**University of Ha'il
College of Business
Administration**

Guidebook of Cooperative Training

Vice Deanship of Academic Affairs – coop unit

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CHAPTER 1. INTRODUCTION

1.1. OVERVIEW

The Cooperative Training Program establishes a connection between the academic world and the professional world. It connects the College of Business Administration to the governmental, private, and non-profit organizations in the Kingdom of Saudi Arabia, through the trainee students. It offers to the trainee students the opportunity to gain professional knowledge, skills, and values in a real work environment. During the training experience, students seek to link theoretical knowledge learned at the College to real-work situations, and then to be productive in the host organization. The training experience also allows students to learn practical methods and the use of instruments that are related to their major, as well as to develop their interpersonal skills. The ultimate objective of the College of Business Administration at the University of Ha'il is to offer a practical experience to the students before they graduate from the College and allow them to smoothly transition into the workforce.

Undergraduate students at the College of Business Administration have the choice between registering in the Cooperative Training program (hereafter COOP program) or registering in the research project program. There are three major differences

between both programs. While registration in the COOP program requires a minimum student GPA of 2 and the entire duration of the program is almost two semesters during which the student is not allowed to register in any academic course, the research project program lasts one semester during which the student can study other academic courses without any GPA requirements in registration. Requirements and eligibility for admission in the COOP program are detailed in the next paragraph.

1.2. REQUIREMENTS AND ELIGIBILITY

Student must satisfy the following criteria to be eligible for admission to the COOP program.

- Students' status is "Active".
- Student's GPA is equal to or exceeds 2.
- Completion of 85 credit hours or more of the study plan for bachelor's degree.
- No enrollment in any academic course during the targeted training period.
- Completion of the letter application survey provided by the College COOP unit.
- Completion of the prerequisite courses. Prerequisite courses are specific to each academic program as shown in table 1.

Table 1. Prerequisite courses for the COOP program

Academic Program	Prerequisite courses
B.Sc. in Finance	- English Language ENGL-100
B.Sc. in Accounting	- English Language ENGL-100
	- Accounting Information Systems, ACC-339
B.Sc. in Management	- English Language ENGL-100
	- Strategic Management MGT-402
B.Sc. in Management & Info Systems	- English Language ENGL-100
	- IT service Management MIS-338
	- Business Data Management MIS-324

1.3.   REGISTRATION / DROPPING THE COOP PROGRAM

For students' registration in the COOP program, the College COOP unit sends to each head of academic department the list of students belonging to his department, who satisfy the requirements specified in the previous paragraph and have completed the required forms. Students will be registered in different sections of the COOP program of each academic program. The maximum number of students included in each section is 8. To each section, a faculty member is assigned to be the academic supervisor.

Table 2. Code of the "Cooperative Training" in each academic program

Academic Program	Code of "Cooperative Training"
B.Sc. in Finance	FIN-450
B.Sc. in Accounting	ACC-450
B.Sc. in Management	MGT-450
B.Sc. in Management & Info Systems	MIS-450

Students can drop the COOP program after one semester to register in the program of research project by sending a request to the College COOP unit specifying the reason. If it is approved, the COOP unit contacts the academic advisor of the student for withdrawing him/her from the COOP program and register him in the research project program.

1.4.   DURATION AND TIMELINE OF THE COOP PROGRAM

The trainee student is requested to spend 25 continuous weeks of training in the host organization (5 days per week, 750 hours overall). The cooperative training occurs during the second semester with the summer semester, or in the summer semester with the first semester.

During the training period, the trainee student is requested to fulfill the following tasks according to this timeline.

- At the end of the four first weeks, prepare and send the first monthly progress report to the Academic supervisor via the UoH Blackboard system. The report must be signed by the Field supervisor and the trainee student.

- At the end of the 8th week, prepare and send the (signed) second monthly progress report to the Academic supervisor via the UoH Blackboard system.

- At the end of the 12th week, invite the field supervisor to send the completed form of the "Employer Mid-point Evaluation" directly to the academic supervisor.

- At the end of 16th week, prepare and send the (signed) third monthly progress report to the Academic supervisor via the UoH Blackboard system.

- At the end of 21st week, prepare and send the (signed) fourth monthly progress report to the Academic supervisor via the UoH Blackboard system.

- At the end of 25th week, invite the field supervisor to send the completed form of the "Employer Final-point Evaluation" directly to the academic supervisor.

- After the 25th week, finalize the final report and the presentation slides, and send the final report to the Academic supervisor via the UoH Blackboard system.

Table 3. Timeline of the COOP program

Time \ Task	End of the 4th week	End of the 8th week	End of the 12th week	End of the 16th week	End of the 21st week	End of the 25th week	After the 25th week
Task 1	Prepare the 1st monthly progress report						
Task 2		Prepare the 2nd monthly progress report					
Task 3			Send the Employer Mid-point evaluation				
Task 4				Prepare the 3rd monthly progress report			
Task 5					Prepare the 4th monthly progress report		
Task 6						Send the Employer Final evaluation	
Task 7							Finalize the final report and the presentation slides

1.5. CHOOSING TRAINNING SITES

Training sites (host organizations) can be a government, private or non-profit organization, inside or outside Hail region in the Kingdom Saudi Arabia. The student is charged to attain the training site while being guided by the COOP Unit as follows:

- The COOP Unit identifies the types of organizations suitable for each department/major and those that are not, during the students meeting at the start of the semester.

- The COOP unit shares with students, on the official WhatsApp group (administered by the directors of the COOP unit), some training opportunities that are available.

- Under the guidance of the COOP Unit, the student starts looking for training sites that are related to his/her major, until he/she obtains an acceptance (verbal or nonverbal) from an organization.

- Based on the organization acceptance, the student fills out the survey to request from the COOP unit a formal application letter addressed to this organization.

- The COOP unit verifies whether the chosen training site by the student is suitable for his/her major and then writes a formal letter to the desired organization.

- The student must obtain the signed form of "Training Opportunity" from the chosen organization to ensure his/her place as a trainee there, and to send it to the COOP unit for registration in the COOP program.

1.6. OBJECTIVES OF THE COOP PROGRAM

The COOP program of the College of Business Administration at the University of Ha'il aims to fulfill the following objectives:

1- Lead students to use their theoretical background to understand the professional environment.

