



Engineering P



6/1/4/R137/1

EPU

College of Engineering

Engineering Practice

**College of Engineering
Majmaah University**

First version 2013

Second version January 2014

Engineering Practice.....Why?

This *document* outlines the details of the engineering practice course which is a requirement of the engineering undergraduate curriculum. The engineering practice consists of eight weeks of training in an industry / institution which is functioning in the respective / associated discipline. The aim of this program is to provide students with practical experience that would close the gap between the theoretical and practical studies, meanwhile being involved with continuous varying technology, which will help them in their careers. Besides, it will also help them in appreciating the course content as applied in practice.

This *document* includes the following:

- Details about the procedures for the Engineering Practice program.

- Forms to be used for completing the process of Engineering Practice.
- A list of Engineering Practice opportunities.

Objectives of Engineering Practice

- An Opportunity for students to gain practical experience and training before graduation.
- A Wide and deep understanding of theoretical aspects imparted during program delivery.
- Enable the students to understand the responsibilities and importance of time schedules in the industry.

- Get students accustomed to respect others and listen to their views.
- Provide institutions and technology companies with information about the quality of human resources that will contribute to future technology.
- Provide an opportunity for these institutions to assess student's performance during the training period and learn how to take advantage of it and give him employment after graduation.

Engineering Practice Launch

The task of Engineering Practice unit is to coordinate with companies and institutions inside and outside the Kingdom in order to create training opportunities for all candidates for engineering practice. Companies are welcomed to visit

the university and interview candidates for the purpose of selecting those who are capable of being involved in the training opportunity. The committee of Engineering Practice announces available training opportunities. The committee also allows the student to deal directly with the training company provided that he gets approval of both the program coordinator and the committee for the proposed training. Information about required data for this approval should be obtained from the committee.

- Engineering Practice will be for **eight weeks** during the summer.
- Only those who have completed at least 90 credits, including GE 306, are legible for Engineering Practice.
- Students shouldn't register at any other course during this period.

Registration Procedures

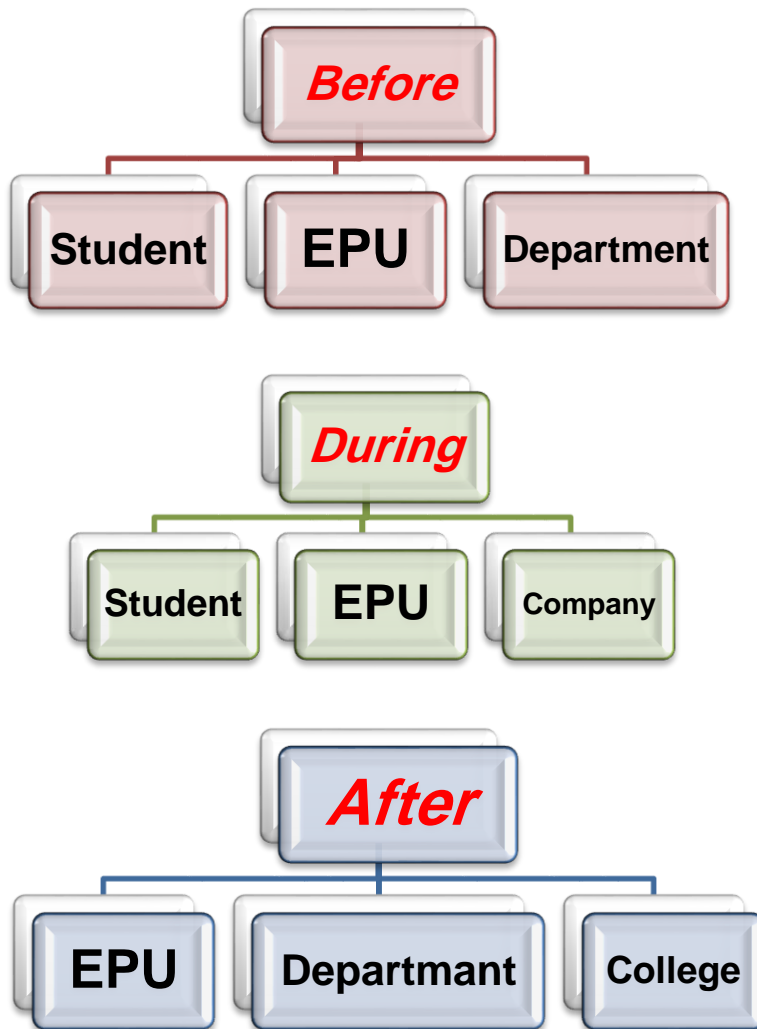
The registration for Engineering Practice starts at the beginning of the third week of second semester and lasts for one week.

