overall rating for the student's performance	Poor <input type="checkbox"/>	Marginal <input type="checkbox"/>	Good <input type="checkbox"/>	V. Good <input type="checkbox"/>	Excellent <input type="checkbox"/>	التقييم العام لأداء الطالب
• Comment if any:						

Supervisor Name:
Position:
Company/Organization:
.....
(Please affix company stamp)

Signature:
Date:
Phone:
Fax:
Email:

Academic Affair and Training Dept.
KAU P.O. Box 80204 Jeddah 21589
Tel: 6952264
Fax: 6952264

إدارة الشؤون التعليمية والتدريب
جامعة الملك عبدالعزيز
ص.ب ٨٠٢٠٤ جدة ٢١٥٨٩
هاتف: ٦٩٥٢٢٦٤ فاكس: ٦٩٥٢٢٦٤



نموذج تقييم طالب المسار التعاوني رقم (2) سري

Student Name: KAU ID:

Major: Starting date of Training:

Brief Description of the Training Job:

.....
.....

Please rate the coop student for the following items on the scale from 0 to 10 score:

		score		
• interest in work	Enthusiasm and		• والرغبة فيه	الحماس للعمل
• delivering accurate work	Attitude towards		• العمل المطلوب	الدقة في تقديم
• output	Quality of work		•	جودة الأداء
• tasks to complete	Initiative in taking		• للهميات	روح المبادرة
• and reliability	Dependability		• بالقدرة على الإنجاز	الاعتمادية والثقة
• and search for information	Ability to learn		• والبحث عن المعلومات	القدرة على التعلم
• decision making	Judgment and		• واتخاذ القرار	الحكم على الأمور
• effective relation with co-workers	Maintaining		• الآخرين في العمل	العلاقة الفاعلة مع
• reporting and presentation his work	Ability of		• وعرضها	كتابة التقارير
• punctuality	Attendance and		• على الدوام	الالتزام والمواظبة

Overall rating for the student's performance	Poor <input type="checkbox"/>	Marginal <input type="checkbox"/>	Good <input type="checkbox"/>	V. Good <input type="checkbox"/>	Excellent <input type="checkbox"/>	التقييم العام لأداء الطالب
• Comment if any:						

Supervisor Name:

Signature:

Position:

Date:

Company/Organization:

Phone:

.....

Fax:

(Please affix company stamp)

Email:



King Abdulaziz University
Engineering College
Academic Affair and Training Dept.



جامعة الملك عبدالعزيز
كلية الهندسة
إدارة الشؤون التعليمية والتدريب

نموذج تقييم طالب المسار التعاوني رقم (3) سري

Student Name: KAU ID:

Major: Starting date of Training:

Brief Description of the Training Job:

.....

Please rate the coop student for the following items on the scale from 0 to 10 score:

	score		
• interest in work	Enthusiasm and	• الرغبة فيه	الحماس للعمل
• delivering accurate work	Attitude towards	• العمل المطلوب	النفا في تقديم
• output	Quality of work	• جودة الأداء	جودة الأداء
• tasks to complete	Initiative in taking	• للمهام	روح المبادرة
• and reliability	Dependability	• بالقدرة على الإنجاز	الاعتمادية والثقة
• and search for information	Ability to learn	• والبحث عن المعلومات	القدرة على التعلم
• decision making	Judgment and	• واتخاذ القرار	الحكم على الأمور
• effective relation with co-workers	Maintaining	• الآخرين في العمل	العلاقة القاطنة مع
• reporting and presentation his work	Ability of	• وعرضها	كتابة التقارير
• punctuality	Attendance and	• على الدوام	الإنترام والمواظبة

Overall rating for the student's performance	Poor	Marginal	Good	V. Good	Excellent	التقييم العام لأداء الطالب
• Comment if any:						

Supervisor Name:

Signature:

Position:

Date:

Company/Organization:

Phone:

.....

Fax:

(Please affix company stamp)

Email:

Academic Affair and Training Dept.
KAU P.O. Box 80204 Jeddah 21589
Tel: 6952264
Fax: 6952264

إدارة الشؤون التعليمية والتدريب
جامعة الملك عبدالعزيز
ص.ب ٨٠٢٠٤ جدة ٢١٥٨٩
هاتف: ٦٩٥٢٢٦٤ فاكس: ٦٩٥٢٢٦٤



King Abdulaziz University
Engineering College
Academic Affair and Training Dept.