2- Offer the opportunity to students to apply their academic knowledge and skills in the real work situations.

3- Learn practical skills and become acquainted with instruments and tools related to their major.

4- Enable students to self-discovery and understand their own values and beliefs and therefore, what career path will be the most rewarding for them.

5- Improve student' communication skills in a professional work environment, as well as writing skills through their duties of reports writing.

6- Develop students' transferable skills that are necessary in a business environment, such as critical thinking, creativity, time management, setting goals, negotiation, teamwork, collaboration, dealing with conflicts, listening, etc...

7- Allow students to acquire practical experience in business sectors, which will help them to register for a variety of employment opportunities after graduation.

To achieve these objectives, roles and responsibilities of all parties involved in the process of Cooperative Training should be clarified.

CHAPTER 2. ROLES & RESPONSIBILITIES

2.1. OVERVIEW

Since the COOP program is a connection between two different environments, i.e., the academic and the professional, it involves various parties playing different roles. Role clarity ensures that everyone knows his responsibilities, what it is expected of him, and who needs to do what in order to complete the task at hand. This guidebook defines in this chapter:

- o Responsibilities of the COOP unit.
- o Responsibilities of the host organization (Employer).
- o Responsibilities of the Field supervisor.
- o Responsibilities of the Academic supervisor.
- o Responsibilities of the student: - Before the training period

- During the training period

- At the end of the training period

2.2. RESPONSIBILITIES OF THE COOP UNIT

The COOP Unit is directly responsible for the COOP program. It is supervised by the Vice Deanship of Academic Affairs of the College of Business Administration.

The COOP Unit is composed of a director representing the male side, a director representing the female side, and by coordinators who represent the academic departments of the College of Business Administration in the unit. These coordinators are a male faculty member and a female faculty member in each department. The COOP Unit at the College of Business Administration has the following responsibilities:

- Conduct, by week 5 of the semester, the first meeting with students interested in the COOP program to introduce them members of the COOP unit, and to explain them the procedures and the requirements of applying for the COOP training.

- Prepare a survey that the students must fill out to request a formal letter of application for training and share the survey link with students (on the official WhatsApp students' group which is administered by the unit directors).

- Announce the available training opportunities, as well as the training sites that are not suitable to some academic departments and majors.

- Support and assist students in their search for training sites corresponding to their majors and their aspirations.

- Select the students for receiving the formal application letter, based on their GPA, their earned credit hours, their completion of prerequisite courses.

- Provide students the formal letters to allow them applying for the training opportunities.

- Communicate with a specific training side in response to a student desire.

- Follow-up with students' acceptance in the training sites.

- Provide students with the form of "Training Opportunity" which should be completed by the organizations that accepted their applications. This is to obtain a formal acceptance for training from the organization.

- Invite students to sign the form of "Pledge to fulfil the conditions of cooperative training".

- Count the students who have provided the completed forms of "Training Opportunity" and "Pledge of conditions fulfillment" and send lists of their names to the "Deanship of Admissions and Registration" for their registration in sections of the COOP program.

- Assign a COOP academic supervisor for each section of students.

- Follow-up with students' start their training.

- Assess and identify the risks inherent in the activities of the Cooperative training, and then to manage these risks.

- Help students to change the training place after 2 weeks from the beginning of the training (as a maximum duration) if it is judged necessary (non-comfortable conditions or mismatching between tasks and specialization, …).

- Send and explain to the students the templates of reports that must be completed and periodically sent to their academic supervisors.

- Send to the academic and field supervisors the COOP guidebook and the COOP academic calendar to clarify parties' roles as well as the deadlines of the students' tasks.

- Send, to the academic supervisors, the guidelines that help trainee students to prepare the final report and the oral presentation.

- Form committees who will evaluate the students' training and schedule the presentations.

- Announce the schedule of presentations to the academic supervisors, to the students and to the jury members.

2.3. RESPONSIBILITIES OF THE HOST ORGANIZATION (THE EMPLOYER)

The host organization is a government, private or a Non-profit organization where students should do their trainings for 25 weeks. In this context, it assumes the following responsibilities:

- Complete the form of "Training Opportunity" to formally declare his approval of the student's training application.

- Set a maximum number of trainees according to the number of employees in the organization, to provide the needed attention to the trainee student and to ensure the training effectiveness.

- Appoint a full-time employee of the organization, who has the technical knowledge and willingness to accompany the trainee student in his or her training, to be the Field supervisor.

- Prepare a workstation and the necessary equipment for the trainee student.

- Specify to the trainee student the time at which he/she should arrive at work, and the dates on which the organization is closed, if any.

- Give the trainee student a tour of the site upon his/her arrival and introduce him/her to the entire staff.

- Identify to the trainee student his/her field supervisor.

- Inform the trainee student about the regulations on health and safety at work and have the trainee student follow them, in order to ensure a safe and health environment.

- Ensure that the trainee student will have enough work during the training period, as well as the appropriate skills' level.

- Periodically check whether the trainee student is on the right track.

2.4. RESPONSIBILITIES OF THE FIELD SUPERVISOR

The Field Supervisor plays a crucial role in the success of the student' training experience. He/She is the only one who knows the daily reality of the student training. It is expected that the field supervisor:

- Introduce the trainee student to activities in the organization.

- Inform the trainee student about the organization's regulations regarding work ethics and confidentiality.

- Organize learning activities for the trainee student and ensure that the tasks proposed to the student are clear.

- Ensure availability to the trainee student to assist him/her in carrying out the requested tasks.

- Answer the trainee student questions to maximize his/her learning.

- Ensure that the trainee student is integrated as a team member in the organization.

- Supervise and validate the work of the trainee student.

- Provide feedback to the trainee student throughout the training.

- Increase the responsibilities of the trainee student gradually and appropriately.

- Provide a professional work climate by encouraging the trainee student to participate in seminars, workshops, and other growth opportunities.

- Daily track and record the attendance of the trainee student on the template of attendance sheet.

- Verify the monthly progress reports of the trainee student on his/her activities and sign them after the approval.

- Complete the forms of "mid-point training evaluation" and "final training evaluation", by focusing on the student achievements and progress, while highlighting aspects needing improvement.

