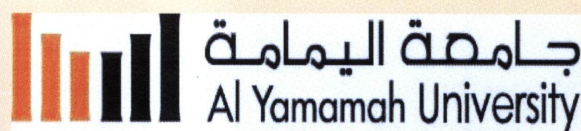


Document Control Register

DCO Procedure



Policy on Cooperative Education Program

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Table of content

1. Introduction
2. Objectives
3. Requirements and Eligibility
 - 3.1 Minimum Required Hours
 - 3.2 Duration
 - 3.3 Pre-requisite
 - 3.4 Scheduling Restrictions
4. Regulations
 - 4.1 Withdrawal and Changing Company Policy
 - 4.2 Fees and Tuitions
5. Roles and Responsibilities
 - 5.1 Students
 - 5.2 CSC Staff
 - 5.3 COOP Coordinators
 - 5.4 On-site Supervisor
 - 5.5 Registration Office
6. COOP Deliverables and Deadlines
7. Evaluation Criteria and Grading Policy
8. Notes on Writing Reports and Statement on Plagiarism
9. Dismissal Policy
10. Prior Work Experience

1.0 Introduction

Al Yamamah University Cooperative Training Program is a robust program that aims to help students to bridge the gap between theory and practice, and to prepare the students for the transition into the work environment.

Therefore, Al Yamamah University has established the Career Services Center to implement the goals of that center and to provide Al Yamamah University students with the required support to accomplish their cooperative training in optimal ways, through an integrated network of companies and institutions that will work with the center to help the students get the essential knowledge and the professional skills needed in the workplace.

2.0 Objectives of Al Yamamah University Cooperative Training Program

- Initiate and acquire an actual practical work experience.
- Implement the knowledge gained in classrooms and link it to job-related practices.
- Develop interpersonal and professional skills.
- Enhance analytical, problem solving and decision-making skills.
- Determine clear career path interests.

3.0 Requirements and Eligibility

3.1 Minimum required credit hours completed to enroll in the program:

College	Required Credit Hours	
College of Science in Business Administration	All majors : 90 Cr. Hrs	
College of Law	All majors : 90 Cr. Hrs	
College of Computer & Information System	All majors : 90 Cr. Hrs	
Collage of Engineering & Architecture	Architecture	90 Cr. Hrs.+ Completing ARC 311
	Interior Architecture	90 Cr. Hrs.+ Completing IAR 301
	Software Engineering	90 Cr. Hrs
	Network Engineering and Security	90 Cr. Hrs

3.2 Duration of Cooperative Training Program

To pass the Cooperative Training Program, students from all respective colleges should finish 24 weeks i.e. 6 Months. It should be in the individual students' major area of specialization and will require a full-time work commitment consistent with the weekly work- hour/work-day requirements of the organization/company wherein the coop is taking place. The Cooperative Training Program must be taken during two consecutive semesters: spring + summer, summer + fall or fall + spring¹.

3.3 Pre-requisites

In addition to finishing the required credit hours, all students must pass Career Skills course CSK001 and the college requirements, to be eligible to enroll in Cooperative Training Program.

¹ Deans may give some exceptions to this rule, but they should be rare, limited in nature, and very well justified.

3.4 Scheduling Restrictions

The COOP course should be taken alone. Students are not allowed to take other courses during the COOP training period.

4. Regulations

4.1 Withdrawal and Changing Company Policy

Companies are committed to enable our students to pursue their training in the departments that match their area of studies. Therefore, changing companies after accepting the offer will be strictly prohibited unless it is approved by the company. Students will be asked to sign a ratification form of accepting all the policy terms and conditions.

Exceptions could be considered if the student justifies that with valid reasons, such as:

- Failure to meet the required training goals and objectives.
- Failure to commit to the obligations, including behavioral and ethical laws.
- Other special cases that will require different execution and committee discussion and approvals.

In such cases, the Career Services Center staff and the COOP coordinator will investigate and provide the student with the required help accordingly.

4.2 Fees and tuitions

Students are required to have the Finance department approval on registration for the Cooperative Training Program. To receive the approval students must pay 8,600 SAR.

5. Roles and Responsibilities

5.1 Student

Student must be committed to the following:

- Submitting Three reports within the specified time frame as per the following:
 - ✓ The first progress report is due at the end of second month from the joining date of COOP (Deadline: Last day of Week 8 of the program);
 - ✓ The second progress report is due at the end of the fourth month from the joining date of COOP (Deadline: Last day of Week 16 of the program)
 - ✓ The final report is due at the end of the program (Deadline: Last day of Week 24 of the program).
- Demonstrating self-discipline in terms of daily attendance, dress code, code of conduct, completing the required working hours, and following the directions and the recommendations of the on-site supervisor, the COOP coordinators and CSC staff members.
- Reporting any COOP-related issues to CSC staff member or COOP coordinators.

5.2 Career Services Center Staff responsibilities

- Accommodate students with companies and guaranteeing the best training opportunities to the students.
- Revise the program applications from the students and process it.
- Supervise the overall workflow of the program and ensure the quality of the rules and procedures.
- Maintain an updated and accurate record of the students' information and companies contact information.
- Provide the students, COOP coordinators and on-site supervisors with the needed support.