جامعة الملك عبدالعزيز
كلية الهندسة
إدارة الشؤون التعليمية والتدريب

(يقوم بتعبئة هذا النموذج المشرف المباشر على تدريب الطالب بعد الاطلاع على التعليمات المرفقة)

(To be filled by the On-Job training supervisor after reading the attached information)

A. Information about the Student:

أ. معلومات عن الطالب:

Student Name:.....: اسم الطالب
Student Number:.....: رقم الطالب
Specialization:.....: التخصص

B. Information about the Training Organization:

ب. معلومات عن جهة التدريب:

Name of Training Organization.....: جهة التدريب
City:.....: المدينة
Name of the On-job training supervisor:.....: اسم المشرف المباشر على تدريب الطالب
Position:.....: وظيفته
Phone:.....: رقم الهاتف
Fax:.....: رقم الفاكس

C. General Information about Training

ج. معلومات عامة عن التدريب:

١. اذكر بالتفصيل المجالات التي تم تدريب الطالب عليها؟ (يمكن استخدام ورقة اضافية اذا لزم الأمر)

1. Indicate the specific areas of the student training? (use extra sheet if necessary)

.....
.....
.....

٢. هل أعطي للطالب عمل محدد؟ (نعم/لا) في حالة الإجابة بنعم فضلا حدد نوع وصفة هذا العمل (يمكن استخدام ورقة اضافية اذا لزم الأمر)

2. Was the students assigned a specific job? (Yes/No) In case yes, please state it below. (use extra sheet if necessary)

.....
.....
.....



3. What are the strengths of the student?

- a)
- b)
- c)
- d)
- e)

4. What are the weakness/area of improvement of the student?

- a)
- b)
- c)
- d)
- e)

5. Overall impression about the student's training:

.....

.....

.....

٤. ماهي ملاحظاتكم لتحسين مستوى التدريب؟ (يمكن استخدام ورقة اضافية اذا لزم الأمر)

6. What are your suggestions to improve the training? (use extra sheet if necessary)

.....

.....

.....

7. Do you consider him a suitable candidate for your company.(Select one)

- | | | | |
|---|--------------------------|--|--------------------------|
| a) Already provided job offer | <input type="checkbox"/> | b) Shortlisted and will contact when job opening | <input type="checkbox"/> |
| b) Needs certain improvement and then apply | <input type="checkbox"/> | d) Not a suitable candidate | <input type="checkbox"/> |



D. Evaluation of Student Performance:

د. تقييم أداء الطالب:

الرجاء اختيار الدرجة المناسبة ووضعها في المربع المقابل. (ممتاز=٥, جيد جداً = ٤, جيد = ٣, مقبول = ٢, ضعيف = ١)

Please select the appropriate grade and put it in the opposite box. (5=excellent,4=v. good, 3=good, 2=fair, 1=poor)

1. Attendance and punctuality ١. التزام الطالب بالحضور وأوقات الدوام

**الرجاء عدم السماح للطالب بالاستمرار في التدريب اذا تغيب خمسة أيام فأكثر وعليه مراجعة الكلية

**Please do not allow the student to continue the training if he is absent for five days or more.

2. Enthusiasm of the student regarding training ٢. اهتمام الطالب بالتدريب ومدى حماسة للعمل

3. Cooperation of the student with others ٣. تعاون الطالب مع الآخرين

4. Productivity and quality of assigned work ٤. الإنتاجية وجودة العمل المسند اليه

5. Application of theory to job problems ٥. استخدام المعلومات النظرية

Total Grade (out of 25 points) مجموع الدرجات (من اجمالي ٢٥ درجة)

أفيد إدارة الشؤون التعليمية والتدريب بكلية الهندسة بجامعة الملك عبدالعزيز بأنني أشرفت شخصياً على تدريب الطالب الموضح اسمه أعلاه للفترة من :
/ / ١٤ هـ إلى / / ١٤ هـ

This is to certify that I personally supervised the On-job training of the student whose name is shown above for the period from / / 20 G to / / 20 G

توقيع المشرف المباشر على تدريب الطالب.....
Signature of the On-job training supervisor.....

(إن إدارة الشؤون التعليمية والتدريب بكلية الهندسة لن تعتمد هذا التقييم ما لم يحمل الختم الرسمي)

(The Academic Affair and Training department at Engineering college will not consider this evaluation unless it is officially sealed)