- Discuss the training evaluations with the student and send the completed evaluation forms directly to the Academic supervisor (by email, by mobile message, or in a sealed envelope.

- Notify the employer as soon as a problematic situation occurs (disagreement on tasks, inadequate attitude of the student, personality conflicts, …).

- Continuously communicate with the academic supervisor to solve any training issue related to the student.

2.5.   RESPONSIBILITIES OF THE ACADEMIC SUPERVISOR

- Send the guidebook and the academic calendar of the COOP program to the students and explain them their responsibilities and the important dates shown in the calendar.

- Have students to give the template of the attendance sheet to their field supervisors to lead them to daily fill out it.

- Follow up with the trainee students and make sure that they integrate into organizations and that their tasks are related to their majors.

- Set deadlines on the UoH Blackboard system for receiving the monthly progress reports from the students.

- Read the students' monthly reports to follow up the trainee students' progress and achievements as well as difficulties.

- Advise the trainee student in case of problematic situations. Help the student to find another training place if necessary.

- Conduct field visits in the training place and communicate with the employers and the field supervisors to ensure the smooth running of the training students.

- Sign and complete all forms required by the COOP Unit (Monthly progress report and field supervisor reports submitted by the trainee student on the Blackboard system, grading forms).

- Send the guidelines for final report writing and for oral presentation to the trainee student. Advise the trainee student in writing the final report.

- Send the student final report, as well as the evaluation forms completed by the field supervisors to the members of examining committee, no later than three days before the student oral presentation.

- Announce the date and time of the oral presentation to the trainee students and to the members of evaluation Committee. Send them the Blackboard link through which the oral presentation will be delivered.

- Chair the examining committee and guide the members of this committee during the assessment process of the student outcomes achievements.

- Submit the final grades of students for the COOP program through the university academic system.

2.6.   RESPONSIBILITIES OF THE TRAINEE STUDENT

For a period of more than 25 weeks, trainee students are responsible for several tasks. This guidebook clearly defines their responsibilities over 3 sub-periods:

- o Before the training period.
- o During the training period.
- o At the end of the training period.

2.6.1. Before the training period

- Attend the meeting that the College COOP Unit conducts at the beginning of the semester to clarify all requirements to register in the COOP program.

- Join the official WhatsApp group which is administered by the directors of the COOP Unit of the College.

- Read the COOP Guidebook which is shared by the COOP Unit and the academic supervisor.

- Search for training opportunities in organizations that are related to his/her major, under the guidance of the COOP Unit.

- Fill out the survey, sent by the COOP unit, with correct information (GPA, earned credit hours, ...) to request the formal application letter to the desired organization.

- Attend training interviews and/or provide required documents (CV, student transcript, …) if they are necessary for the employer to decide on the training opportunity.

- Invite the employer who accepted the application for training to sign the form of "Training Opportunity" and send the signed form to the COOP Unit.

- Complete the form of the pledge to fulfil the conditions of cooperative training and send it to the COOP Unit.

2.6.2. During the training period

- Attend the training station at the scheduled times.

- Inform in advance the field supervisor of any anticipated absence.

- Comply with regulations and policies of the site training and of the COOP Unit of the College of Business Administration.

- The trainee student is responsible for managing his/her transportation to and from the training site.

- Carry out his/her tasks with care, probity and conscience at the time, place and under the agreed conditions.

- Act in accordance with the instructions given by the field supervisor and the employer.

- Write monthly reports showing the learning progress and the gained skills. Discuss the reports with the field supervisor.

- Give the template of the mid-point training evaluation to the field supervisor, invite him/her to complete it.

- Notify the academic supervisor and the COOP Unit about any issues that may occur during the training.

2.6.3. At the end of the training period

- Give the template of the Final training evaluation to the field supervisor, invite him/her to complete it.

- Prepare and send the final report to the academic supervisor on time.

- Send to the academic supervisor the attendance sheet signed by the field supervisor.

- Prepare slideshows for the oral presentation to the evaluation committee.

- Deliver his/her presentation and answer to the questions of evaluation committee.

CHAPTER 3. GRADING PROCESS OF THE COOPERATIVE TRAINING

3.1. OVERVIEW

The final grade of the student training experience is determined by the Evaluation Committee, immediately after the oral presentation delivered by the student. The Evaluation Committee is composed of three faculty members including the Academic supervisor who chairs the committee. The grading process consists of measuring achievements of the learning outcomes. Learning outcomes of the COOP program cover three domains, i.e., the domain of "Knowledge & Understanding", the domain of "Skills", and the domain of "Values". Members of the evaluation committee, guided by the Academic supervisor, discuss the achievement of each learning outcome by the trainee student, based on six assessment methods. The six assessment methods are as follows:

- o Monthly progress reports
- o Mid-Point Evaluation by the Field Supervisor
- o Final Evaluation by the Field Supervisor
- o Field visit by the Academic supervisor
- o Final report
- o Oral presentation

3.2. MEASURING ACHIEVEMENTS

The six assessment methods enlighten the evaluation committee members about the knowledge and skills (technical and interpersonal) gained by the trainee student as well as the values that he/she put into practice (in solving challenges described in reports, meeting deadlines for submitting reports, ...). The final grade is obtained by the average of achieved levels of these learning outcomes, as shown in the following evaluation forms which are specific to each academic program in the College.

Evaluation form for the academic program of "Finance"

FIELD EXPERIENCE EVALUATION FORM FOR FIN-450

Student Name: ....
Term: ....

Student ID: ....
Presentation Date: ....

	Intended Learning Outcomes	Aligned PLOs	Fail	Below Average	Average	Above Average	Excellent
1	**Knowledge & Understanding**		Less than 60%	60-70%	70-80%	80-90%	90-100%
1.1	State the training environment by recognizing its mission, its requirements, its instructions, its politics, and its challenges.	K2					
2	**Skills**						
2.1	Explain the financial reports, graphic and numerical data related to the training organization.	S3					
2.2	Judge the financial information using principles learned in classrooms.	S4					
2.3	Explain the financial tools and technologies used by the training organization.	S5					
3	**Values**						
3.1	Illustrate ethical and socially responsible behavior towards challenges inside and outside the training place.	V1					
3.2	Assess self-capabilities regarding the financial area.	V2					
	TOTAL		Total marks obtained = (CLO 1.1 + CLO 2.1 + CLO 2.2 + CLO 2.3 + CLO 3.1) + CLO 3.2) ÷ 6 Letter Grade =					

Evaluation form for the academic program of "Accounting"

FIELD EXPERIENCE EVALUATION FORM FOR ACC-450

Student Name: .... Student ID...

