

Cooperative Training Program Student Handbook



Location & Contact info

Career Services Center
Tuwaiq Building
Tel: +966 (1) 2242222 ext. 4041 / 4500
Email : career_services_center@yu.edu.sa
Website: www.careercenter.yu.edu.sa

Registration & Fees Payment

Q: How do I register the coop course?

A: Visit the career services center with the registration form, filled and signed by Finance Department to confirm that you pay the required fees.



Q: Why do I need to have account in coophub.yu.edu.sa ?

A: Registration in this website is mandatory for all the students who will be enrolled in coop program . You need to have an account and upload your CV and the company acceptance letter. This website will be the only method of communication and evaluation during the coop.

Academic Advisors

Q: Who is my coop advisor?

A: According to your major, you will be assigned to an advisor. Below you will find the coop advisor of each college/program. Please note that you are not allowed to change your coop advisor.



Q: When and Why should I contact my advisor?

A: Coop advisor can be contacted to discuss coop learning outcomes, progress and final reports and any other related matters. Coop advisors should communicate with your supervisors at the company to determine your performance and evaluation.



**Dr. Ibrahim
Al-Oqily**

Chairman of Computer
Engineering Department
Advisor of Software
Engineering and Network
Engineering & Security
+966 11 2242222 Ext: 3361
i_aloqily@yu.edu.sa



**Ms. Rifqa
Hashlamon**

Lecturer of Architecture
Advisor of Engineering and
Architecture
+966 11 2242222 Ext: 4233
R_alhashlamon@yu.edu.sa



**Ms. Danah
Baqais**

Lecturer of Finance
Advisor of College of
Business
+966 11 2242222 Ext: 4462
d_baqais@yu.edu.sa



**Mr. Ibrahim
Alruways**

Lecturer of Law
Advisor of College of Law
+966 11 2242222 Ext: 3308
I_Alruways@yu.edu.sa

Administration of the Career Services Center



**Shehana Al
Khudair**

Director of Female Students
Affairs and Career Services
Center
+966 11 2242222 Ext: 4555
shehana@yu.edu.sa



**Samah
Alhindi**

Supervisor of the Career
Services Center
+966 11 2242222 Ext: 4041
s_alhindi@yu.edu.sa



**Maha
Almalky**

Students Services Officer
+966 11 2242222 Ext: 4500
m_almalky@yu.edu.sa

Coop Reports

Q: How many reports Should I submit during the coop?

A: Each student must upload 3 reports in the coophub as the following;



- Progress report 1 :to be submitted on the 8th week after starting the coop.
- Progress report 2: to be submitted on the 16th week after starting the coop.
- Final report: to be submitted at the end of the coop.
-

Note : the system is programmed to accept uploading on due dates, you will not be allowed to upload any document if you pass the deadlines.

Evaluation

Q: Who will evaluate me ?

A: The evaluation process of the coop program is the sum of the results and feedback received from coop advisor and company supervisor. Therefore, all students must send the company supervisor information to his/her advisor and to the career services center for coordination and communication. Final grade will be either Pass or Fail.



Q: How can I know my final grade ?

A: Final grade will be posted in Edugate through registration department after they receive the final grade from your advisor.

End of Coop Training Program

YU believes in its graduates, we rely on you to represent your university in the best manners.

The Career Services Center wishes you a bright and successful future.



All students are encouraged to read the updated coop program policy to understand more about the reports, deadlines, grading and all other information of the coop program in Al Yamamah University.