الختم الرسمي لجهة التدريب

Official seal of the training Organization





**King Abdulaziz University, Faculty of Engineering
Training Unit**

Final Report Grading Rubric

Performance Factor	Grading Scheme				Grade distribution	Grade Obtained
	4	3	2	1		
1) Organization of Report	Very well organized Information along with paragraphs, headings and subheadings that are well-constructed.	Organized information with paragraphs that are well-constructed.	Organized information but poorly constructed paragraphs	It appear that the information is disorganized.	2	
2) English Content	Very well written English content which has no grammatical, punctuation or spelling mistakes.	Nearly no mistakes for grammar, punctuation or spelling.	A small number of mistakes for grammar punctuation or spelling.	Many mistakes for grammar, punctuation or spelling.	2	
3) Introduction (Organization)	Appealing introduction where main topic is well explained and explains the complete structure of the report.	In the introduction the main topic is well explained and explains the complete structure of the report, but on the whole is not appealing to the reader.	In the introduction the main topic is explained but weakly explains the complete structure of the report, and on the whole is not appealing to the reader.	The Introduction is weak and the main topic explanation and/or structure of the report is poorly explained.	2	
4) Project(s) work	Sufficient number of projects are completed with productive results accomplishment	Sufficient number of projects are completed with moderate results accomplishment	Inadequate number of projects are completed with less productive results accomplishment	Insufficient projects and poor achievement	10	
5)Application of academic work	Number of techniques studied were applied during his training in an appropriate manner	few techniques studied were applied during his training in an appropriate manner	Number of techniques studied were applied during his training but not in an appropriate manner	No technique studied were applied during his training	3	
6)Acquisition of new knowledge	Student learned stuffiest number of new techniques in an expert level	Student learned stuffiest number of new techniques in an intermediate level	Student learned few techniques in an intermediate level	Student learned no new techniques	3	
7) Content Quality	The main topic is very well presented with clarity through the information and is supported with many details or/and many examples.	The main topic is presented with clarity through the information and is supported with one or two details or/and examples.	The main topic is presented with clarity through the information and is not supported with details or/and examples.	The main topic presented is unclear and the information is ambiguous and unrelated.	5	
8) Referencing	Very well documented all of the sources (graphics and information) with accuracy and as per required specifications.	Very well documented all of the sources (graphics and information) with accuracy and few are not as per required specifications.	Documented all of the sources (graphics and information) with accuracy but many are not as per required specifications.	Inaccurate documentation of some sources.	1.5	
9) Conclusion (Organization)	Strong conclusion that leaves the reader with an impression of excellent understanding of all of the purpose of writer.	An understandable conclusion identifying all of the purpose of the writer.	An understandable conclusion but weakly identifying all of the purpose of the writer.	Report ends with no proper conclusion.	1.5	
Total Grade						

Advisor Name: _____

Signature: _____



Oral Presentation Assessment Rubric

Performance Factor	Grading Scheme				Grade distribution	Grade obtained
	4	3	2	1		
Introduction	Appealing introduction where main topic is well explained and explains the complete structure of the presentation.	In the introduction the main topic is well explained and explains the complete structure of the report, but on the whole is not appealing to the listener.	In the introduction the main topic is explained but weakly explains the complete structure of the presentation, and on the whole is not appealing to the listener.	The Introduction is weak and the main topic explanation and/or structure of the presentation is poorly explained	2	
Main content	All aspects related to the topic are well presented with thorough reflection of the knowledge.	All aspects related to the topic are not presented although there is thorough reflection of the knowledge.	All aspects related to the topic are presented but there is no thorough reflection of the knowledge.	All aspects related to the topic are not presented and there is no thorough reflection of the knowledge.	2	
Quality of the content	The main topic is very well presented with clarity through the information and is supported with many details or/and many examples.	The main topic is presented with clarity through the information and is supported with one or two details or/and examples.	The main topic is presented with clarity through the information and is not supported with details or/and examples.	The main topic presented is unclear and the information is ambiguous and unrelated.	8	
Organization	Very well organized Information presented through logically sequenced slides that are well constructed	Organized Information presented through slides that are well constructed	Organized Information presented through slides that are not well constructed	Disorganized information.	2	
Standard of English	Very well written English content which has no grammatical, punctuation or spelling mistakes.	Nearly no mistakes for grammar, punctuation or spelling.	A small number of mistakes for grammar punctuation or spelling.	Many mistakes for grammar, punctuation or spelling.	2	
Audio / Visual Content	Integrated audio-Visual resources in relation to the topic and effectively used to support contents of the topic.	Integrated audio-Visual resources in relation to the topic but ineffectively used to support contents of the topic.	Integrated audio-Visual resources with incomplete relation to the topic	Integrated audio-Visual resources with no relation to the topic	2	
Conclusion (Organization)	Strong conclusion that leaves the listeners with an impression of excellent understanding of all of the purpose of presenter.	An understandable conclusion identifying all of the purpose of the presenter.	An understandable conclusion but weakly identifying all of the purpose of the presenter.	Presentation ends with no proper conclusion.	2	
Response to Questions	Excellent and effective response to all the questions that the audience raised.	Effective response to most of the questions that the audience raised.	Effective response to few questions that the audience raised.	Irrelevant response to the questions that the audience raised	5	
Job Offer	Be an excellent employment candidate and got job offer.	Be a good employment candidate and short listed for the job.	Need improvement to compete with others as a job seeker.	Fail to compete with other as a job seeker.	5 (Bonus marks)	
Total Grade						



Format of activity Book:

Student Name	
Student id	
Mobile No	
Email	
Company Name	
Company Address	
Main Company Supervisor Name	
Supervisor Email	
Supervisor Contact No	

XXX 400 Coop Training between _____ and _____

Date	Department Name	Supervisor Name	Activity	Learning	Comments
1/18/2016					
1/19/2016					
1/20/2016					