Term: .... Presentation Date: ....

	CLOs	Aligned PLOs	Fail	Below Average	Average	Above Average	Excellent
1	**Knowledge and understanding**		Less than 60%	60-70%	70-80%	80-90%	90-100%
1.1	**Recognize** business and business-related disciplinary concepts and theories and contexts, business environment in which accounting operates.	K2					
2	**Skills:**						
2.1	**Apply** core accounting competencies taught in the program on realistic situations in the field of accounting	S1					
2.2	**Develop** interpersonal, teamwork, effective communication and leadership skills including presenting orally and in writing theoretical knowledge comprehension and specialized transfer of knowledge, skills, and ideas in a manner/a form appropriate/conveys key points to the intended audience (both business and non-specialist audiences).	S4					
3	**Values:**						
3.1	**Demonstrate** professional behavior and commitments to professional and academic values, standards, ethical codes of conduct and the development of a career long attitude of continuing professional development and employment.	V1					
	Total		Total marks obtained = (CLO 1.1 + CLO 2.1 + CLO 2.2 + CLO 3.1) / 4 Letter Grade =				

Evaluation form for the academic program of "Management"

FIELD EXPERIENCE EVALUATION FORM FOR MGT-450

Student Name: .... Student ID...

Term: .... Presentation Date: ....

	CLOs	Aligned PLOs	Fail	Below Average	Average	Above Average	Excellent
1	**Knowledge and Understanding**		Less than 60%	60-70%	70-80%	80-90%	90-100%
1.1	Recall and use practical concepts and applications in the field of management to solve business problems.	K4					
2	**Skills:**						
2.1	Apply core management competencies taught in the program in realistic situations in the field of management.	S4					
2.2	Use effective Business Communication skills in business settings.	S6					
3	**Values:**						
3.1	Participate in the work environment, be collaborative, take responsibility and be punctual at work.	V1					
	TOTAL						
			Total marks obtained = (CLO 1.1 + CLO 2.1 + CLO 2.2 + CLO 3.1) / 4 Letter Grade =				

Evaluation form for the academic program of "Management & Information Systems"

FIELD EXPERIENCE EVALUATION FORM FOR MIS-450

Student Name: .... Student ID: ....

Term: .... Presentation Date: ....

	CLOs	Aligned PLOs	Fail	Below Average	Average	Above Average	Excellent
1	**Knowledge and understanding**		Less than 60%	60-70%	70-80%	80-90%	90-100%
1.1	Recall and use the practical concepts in the field of management information systems to make the right decision in solve business problems.	K5					
2	**Skills:**						
2.1	Utilize core management information systems competencies and effective Communication skills, in developing digital solutions for organizations that add social or economic value.	S2, S5					
3	**Values:**						
3.1	Participate in the work environment, be collaborative, take responsibility and be punctual at work.	V1					
	TOTAL						
		Total marks obtained = (CLO 1.1 + CLO 2.1 + CLO 3.1) / 4 Letter Grade =					

3.3. ASSESSMENT METHODS

The six assessment methods form the database for measuring the achievements of learning outcomes by the evaluation committee. They include the external assessment by the field supervisor and the internal assessment by the academic supervisor who guides the evaluation committee.

3.3.1. Monthly progress reports

The trainee students are requested to monthly describe their main tasks and responsibilities, the technical and transferable skills that they gained, the academic courses that helps them to accomplish their tasks, the challenges that they can be faced, the difficulties that can found in some tasks, and then the

solutions than can be taken. They are also requested to talk about workshops and seminars that they have attended or hope to attend later, and their training plan for the next month. Monthly reports should be discussed with the field supervisor, and then submitted by the trainee student on the UoH Blackboard system, no later than one week after being signed by the field supervisor and by him/her.

3.3.2. Mid-Point Evaluation by the Field Supervisor

The Field Supervisor is invited to complete and sign the mid-point evaluation form where he/she should describe the student's activities and responsibilities and evaluate the student's performance according to specific criteria (Professional behavior, professional relations, professional performance, professional knowledge). The completed form must be submitted by the trainee student to the academic advisor no later than one week after being signed by the field supervisor.

3.3.3. Final Evaluation by the Field Supervisor

The final evaluation form has the same content as the mid-point evaluation form. However, it should be completed by the field supervisor at the last week of the training period of the student. Similar to the mid-point evaluation form, the final evaluation should be discussed with the student, and then signed by both of them and finally submitted on the UoH Blackboard system to the academic supervisor on time.

3.3.4. Field visit by the Academic supervisor

The Academic supervisor can conduct a field visit to perform a visual assessment of the training site and the trainee performing tasks. The academic supervisor can evaluate the type of work carried out by the trainee, ensures that the trainee student is provided with appropriate supervision and that he/she works in a safe environment, hears comments from the field supervisor regarding the degree of trainee' readiness for work tasks, asks the trainee student about challenges and their overcoming, addresses any concerns that trainee student or field supervisor may have. Sometimes, the academic supervisor cannot conduct the field visit (due to transportation issues, time issues, …).

3.3.5. Final Report

In the final report, the trainee student should introduce the organization host, its mission, and its culture to the reader. The trainee student should also describe his/her responsibilities and tasks during the whole training experience, as well as the knowledge and skills gained. the final report should also include analytical and reflective sections where students are requested to develop their opinions about what they have experienced and to make meaningful conclusions. Academic advisors can provide guidance and advice to their students in writing their final reports.

3.3.6. Oral Presentation

The oral (final) presentation should be delivered by the trainee student to the members of the evaluation Committee at the day and time scheduled by the COOP unit. The presentation should reflect the content of the final report. It should satisfy the "Guidelines of Coop Presentation" sent by the academic advisor. The total duration of the final presentation is generally twenty minutes. Ten minutes are firstly given to the student to present his/her slideshows, and then ten remaining minutes are devoted to the student answer the questions of the committee members.