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.

Responsibilities



Responsibilities

Before the start of the Engineering Practice

1. **Engineering Practice Unit (EPU):** To ensure that the candidate student is officially enrolled during the second semester preceding the Engineering Practice period.
2. **EPU:** contact companies and governmental organizations to seek Engineering Practice opportunities.
3. **Department Engineering Practice Coordinator:** To complete all the requirements of the EPU:
 - a) *Make announcements to submit forms.*
 - b) *Collect the registration forms (Form No. 2) from students.*
4. **EPU:** Providing departments with updated list of Engineering Practice opportunities during the entire summer.

5. **Department Engineering Practice Coordinator:** match students to training opportunities.
6. **Company:** Providing the university with a contract that shows the starting date of the training and the training site, also the name and address of the supervisor.
7. **EPU:**
 - a) *Prepare letter of assignment to be sent to institutions.*
 - b) *Collect acceptance letters from training sides.*
 - c) *Handel a copy of the obtained letter of acceptance to: student and Department Engineering Practice coordinator.*
 - d) *Prepare a letter of training placement and acknowledgement to institutions and evaluation form.*
 - e) *Arrange a seminar for the accepted Engineering Practice students before the end of the second semester*

Drop of Course

Should the student wish to drop Engineering Practice after he registered, he must follow the following steps:

- 1) Fill Form No. 3 (Drop Engineering Practice) and submit the form to DEPC
- 2) EPU should write a letter to the related company.

Responsibilities During the Engineering Practice

- **Student:**
 - 1) Spending the full training period (8 weeks) in the training company that has been

assigned or approved by the committee of Engineering Practice

- 2) Not to change the training company except after obtaining formal approval from both the university and the approved training company.
- 3) Adhering to the rules and regulations of the company.
- 4) Obtaining all the information and details needed for writing the final report of the Engineering Practice.
- 5) Student can contact the Departmental Engineering Practice Coordinator for questions.

Responsibilities 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.

Engineering Practice Forms

- **Institution Information (EP 1)** (Filled by the institution offering the training position).
- **Engineering Practice Registration (EP 2)** (the original form is available with the coordinator of the academic department).
- **Withdrawal from Engineering Practice (EP 3)** (the original is available form with the coordinator of the academic department).
- **EP Obligation Agreement (EP 4)** (Filled by the student before the assuming the position).
- **Employer Contact Information (EP 5)** (Filled by the student and the training

institution, then handed over to the EPU).

- **Progress Report (EP 6)**
(Filled by the student during the training and signed by the authorized person in the institution).
- **Student Evaluation Form by Employer (EP 7)** (Filled by the supervisor at the training institution).
- **EPU Evaluation Report (EP 8)** (Filled by EPU).

Practice Positions

1. Civil and Environmental Engineering

- Municipalities at Majmaah, Ghat, Zulfi, and other cities.
- University Project Management Centre
- Armco Company

- SABIC Company
- Ministry of Water and Electricity
- Ben Laden Group
- Contracting companies

2. Mechanical and Industrial Engineering

- Saudi Airline, maintenance sector
- Saudi Electricity Company
- University Project Management
- Armco Company
- SABIC Company

3. Electrical Engineering

- Saudi Electricity Company
- Saudi Telecommunication Company
- SABEC Company
- Zain Telecommunication Company
- Municipals of Majmaah and Riyadh
- Bin Laden Group
- Ministry of Electricity and Water
- Ministry of Rural and Municipal Affairs
- NASCO