

FIELD TRAINING GUIDE

Introduction:

Field training is considered an obligatory duty for students in order to award the B. Sc. Degree in all the engineering fields. Essentially, the department is responsible to provide training chances for all students, but students are also allowed to arrange their own training chance inside or outside the kingdom after approval from the department training committee.

The main goal of field training is to provide students with the necessary scientific and practical skills in his specialization via his gained practical experience in national and international companies working in his field of study. Another important goal of field training is that it gives the students the chance of getting a job in these companies after being graduated.

Training programs and fields:

The student can practice his training in any field of engineering related to his specialization such as maintenance engineering and electrical circuit engineering, engineering of electronic control circuits, communications engineering, Civil and Architectural engineering at all stages of construction and concrete design of buildings, steel structures, water, soil, transport and traffic. He can receive training in one of the following places:

- Water and electricity authority.
- Regionals and Municipalities.
- Telecommunication companies.
- Contractor companies.
- Engineering consulting companies.

General objectives of field training:

- The achievement of university as well as faculty and department training objectives.
- Granting the students the essential practical skills that outfit the job market. Such skills are important to shorten the integration phase of graduated students with the working environment
- Enriching the ability of students to work with others and deepen the cooperative skills.
- Providing the students with the required job discipline and the precise job behavior.
- Gaining the necessary experience toward the ability to talk right decisions and in their career.
- Deepen the relation between the department and the business societies to help them planning department educational program.
- Giving a fair chance for students to implement their theoretical knowledge in a real work environment.

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رسالة الجامعة: تقديم تعليم مميز وإنتاج بحوث علمية مناهضة تسهم في تنمية الاقتصاد المعرفي، وبناء شراكات مجتمعية فاعلة، من خلال تعزيز الحوكمة المؤسسية الدائمة للإبداع والقيم الوطنية.

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- Developing the concept of job market requirements in a way that make students try to achieve these concepts during their undergraduate training and educational experience.

However, field training provides a recognizable contribution toward the achievement of objective skills that enable students to:

(1) Integrate with job ethics. This may be realized through:

- Respect of work hours.
- Respect of job related events and appointments.
- Attending planed meetings.
- Accomplishment of duties in time.
- Respect of job rules and duties.
- Acceptance of job guidance and guidelines.
- Ability to prepare reports.

(2) Show communicative competencies. This may be realized through:

- Viewing positive communicative skills.
- The ability of displaying knowledge clearly and obviously.
- The ability to implement display techniques to visualize perusal messages of knowledge.
- The ability for public communication effectively inside and outside the company or enterprise.
- The efficient contribution in the job through the ability to work individually or in team work to achieve the requested job duties. This needs to deepen the ability to work in team and to be able to endure the required responsibilities.

(3) Applying the enterprise facilities to achieve the required objectives. This may be realized through:

- Recognition of the enterprise information resources.
- Precise evaluation of the enterprise information resources.
- Analysis and evaluation of the information resources.
- Development of solution strategies through own skill initiatives.
- Making a good use of the hosted chances and how to invest others help.
- Getting practical solutions and gaining leading experiences and skills.

Field training Course:

Course title: Field training

Course code: 490CE-0, 490EE-0, 490AE-0

Credit hours: 00

Training period: The training period should not be less than 8 continuous weeks inside the Kingdom, reduced to 6 weeks if the training is held in abroad. The daily hours should not be less

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College of Engineering

than 7 hours per day. A field training that not fulfill these constrains is not approved. Exceptions are only legitimated for enterprises that have a pre recognized fixed training program. Trainee in such enterprise should apply for approval before entering the training program.

Prerequisite: A student should accomplish successfully 90 credit hours before entering the field training program.

Training evaluation: pass/not pass.

The rule of the department field training committee:

Basically, ruling a field training chance for all students is an essential rule of the department training committee. The committee prepares official letters, signed by the faculty dean or a person who represent him. These letters are sent to several enterprises that are ready to host a training possibility for the faculty students. The faculty manager is later on follow the official procedures until a final approval of the enterprise accompanied by Form 1 is send back to the faculty. A list of students who are suitable for training is sent prior to the training date in order to guarantee no time lag. Students who arrange their training themselves are asked to apply first to the department training committee. Their application should be accompanied be Form 6 which is titled "An enterprise training proposal".

Student's registration for Field Training :

A student may be registered for field training according to the following steps:

- The application form (Form 2) for field training can be attained from the academic guider, or simply, it may be downloaded from the faculty website. This can be done during the first month of every semester. Deadline for registration should be within one month before the semester final exams.
- With the aid of the academic guider the student can fill Form 2. Required documents should be submitted with the application Form 2. These should be submitted to the training committee before the deadline. Applications submitted after the deadline date will be ignored. Exception reasons for applicants after the deadline should be studied by the committee. These applications may be accepted in case of a reasonable excuse has been submitted.
 - The committee will decide the training enterprise for each student and a list of students and their field training enterprise will be announced for students two weeks before start of training
 - After finishing the Field Training, the committee will announce the date of examination and discussing the student's field training. Form 7 for evaluating every student will be filled.

Trainee Student duties:

- Every trainee student should obligate the university training regulations either stated here or at the faculty and university websites. Commitment of the enterprise should also be considered.
- Field training registration should be processed according to the university registration rules.
- The entire field training Forms should be precisely filled.
- The trainee student should responsibly behave toward the custody of the university ethics and reputation.
- The trainee student should spent full time for the field training responsibilities.
- The Trainee student should keep secretes of the enterprise information.
- A significant interest should be shown regarding all the trainee duties in every sector of the enterprise.
- The weekly training Form "Form 3" should be filled in time.
- Form 5 should be also filled at the end of his training period.
- Particular interest should be done for the overall training process in a way that guarantees a full interest from the training program.
- The faculty training supervisor should be informed about any problems that may hinder the achievement of a successful training.
- A final report about the training should be prepared by every student and submitted in time to the department training committee.
- Forms 4 and 5 should be filled from the enterprise and the student respectively and submitted in time to the department training supervisor.
- A final report should be prepared by the student and submitted in time to the supervisor.
- Every student should prepare a demonstration to be displayed during the training discussion

Field Training Supervisor duties:

- He should ascertain that there are a training program that suits the training needs of the student.
- He should be aware of all the training rules and regulations and the ability to answer any of the trainee as well as the training enterprise commonly asked questions.
- The ability to provide guidance and advice for students during the training period.
- At least he should visit the trainee in his field training enterprise two times.

Field Training Forms:

All the field-training forms can be downloaded from the faculty website at following link :

[Field training forms](#)

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