APPENDICES

Appendix 1. Survey for the formal application letter

التسجيل في التدريب التعاوني لطلاب كلية إدارة الأعمال للفصل الثاني + الفصل الصيفي لعام 2024
forms.gle

بسم الله الرحمن الرحيم

أعزائي طلاب و طالبات كلية إدارة الأعمال..

أسعد الله أوقاتكم بكل خير.

يسر وحدة التدريب التعاوني في الكلية الإعلان عن بداية التسجيل في التدريب التعاوني للفصل القادم (الفصل الثاني + الفصل الصيفي) لعام 2024م عن طريق الروابط التالية.

رابط التسجيل لقسم الطلاب:

https://forms.gle
/FDD8QVCrcwAsWxUS8

رابط التسجيل لقسم الطالبات:

https://forms.gle/jAfiiLDZaV4kA1uZ7

** يجب على جميع الطلاب و الطالبات الإنضمام لمجموعة الواتساب حيث أن وسيلة التواصل الرئيسية ستكون من خلال هذه المجموعات التالية.

رابط مجموعة الواتساب المخصصة للطلاب:

https://chat.whatsapp.com
/BilewpRkWxzGU3pxXTNKUi

التسجيل في التدريب التعاوني لطلاب كلية إدارة الأعمال للفصل الثاني + الفصل الصيفي لعام 2024

hela.bensoltane@gmail.com Changer de compte
Non partagé

* Indique une question obligatoire

* الأسم
Votre réponse

* الرقم الجامعي
Votre réponse

* رقم الجوال
Votre réponse

* التخصص
- MGT
- MIS
- ACC
- FIN

* البريد الإلكتروني
Votre réponse

* جهة التدريب المطلوب توجية الخطاب إليها
Votre réponse

Appendix 2. Formal application letter in Arabic.

السلام عليكم ورحمة الله وبركاته

السادة/ ....   سلمهم الله

انطلاقًا من مبدأ التعاون بين كلية إدارة الأعمال في جامعة حائل والجهات ذات العلاقة، وحيث ترغب الطالبة الموضحة بياناتها أدناه:

التخصص	الرقم الجامعي	الاسم
....	....	....

التدريب لدى إدارتكم خلال الفصل .... والفصل .... للعام .... اعتبارًا من ../../....م حيث يمتد التدريب لمدة قدرها (28) أسبوع. ونظراً لأن مقرر التدريب التعاوني أحد متطلبات إتمام البرنامج الأكاديمي، وذلك سعياً لاكتساب الطالبة الخبرة العملية وفق تخصصه الأكاديمي، وتعزيز المهارات والكفاءات المتطلبة، التي تُسهم في تهيئتها وأعدادها للالتحاق بسوق العمل بعد التخرج.

عليه، نأمل من سعادتكم التفضل بقبول تدريب الطالبة المشار إلى اسمها أعلاه في إحدى الإدارات ذات الصلة بالتخصص.

شاكرين لكم حسن تعاونكم،،،

منسقة وحدة التدريب التعاوني بكلية إدارة الأعمال

أ. منى التميمي

<u>Appendix 3. Formal application letter in English.</u>

Student Name: ....

Student ID: ....

Department: ....

Dear prospective cooperative program partner,

The College of Business Administration at the University of Hail currently offers a bachelor's degree in FINANCE, ACCOUNTING, MANAGEMENT and MANAGEMENT OF INFORMATION SYSTEMS. The Above student has fulfilled the requirements to register for the cooperative internship. Therefore, we would be very grateful if you could accept our student for an internship (Cooperative Program - COOP) within your organization for the duration of **28 weeks** starting from ....

When accepted, our students will have to abide by the same rules and regulations as your organization's regular workers. Since our internship program aims to expose students to the type of work ethics and organizational culture, they are most likely to encounter in their workforce. We ask employers to give them work that is closely related to their fields of study.

Your Acceptance for your student will be entirely appreciated.

Yours faithfully,

Coordinator, Coop Training Unit

Ms. Mona Altamimi

Appendix 4. Form of "Training Opportunity".

	University of Hail **College of Business Administration**
	Vice–Deanship of Academic Affairs **COOP & Projects UNIT**
COOP TRAINING OPPORTUNITY FORM	

CO-OP TRAINING OPPORTUNITY FORM — نموذج فرصة للتدريب التعاوني

(معلومات عن الشركة) EMPLOYER INFORMATION

Name of Company: (in English)	المؤسسة/الشركة(بالعربية)
Mailing address:	العنوان
Phone: الهاتف:	**Training supervisor:** اسم المشرف على التدريب
Email: البريد الإلكتروني	**Job Title:** مسمى الوظيفة

Training opportunity offered to:

Student's Name and Id#: — اسم الطالب ورقمه الجامعي والجوال:

REMUNERATION — مميزات التدريب ان وجدت

Monthly salary or allowance	راتب المتدرب شهريا أو بدل
	Yes ☐ نعم No ☐
Will the trainee be provided with accommodation	Yes ☐ نعم No ☐ هل سيوفر السكن؟

Date:	**Signature:**	**Employer Stamp:**

فضلا تسنى النموذج تظهاتب/اد.. حيث سيقوم بارساله لرابط Drop Box

University of Hail
College of Business Administration
Vice Deanship of Academic Affairs
Unit of Cooperative Training

جامعة حائل
UNIVERSITY OF HA'IL

Appendix 5. Form of "Pledge to fulfill requirements."