5.3 COOP Coordinators

Coop coordinators from all colleges will be the link between the Career Services Center and all academic-related matters to the COOP. Specifically, they will:

- Review and evaluate the progress reports and the final reports.
- Provide the students with advising and follow up on their performance and respond with recommendations and feedback.
- Communicate with on-site supervisors to follow up on students' performance and any problems that students may have.
- Review and follow up on the final student evaluation from on-site supervisors.
- Submit the final grade to CSC and registration office.
- Check and approve the company wherein the coop will take place.

5.4 On-site Supervisors

- Provide intern students with a training plan reflecting the students' duties and scope of work.
- Follow the university rules and criteria in evaluation. CSC staff member will be communicating with the company supervisor to follow up and provide the needed information.
- Monitor the students' performance, attendance and report any related issue to CSC staff.
- Read and approve students' progress reports.
- Fill and send the mid- and final evaluation forms to COOP coordinators.

5.5 Registration Office (Registrar)

View the grade that was submitted by the COOP coordinator and insert it in students' academic transcript.

6. COOP Deliverables and Deadlines

Pre-COOP				
	Activity	Due Date	Sender	Receiver
1	Fill the COOP Application	Before the start of semester	Student	CSC
2	Send CV to companies	Before the start of semester	CSC	Companies
3	Submit company approval and contact information	Before the start of semester	Student	CSC
During COOP				
	Activity	Due Date	Sender	Receiver
4	Send students names to coop coordinators	After registering the Coop Course	CSC	COOP Coordinator
5	Submit first progress report	Upon completing 8 th week from COOP start date	Student	COOP Coordinator
6	Submit second progress report	Upon completion of 16 th week from COOP start date	Student	COOP Coordinator
Post-COOP				
	Activity	Due Date	Sender	Receiver
7	Submit final COOP report	Upon completion of COOP period	Student	COOP Coordinator
8	Send the company final evaluation form	After the COOP has been completed	COOP Coordinator	On-site Supervisors
9	Submit the final grade	After receiving all reports from the student and the on-site supervisor	COOP Coordinator	Registrar

7. Evaluation Criteria and Grading

The assessment of the COOP will be based on the following breakdown of grade:

On-site Supervisor		COOP Coordinator	
Component	Weight	Component	Weight
Attendance	10%	Progress report 1	15%
Communication & interpersonal skills Positive attitude/ ethical & social skills	10%	Progress report 2	15%
Analytical/problem solving skills	10%	Final Report	40%*
Total Grade: 30		Total Grade: 70	

The grading System adopted will be according to YU. The assessment of the program will be “**Pass (P) and Fail (NP)**”, whereby students will be given “**P**” if he/she earned 60 marks or more and “**NP**” if he/she earned less than 60 marks.

8. Notes on Writing Reports and Statement on Plagiarism

- Use of the official template to write the progress reports. This template will be provided by CSC staff. In the progress reports, it will be required to mention attendance, tasks accomplished, tasks planned to be accomplished and remarks.
- Use of the official template to write the final report. This template will be provided by CSC staff. It must be ensured to add a cover page, outline, COOP plan, major tasks accomplished, the problems identified, as well as suggestions, solutions, and experience gained.
- Other necessary grading and assessment forms will be provided by CSC Office to whom it may concern and as the needs arise.

Statement on Plagiarism

The definition of plagiarism is ‘to copy, use or reproduce others’ works or ideas.’ Plagiarism is considered as cheating whether its intentional or unintentional. Your source of information will be checked by your advisors and if an incident of plagiarism is discovered, the incidents will be reported to the chairman of Students’ Affairs Deanship and the Dean of the College and further to that action will be taken. COOP students that breach the plagiarism code will receive “**F**” for the COOP final grade.

9. Dismissal Policy

This policy is applied to ensure the best performances and practices of the students during their COOP. In case of any abuse or misuse of the policy terms and conditions, or failure to maintain the roles and responsibilities delineated in this policy, or in case the company reports behavioral or professional problems, CSC staff will issue a warning to the student. If the student repeats the same action, a Disciplinary Committee will meet and decide based on the submitted evidence and investigations. The University retains the right to dismiss the student from the program, in case of confirmation of allegations.

10. Prior Work Experience

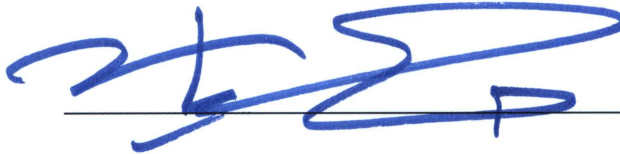
COOP is mandatory for all students. This amendment will supersede the existing Policy on Cooperative Education Program dated (8/3/2018) and it will be effective from the start of the Spring Semester, 2020. No prior experience will be counted towards fulfilling the COOP requirements after January 19, 2020.

Exceptions:

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization:

This policy was authorized by:



University President

Date:

6-11-2019