Student's Cooperative Training Guide

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Co-Op Training Department

What is Co-Op Training Program?

It is a program where students apply the knowledge gained in classrooms into the work field. They will be able to accumulate more real world skills and experience.

1. Requirements:
   1.1. CCIS students who have completed and passed all level 9 core and elective courses.
   1.2. Graduation Project (1) is a pre-requisite for Co-Op training.
   1.3. GPA of 3 or above.
   1.4. Resume written in English and Arabic.
   1.5. Pass Co-Op organization's interview.
   1.6. It is the student's responsibility to make sure that the requirements are met.
   1.7. Students who have been accepted into the program must start and complete their training as scheduled.

2. Co-op Duration and Semesters:
   2.1. Co-op duration is 120 hours and must be completed within one semester.
   2.2. Students can start in one of the possible options:
      2.2.1. Summer
      2.2.2. Second Semester

3. Registration:
   3.1. Applications will be accepted during the whole year except during Summer.
   3.2. Announcements will be made for the exact dates.
   3.3. The student must make sure that the Co-Op course is registered when the semester starts.

4. Co-op Policies:
   4.1. A Co-Op orientation period will be announced for prospective students each semester.
   4.2. Students must hand a report at the end of their training or at the beginning of the semester to the Co-Op office secretary.
   4.3. Students must hand their final evaluation as received form the organization in a sealed envelope.

5. Co-op Procedures:
   5.1. There are two tracks available to students:
      5.1.1. Track One:
         5.1.1.1. Students must fill out completely and accurately the "Co-op Training Admission Form – Track One".
         5.1.1.2. Students must attach a copy of the their academic transcript.
         5.1.1.3. Students must attach their resume in English and Arabic.
         5.1.1.4. Students must attach their Guardian's consent.
         5.1.1.5. Students must attach their IELTS score of 5 or higher or its TOEFL equivalent.
         5.1.1.6. Students must hand all documents attached with the form to the Co-Op Training department secretary.
         5.1.1.7. The Co-Op coordinator will accept or reject your application based on the criteria:
            5.1.1.7.1. GPA
            5.1.1.7.2. English language

5.1.1.7.3.   Personal conduct

5.1.1.8.   Students will wait for an announcement regarding their acceptance and training organization.

5.1.2. Track Two:

5.1.2.1.   Students must fill out completely and accurately the "Co-op Training Admission Form – Track Two".

5.1.2.2.   Training organization must provide an IT training plan.

5.1.2.3.   Students must attach a copy of the their academic transcript.

5.1.2.4.   Students must attach their resume in English and Arabic.

5.1.2.5.   Students must attach their Guardian's consent.

5.1.2.6.   Students must hand all documents attached with the form to the Co-Op Training department.

5.2. Students must ensure they have entered complete and accurate information.

5.3. The form submission doesn't necessarily mean the student is accepted into the program.

5.4. Forms are available at the Co-Op Training department secretary.

5.5. Forms must be submitted to the Co-Op department secretary.

6. Progress and Evaluation:

6.1. Daily:

6.1.1. Attendance Report

6.1.1.1. An attendance report will be given to the training organization to record your daily attendance.

6.2. Weekly:

6.2.1. Accomplished Tasks Report

6.2.1.1. Students are required to fill a form with their accomplished tasks, meetings, new skills, and any problems they have faced during this week.

6.3. Final Evaluation:

6.3.1. Student Final Evaluation Report

6.3.1.1. Students are committed to presenting a complete report which includes:

6.3.1.1.1. Organization:

6.3.1.1.1.1. History

6.3.1.1.1.2. Vision Statement

6.3.1.1.1.3. Mission Statement

6.3.1.1.1.4. Information (Size, field, products,..)

6.3.1.1.2. Department:

6.3.1.1.2.1. Department structure

6.3.1.1.2.2. Role and responsibility

6.3.1.1.2.3. Assigned Tasks

6.3.1.1.2.4. Accomplished Tasks

6.3.1.1.2.5. Unaccomplished Tasks

6.3.1.1.2.5.1.   Reason of Incompletion

6.3.1.1.2.6. Problems Faced

6.3.1.1.2.7. Solutions and Attempted Solutions

6.3.1.1.2.8. Experience Gained

6.3.1.1.2.9. Skills and Techniques Gained

6.3.1.1.3. Student's Insight

6.3.1.1.4. Appendix

6.3.1.1.4.1. Weekly Reports

6.3.2. Organization Final Evaluation Report

6.3.2.1. The organization will report your final evaluation to the Co-Op Training department.

6.3.3. University Final Evaluation Report

6.3.3.1. The university will evaluate you based on your reports.

7. Grading

7.1. The students grade is made of the following:

7.1.1. The organization's evaluation is 80% of her grade.

7.1.2. The University will be responsible for 20% of the student's grade.

7.1.2.1. 10% Student Report

7.1.2.2. 10% Discussion

7.2. Students who fail to present their report on time will be given a chance to reschedule their presentation.

7.3. Students who receive a failing score must register again for the course and start the Co-op process.

8. Responsibilities

8.1. Students are ambassadors of the University and must dress and act professionally to enhance the image of the University and future graduates.

8.2. If students aren't assigned any schedules then they must notify their Co-op advisor.

8.3. Students must be aware not to be always assigned clerical or non-related tasks.

8.4. Students are in a learning environment and must try and acquire knowledge through observations and practice.

8.5. Students should be proactive and learn new skills and techniques.

8.6. Students should always ask questions when they don't understand a certain process or work procedure.

8.7. Students should report any problems or harassment directly to their Co-op coordinator.