University of Hail		جامعة حائل
College of Business Administration		كلية إدارة الأعمال
Vice-Deanship of Academic Affairs		وكالة الكلية للشؤون الأكاديمية
COOP & Projects UNIT		وحدة التدريب التعاوني والمشاريع

Coop student's obligation	S2	تعهد طالب برنامج التدريب التعاوني

Student Name :	اسم الطالب/ة :	ID :	الرقم الجامعي :
Major :	التخصص :	Starting Date of Training:	تاريخ مباشرة التدريب
Company /Organization :	اسم الشركة / المؤسسة :	Location :	موقع التدريب :

أنا الموقع أدناه أتعهد بالالتزام بالشروط والتعليمات التالية وعدم الإخلال بأي بند من بنودها

I, the undersigned, agree to strictly abide to the following obligations

English	Arabic
1. I commit to check that I am not among the discontinued students after the end of this term, before leaving to my assigned job.	1- التأكد بعد نهاية الفصل الدراسي الحالي وقبل مغادرتي لجهة التدريب من عدم كوني ضمن قائمة الطلاب الموقوفين.
2. I commit to receive all the official documents from the Coop Program Department before I report to my assigned job at the date indicated above.	2- استلام كافة الأوراق المتعلقة بالتدريب من إدارة البرنامج التعاوني قبل أن أباشر التدريب في التاريخ الموضح أعلاه.
3. I commit to stay in my assigned job for a minimum of 28 weeks unless I get a written permission from both the University and the employer.	3- قضاء فترة التدريب كاملة (22 أسبوعاً كحد أدنى) لدى جهة التدريب المذكورة أعلاه ولا يحق لي تغيير المكان أو الزمان إلا بعد حصولي على موافقة خطية من كل من الجامعة وجهة التدريب.
4. I commit to follow the laws and regulations of the training organization and I shall not leave my work place without the employer's permission.	4- الالتزام بقواعد وأنظمة جهة التدريب وألا أغادر مكان العمل بدون موافقة المشرف على التدريب.
5. I commit to send the Contact Guide to the Coop Supervisor shown in the Banner no later than two weeks from the start of my training.	5- إرسال دليل الاتصال إلى مشرف مادة التدريب المسجل بالنظام قبل نهاية الأسبوع الثاني بعد بداية التدريب.
6. It is my responsibility to make sure that the employer sends Evaluation Report (No. 1) to the Coop Department before the end of the second month of training and similarly. Evaluation Report (No. 2) at the end of my training.	6- تقع على مسؤوليتي تذكير مشرف التدريب بإرسال التقرير الأول عن تقويم التدريب التعاوني بالجامعة قبل نهاية الشهر الثاني من فترة التدريب، وكذلك التقرير الثاني عند نهاية فترة التدريب.
7. It is my responsibility to know all the requirements of the academic department regarding coop and abide by them.	7- تقع على مسؤوليتي معرفة متطلبات القسم الأكاديمي في الجامعة فيما يخص البرنامج التعاوني والالتزام بها.
8. I commit to submit a draft copy of my Coop Report to my academic advisor before the deadline indicated by my academic advisor.	8- أن أقوم بتسليم نسخة أولية من تقرير التدريب التعاوني للمرشد الأكاديمي في الموعد المحدد من قبل المرشد الأكاديمي.
9. I understand that any delay in submitting the final copy of my Coop Training Report will result in an 'F' grade, which requires repetition of the whole Coop program.	9- أعلم أن أي تأخير في تسليم النسخة النهائية لتقرير التدريب التعاوني سوف يترتب على حصولي على درجة " راسب " مما يتطلب مني إعادة البرنامج.
10. I commit to hand over three final copies of the report (after adjustment) to the supervisor during the second week of the semester following the training period.	10- أن أقوم بتسليم 3 نسخ نهائية للتقرير (بعد التعديل) إلى المشرف وذلك خلال الأسبوع الثاني من الفصل الدراسي الذي يلي فترة التدريب.
11. I will not demand to enroll in any courses while in coop following the accredited academic plan.	11- أتعهد بعدم مطالبة الكلية بتسجيل مواد مع التدريب تطبيقا للخطة الدراسية المعتمدة.

Signature:…………………………………..   Date:…………………

Appendix 6. Student attendance form.

	University of Hail College of Business Administration COOP UNIT	
C2	ورقة الحضور ATTENDANCE SHEET	2023-07 ← 2023-12
	الرقم الجامعي	اسم المتدرب
		جهة التدريب

ملاحظات	الخميس	الأربعاء	الثلاثاء	الاثنين	الأحد	تاريخ نهاية الأسبوع	تاريخ بداية الأسبوع	الأسبوع
						13/07/2023	09/07/2023	1
						20/07/2023	16/07/2023	2
						27/07/2023	23/07/2023	3
						03/08/2023	30/07/2023	4
						10/08/2023	06/08/2023	5
						17/08/2023	13/08/2023	6
						24/08/2023	20/08/2023	7
						31/08/2023	27/08/2023	8
						07/09/2023	03/09/2023	9
						14/09/2023	10/09/2023	10
						21/09/2023	17/09/2023	11
					اليوم الوطني	28/09/2023	24/09/2023	12
						05/10/2023	01/10/2023	13
						12/10/2023	08/10/2023	14
						19/10/2023	15/10/2023	15
						26/10/2023	22/10/2023	16
						02/11/2023	29/10/2023	17
						09/11/2023	05/11/2023	18
						16/11/2023	12/11/2023	19
						23/11/2023	19/11/2023	20
						30/11/2023	26/11/2023	21
						07/12/2023	03/12/2023	22

اسم المشرف بمكان التدريب   التوقيع

التاريخ

ختم جهة التدريب

Appendix 7. Form of "Monthly progress report".

<table>
<tr>
<td rowspan="2">S4</td>
<td colspan="2">**University of Hail**
College of Business Administration

Vice Deanship of Academic Affairs
COOP & Graduation Projects UNIT</td>
</tr>
<tr>
<td>**MONTHLY PROGRESS REPORT**</td>
<td>№ /6</td>
</tr>
</table>

Name of Intern: _____ UOH ID _____

Name of Employer: _____

Name of Faculty Advisor: _____

Academic Department _____

Instructions:

The monthly progress report is to be completed and signed by the Intern every month, discussed with the Site Supervisor. **All monthly reports will be sent to the COOP Director and to the Faculty Advisor at the same time**. It must be emailed to the faculty advisor no later than the Sunday following the month period it covers. **IMPORTANT!**: **Each of the following five items must be at least thirty words long and typed in paragraph form**

1. Describe your principal assignment and responsibilities during the last month (*Please tell us the exact nature of the job or jobs you were given. Also tell us whether this is according to the Training Plan you sent us at the beginning of your internship. If not, tell us why. You may need to ask your Site Supervisor for the reason why*). **(3 marks)**

Page 1 of 3

Appendix 8. Form of "Employer Mid-point training evaluation".

