

Aerospace Engineering Department
Coop Training Regulations

1. The Coop Training must be taken in such a way that after the Coop Training, the student has at least **one semester** left before his graduation.
2. Earned at least a **major GPA of 2.0** or above.
3. Successfully completed **85 credit hours** or more (including the current semester).
4. Successfully completed or currently taking **ENGL 214**.
5. The student has to select his Coop advisor from the AE Department and submit his **Coop Training Program** to the Coop advisor within the first two weeks of his training period.
6. The student should return a completed "**Contact Guide**" form (provided to him by the Coop Program Office) to the Director of the Coop Program and the AE Department no later than two weeks after the start of the Coop Training.
7. The student must submit **three progress reports** to his Coop advisor, **1st** in the **8th** week of his training, **2nd** in the **16th** week of his training and **3rd** in the **26th** week of his training. The three reports will be as a draft of his final Coop report.
8. Each student will be evaluated by his employer twice in the training period and it is the responsibility of the student to make sure that the employer sends the **two evaluation reports** to the Student Affairs Department and the AE Department. One at the end of **8th** week and the second at the end of **28th** week.
9. The student should observe the **Report format** (as attached) to write the progress reports as well as the final report.

10. After the completion of the Coop Training, the student has to submit the *final Coop report* to his Coop advisor no later than the **8th** week of the semester following the completion of his Coop Training.
11. As soon as the final Coop report is finalized after the review from the Coop advisor, the student and the his Coop advisor should submit the final Coop report (*three* thermally bounded copies with white glossy paper at the back and plastic sheet at the front of the report, see sample) to the AE Coop Coordinator no later than the **10th** week of the semester in order to arrange the *oral presentation* in which the student will describe his training experience.
12. The AE Coop Training grades break down is as follows:
- a. Coop Advisor = **50 %**
 - b. Company Supervisor = **30 %**
 - c. Coop Evaluation Committee = **20 %**
- Total = 100 %**

Student's Name: _____

ID : _____

Signature : _____

Date : _____

Coop Coordinator
AE Department

Chairman
AE Department

AE 350 - Coop Training Program

Important Submission Deadlines

Sr. No.	Submission Material	Deadline
1	Select Coop Advisor	2 nd week of the Training Period
2	Coop Training Program	2 nd week of the Training Period
3	Contact Guide Form	2 nd week of the Training Period
4	1 st Progress Report	8 th week of the Training Period
5	2 nd Progress Report	16 th week of the Training Period
6	3 rd Progress Report	26 th week of the Training Period
7	Final Coop Report	8 th Week of the Semester following the Coop Training Completion
8	Oral Presentation	As soon as the Coop Final Report is finalized and submitted in the 10 th Week.
9	1 st Evaluation Report from the Employer	8 th week of the Training Period
10	2 nd Evaluation Report from the Employer	28 th week of the Training Period

Student's Name: _____

Signature : _____

ID : _____

Date : _____

The Report Format

- The report must be written in a formal way as you have studied in ENGL214.
- The report should be in the following order including:

1. Cover page

- Include full name of KFUPM and AE, title, your name, your ID number, advisor name, and the date (see the attached sample).

2. One blank page after the cover page.

3. Acknowledgements (see the attached sample)

4. Table of contents.

- Main sections, sub-sections, headings, etc., with page numbers.

5. List of Tables, Figures, and illustrations (if any)

6. Lists of symbols or abbreviations (if any)

7. Abstract

8. Introduction

9. The main body

- Brief Description of the Establishment.
- Brief Description of the Department(s) that you have completed your industrial training.
- Your duties in the Department.
- Describe the overall Operation of the Department. Describe Problems and Solutions (Point out any).
- Problem that you may have noticed and bring your own solution.
- Case studies/design problem that you worked with.

10. Conclusion

- Your general evaluation of the establishment and your industrial training.

11. References.

12. Appendices.

- Any additional tables, calculations, derivations, printed references, figures, etc.

Each of those items should start with a new page. It is better to divide the main body into chapters.

- All the body text must be in Time New Roman Font. The size of the font should be 12, line spacing 1.5. The headings within the chapters should be Times New Roman, size 12 and **bold**. Titles of chapters should be of size 16 and **bold**. *Italic* style shall not be used.
- The report must be TYPED and ORIGINAL. Figures and charts that are scanned or copied should be appropriately referenced.
- The report must be in correct grammar and should be spell-checked.

Student's Name: _____

Signature : _____

ID : _____

Date : _____