

Engineering Practice

Contents:

N	Item	Page
	Introduction	
	Mission	
	Objectives	
	Tasks	
	Engineering Practice Procedure	
	Achievements for Academic Year 2014\2015	
	Operational Plan for next year	
	Members	

1. General Information:

1.1 Introduction

The Engineering Practice unit is formed at in 2012 by the decision of the dean to apply the regulations of summer engineering practice and help the eligible students to find a good opportunity for engineering practice.

1.2 Vision:

To provide our students with the highest practical engineering skills through offering a high quality engineering companies

1.3 Mission:

To help the senior students to build an outstanding engineering efficiencies and create conducive environment for development, and creativity that serve the requirements of the society.

1.4 Objectives:

Objective 1	Enable the students to understand the responsibilities and importance of engineering practice
Objective 2	coordinate with companies and institutions in order to create training opportunities for COE students
Objective 3	To prepare our students to have the latest engineering practical knowledge through offering engineering companies with high standards

1.5 Main Tasks:

- Coordinate with companies and institutions inside the kingdom to create training opportunities for all candidates for engineering practice.
- Help the students in filling the required forms.

- Give the advice for all the eligible students to select the proper place for training based on their study track.
- Signing a written commitment to the terms of summer training and specify the full address during the training period.
- Follow other academic conditions that are required by the department.
- Following up the students during their training to solve any problem they may face.
- Collecting the evaluation forms, student's report and the confidential report for each student in separate file.
- Scanning the received documents to place the time of oral presentation.
- Collect the evaluation form and summarize the final result.
- Submit the final report for the department council for approval.

1.6 Engineering Practice Procedure

The registration for Engineering Practice starts at the beginning of the third week of second semester and lasts for one week.

The student must total 90 credit hours included earned and registered credit hours. This restriction is applicable at the time of registration for EP.

The registration steps are:

- The applicant for Engineering Practice program should contact the coordinator of his department to complete the registration form (No. 2).
- Should the student decide to drop the Engineering Practice, he MUST complete form (No. 3), two weeks before the final examination.
- **EPU:** contacts companies and governmental organizations to seek Engineering Practice opportunities.

- **EPU:** Providing departments with updated list of Engineering Practice opportunities.
- **Department Engineering Practice Coordinator:** match students to training opportunities.
- **Company:** Providing the university with a letter that shows the starting date of the training and the training site, also the name and address of the supervisor.
- **EPU:**
 - Prepare letter of assignment to be sent to companies.
 - Collect acceptance letters from training sides.
 - Handle a copy of the obtained letter of acceptance to: student and Department Engineering Practice coordinator.
 - Prepare a letter of training placement and acknowledgement to institutions and evaluation form.
 - Arrange a seminar for the accepted Engineering Practice students before the end of the second semester
- **After the Engineering Practice**

Student: should visit the EP coordinator at the beginning of the spring semester following the period of Engineering Practice to submit his report and schedule his presentation.

EP Coordinator:

- Collect reports from students and get reports from the companies
- Schedule presentations
- Report grades to department council

Department Council: Report grades to college council.

College: Report the final results to the Deanship of Admission and Registration.

2. Achievements for Academic Year 2016\2017

N	Initiatives	Activities	Implementation Period		Performance Indicators	Responsibility		Achievement		Remarks
			From	to		Basic	Support	Target	Actual	
1	Orientation	-	3 rd week of second semester	-	-	College EP committee	Department committee			
2	Registration	-	5 th week	-	-	Department committee	College EP committee			
3	Contacting the companies	-	6 th week	-	-	College EP committee	Department committee			
4	Completing the training forms	-	Week 10 to 14	-	-	Department committee	College EP committee			

3. Operational Plan for Academic Year 2017\2018

N	Initiatives	Activities	Implementation Period		Performance Indicators	Responsibility		New Target	Remarks
			From	to		Basic	Support		
1	Collecting reports	Make announcement for all students to submit their progress, final and technical reports	3 rd week of first semester	5 th week		College EP committee	Department committee		
2	Check the reports	Check the signatures and stamps in all students report beside the level of their technical report	6 th week	7 th week		College EP committee	Department committee		
3	Completing and revising	Make a list of the required action from the students to accept their documents	7 th week	7 th week		College EP committee	Department committee		
4	Finalize the check process	Receiving and completing the students documents	8 th week	8 th week		College EP committee	Department committee		
5	Oral presentation committees	Forming the oral presentation committee	10 th week	-		College EP committee	Department committee		
6	Oral presentation	The examiners check the quality of	14 th week	-		College EP committee	Department committee		

		training in the companies and the level of practical training that each student obtained							
7	Orientation	-	3 rd week of second semester	-	-	College EP committee	Department committee		
8	Registration	-	5 th week	-	-	Department committee	College EP committee		
9	Contacting the companies	-	6 th week	-	-	College EP committee	Department committee		
10	Completing the training forms	-	Week 10 to 14	-	-	Department committee	College EP committee		

Committee Members:

1. Dr. Ahmed Galal (Coordinator)
2. Dr. Sameh Saad Aldin (Member)
3. Dr. Omar Aloadhi (Member)
4. Dr. Tareq Albajoory (Member)
5. Mr. Mohammed Alqaseem (Member)
6. Dr. Fathi Alqalal (Member And Secretary)