	University of Hail
S5	**College of Business Administration**
	Vice Deanship of Academic Affairs
	COOP & Graduation Projects UNIT

EMPLOYER MIDPOINT INTERNSHIP EVALUATION

Name of Intern:	UOH ID
Name of Employer:	
Name of Faculty Advisor:	
Academic Department	

Instructions:

This form must be completed by the onsite supervisor during the **week 14**. **The evaluation should be sent to the COOP Director and to the Faculty Advisor at the same time**. It must be emailed to your coop faculty advisor no later than the Sunday of the **week 15**. The evaluation is used to determine the overall performance of the intern since the start of his internship.

Thank you for your interest in our students and for participating in preparing them to meet the challenges of the world outside the classroom.

Section A: Student's Job Title:

Briefly describe the student's activities and responsibilities below:

_____

_____

_____

_____

_____

_____

_____

Page 1 of 3

Appendix 9. Form of "Employer Final Training evaluation".

S6	**University of Hail** **College of Business Administration** **Vice Deanship of Academic Affairs** **COOP & Graduation Projects UNIT**

EMPLOYER FINAL INTERNSHIP EVALUATION

Name of Intern:	UOH ID
Name of Employer:	
Name of Faculty Advisor:	
Academic Department	

Instructions:

This form must be completed by the onsite supervisor during the student's last week with the employer. **The evaluation should be sent to the COOP Director and to the Faculty Advisor at the same time**. It must be emailed to the faculty advisor no later than the Sunday of the week following the end of the student's internship. The evaluation is used to determine the overall performance of the intern since the start of his internship.

Thank you for your interest in our students and for participating in preparing them to meet the challenges of the world outside the classroom.

Section A: Student's Job Title:
Briefly describe the student's activities and responsibilities below:

_____

_____

_____

_____

_____

_____

_____

Page 1 of 3

Appendix 10. Field Visit Form.

University of Hail
College of Business Administration
Vice-Deanship of Academic Affairs

COOP & Graduation Projects UNIT

SITE-VISIT GUIDELINES

Faculty Advisors chosen to conduct work-site visits will be scheduled to do so approximately mid-way through the students' internship period or term. In cases that require the university to pay travel allowances (per diems) to the Faculty Advisors, the internship/coop office will arrange the visits after obtaining top administration's approval. Faculty Advisors visiting students within the Hail Region are free to make their own arrangements although they still have to schedule their visits for approximately half way through their students' internship period. For those traveling to far-away places such as Riyadh, Jeddah or the Eastern Region, the usual practice is that you first book your own flight and finance the trip and then you file an expenses claim form when you return. Please file your claim form as soon as you return because sometimes it takes a bit long for payment to appear in your bank account.

If you are visiting any student who is not your direct advisee, please talk to the student's direct advisor and discuss the student's progress. Ask to see some of his monthly reports so that you can have enough to talk about when you meet the student.

Upon returning to the university, you will be required to submit a report on each student using the attached Site Visit Report form. These forms will be taken into account when awarding grades as they are designed to show the student's progress history. The reports will be submitted to the coop/internship office as well as to your departmental head. It will be the coop education director's responsibility to make sure that each direct advisee gets a copy of each one of his students' site-visit report.

University of Hail
College of Business Administration
Vice-Deanship of Academic Affairs

COOP & Graduation Projects UNIT
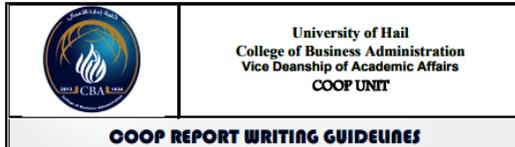
SITE-VISIT GUIDELINES

هدف الزيارة:

تساهم زيارات الموقع في بناء روابط أوثق وعلاقات طويلة الأمد مع الجهات التي تقبل طلاب وطالبات الكلية كمتدربين وتفتح لهم فرصة التوظيف بعد التدريب.
هذه الجهات ليست امتدادًا لجامعتنا، لذلك لا يمكننا الاكتفاء بإلقاء الطلاب عليها ونطلب منهم تعليم الطلاب دون مشاركتنا.

أثناء الزيارة، يتم تكليف مشرف(ة) التدريب بما يلي:

✓ مراجعة أداء الطالب/ة للتأكد من تلبية التوقعات للتحصيل لهم، وكذلك صاحب العمل وأن التنسيق يتوافق مع المعايير.
✓ تقييم الجودة التعليمية التطبيقية لنوع العمل الذي يقوم به طلابنا.
✓ التأكد من تزويد طلابنا بالإشراف المناسب وأنهم يعملون في بيئة آمنة.
✓ سماع التعليقات من مشرفي الموقع بخصوص درجة استعداد المتدربين لمهام عملهم.
✓ معالجة أي مخاوف قد تكون لدى الطلاب أو المشرفين عليهم.

ملحوظة: يرجى ملاحظة أنه يجب تقديم تقرير منفصل لكل طالب/ة. إذا كانت لديك معلومات إضافية لم يتم تغطيتها في نموذج التقرير، فلا تتردد في تضمينها في ملحق. إذا لم يكن مشرف/ة الموقع الخاص بالطالب/ة متاحًا لأي سبب من الأسباب، فتحدث إلى أي موظف مختص آخر في الشركة على دراية بتدريب الطالب/ة.

Appendix 11. Guidelines for Final report writing.

University of Hail
College of Business Administration
Vice Deanship of Academic Affairs
COOP UNIT

COOP REPORT WRITING GUIDELINES

A- General Requirements

1. Your final reports must <u>not</u> simply be an account of what you did during your internship. <u>It must contain an identifiable analytic component, and should display some technical/professional evaluation.</u> Reports devoid of critical analysis or those loaded with ceremonious descriptions of your work site or environment will not be accepted. Copying or reproducing information from user's manuals will equally be rejected. You can only include user's manual information if such information describes what you actually did. In such cases use appropriate rephrasing to personalize the information so that the reader does not get the impression you just copied it from a user's manual.

2. Having a critical component means that apart from describing how you did something, you need to tell us what your opinion as a professional-in-the-making is. *How do you do this?* Well, you should consider the ease or difficulty with which you performed the tasks given to you. *Was there anything particularly more difficult than all the other things? Why do you think so? Is there any way the tasks could have been much more easily performed? Why do you think so? What tasks did you find easiest? Why do you think they were that easy? Can you trust the results of something that lacks sophistication?*

3. Please keep in constant touch with your faculty advisor for help and advice. Do not wait until one week before the report is due to ask your faculty advisor; it may be too late for him to give you meaningful help.

4. Consult your faculty Advisor for guidance. It is important that you record your daily tasks somewhere noting every important aspect of what you are doing. Usually when given a task you will not get it right the first time. Ask yourself why and record such information for inclusion in your report. Send finished parts of your report to your faculty advisor for feedback and advice.

5. We need you tell us what you yourself did, not what your team did or how certain tasks are normally done in the department in which you worked, as indicated in a user's manual. If you try to write at least one page of your activities every month, you will have no problem producing the final report.

6. Remember that the **final report carries 35% of your total marks**, so give it the importance it calls for.

7. Your **final report must contain at least 20 pages** of information related to activities you yourself did.

8. An acceptable technical report will involve such aspects as studies of the effectiveness of alternative solutions to an engineering or business problem; analysis of the efficiency or cost effectiveness of doing something in a particular way; forecasting; evaluation of past practices, technical or business-method proposals, etc. All these types of reports contain the essential elements of problem definition and analysis. They also demand that you display some evaluative skills with respect to professional solutions in your field.

B- Format Requirements

Organize your report into these sections:

1. PRELIMINARY PAGES:

The first parts of the report are called the "Preliminary Pages", and must be organized in the following sequence:

    a. Front cover
    b. Title page
    c. Table of contents
    d. Lists of tables and figures
    e. List of appendices

Since the preliminary pages are at the beginning of the report, they should be of a quality that creates a good impression for the reader.
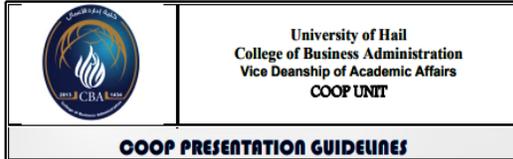
    a. **FRONT COVER**: The front cover must list:

- The title of the report
- Your name and academic department
- The name of your faculty advisor

    b. **TITLE PAGE**: Choose a title that clearly tells the reader what the report topic and contents are; consult your faculty advisor on this. The title page must list the following information:

- University of Hail
- Your academic department
- The title of your report
- The name and location of your employer
- The name of your department or team at work
- The date of the report (only month and year)

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Appendix 12. Guidelines for Oral presentation.

University of Hail
College of Business Administration
Vice Deanship of Academic Affairs
COOP UNIT

COOP PRESENTATION GUIDELINES

PREPARING YOUR PRESENTATION

A- Planning

An effective presentation begins with thorough planning. Consider the following planning guidelines as you prepare your presentation.

1. The first thing you need to do is anticipate the expectations and attitudes of your audience (in this case professors, lecturers and instructors). Think especially of those who are specialists in the main theme of your coop project or training. What important things are they going to be looking out for? What questions may they ask? Ask fellow students who have already done their presentation for tips. While it is important to know how something works, it is more important to know why it works that way. Examiners will ask you the *whys* more than they will ask you the *hows* and much more than they will ask you the *whats*. If you tell them what you did, they will most likely ask you to explain why you did it that way.

2. Prepare your PowerPoint presentation using those important technical aspects you are able to defend. You will not impress your examiners by talking about very complex issues you have very little knowledge about. With one prying question you can make your whole presentation a total disaster. Consult your faculty advisor for possible questions and discuss your answers to the questions with him. Make sure you use such a combination of text and background that your text will be easily readable.

If you use images and diagrams, make sure they are also present in your written report. DO NOT INCLUDE A DIAGRAM IN YOUR POWERPOINT PRESENTATION that is not in your written final report.

3. Identify all key points you intend to cover in your presentation. They must not be too many; remember you have only 25-35 minutes of presentation time inclusive of the 10-minute question-and-answer part. Typically, a presentation must have five to eight key points which can be used as headings. Under these, you may have your sub points. Preferably have each heading or key point and its sub points on only one slide. This will limit the number of slides to eight (you can go up to ten but it is not advisable). Five key points, each on only one page, means you can spend up to five minutes on each slide on average; 8 slides means you have only three minutes for each slide. Avoid filling up your slides with too much text. Use large texts in form of keynotes.

UH-COLLEGE OF BUSINESS ADMINISTRATION/ COOP EDUCATION OFFICE

4. Organize your entire presentation in a logical and sequential manner. One way to organize your presentation is as follows:

    a. Preview/overview: Tell the evaluation panel what you are going to talk about
    b. Present: Make your exposition
    c. Review: Summarize what you have just told them
    d. Invite question Tell them you are ready to answer any questions they may have

B- Rehearsing

It is important for you to rehearse your presentation a few days before making it. Here is what you do:

1. Prepare key notes, not scripts and print keywords on an index card if necessary. NEVER READ from a scrip; written language is different than spoken language.
2. Mentally run through the presentation to review each idea in sequence
3. Do a stand-up rehearsal of your presentation (presentations are not done seated). Do this preferably in the same room where your formal presentation will take place or one similar to it. Make sure you go through your presentation idea for idea, not word for word.
4. Once you have ample confidence, invite your faculty adviser and do a demonstrative rehearsal in front of him. If he is unavailable, ask a friend of yours to watch you and give you his opinion. In case your faculty advisor is present, he may ask you one or two questions to see your preparedness for answering questions.

C- Setting up

1. On the day of the presentation, go to the room where it will take place well in advance
2. Check and make sure all the equipment is working properly
3. Arrange the chairs and desks if necessary; your evaluation panel will be made up of at least three faculty members.
4. Run a few slides (or all of them if possible) to make sure they are all clear and legible even from the back of the room

PRESENTING

There are six points you need to pay attention to; these are:

A- Anxiety

1. It is quite normal to be a little nervous and/or excited before and during a presentation. Sometimes this helps make the presentation enthusiastic and dynamic but you must learn to control it.
2. To harness your nervous energy and use it positively, use body movement, supporting gestures and voice projection
3. If you breathe slowly and deeply, your cardiovascular system will slow down and ease the symptoms of anxiety.

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