



College of EIT Summer Training Procedures

2025/2026



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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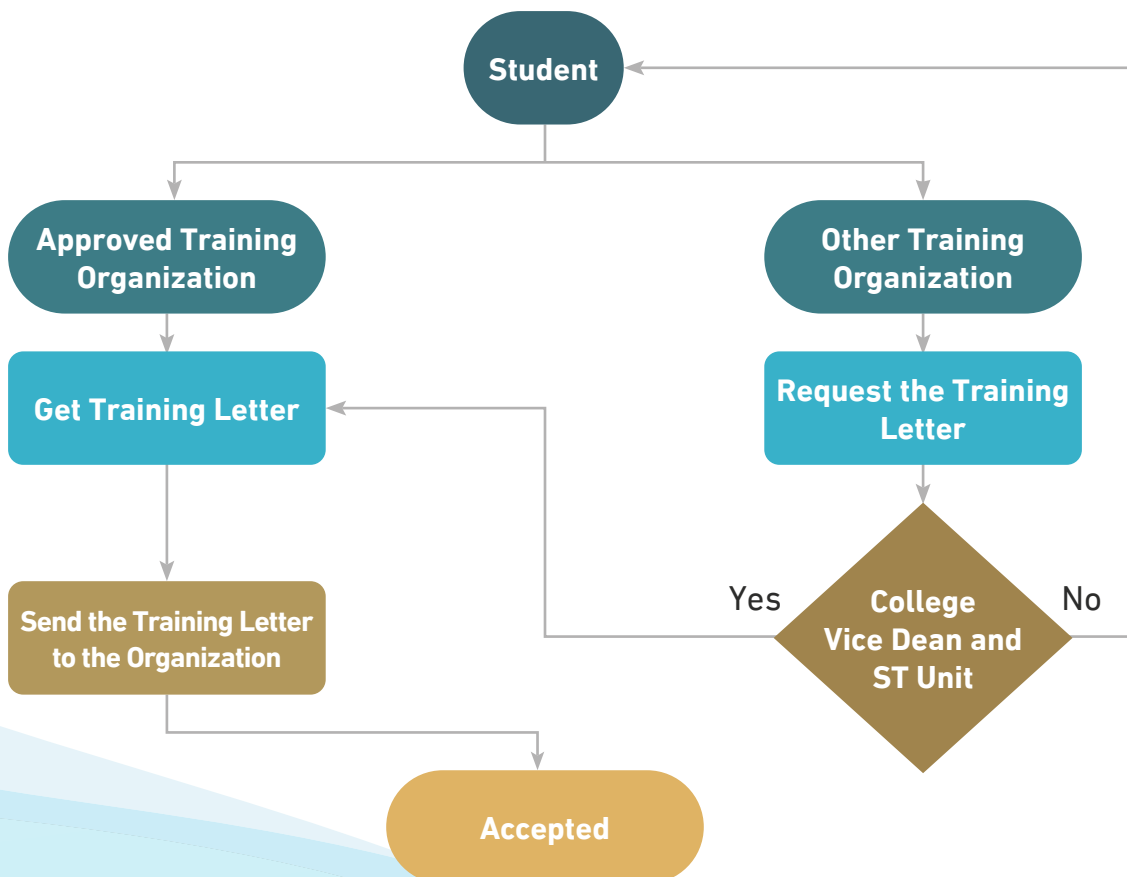
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1- Introduction

The College of EIT at OCs requires an obligatory Professional Summer (Field) Training as part of the program of study to help the students gaining the needed practical experience of realistic work environment. The Summer Training (ST) Program is a joint effort between the College of Engineering and the public/private sectors in the area of specialization to allow students to practice the essential skills and knowledge. ST students are required to spend two months (8 working weeks) of practical training in a relevant field in industry related to the student's major.

The objectives and the learning outcomes of the Summer Training Program are addressed in the hereafter. In addition, the requirements for student eligibility as well as the planning, the responsibilities and the evaluation/grading strategy are discussed. To assess and continuously improve this program, the students and the field supervisors have to report surveys for the Summer Training. The guidelines also include how to deal with major and sudden problems. The supplied appendices include all the required program forms.

2- Decision-making Procedures for Identifying Appropriate Locations for Field Experience



3- General Objectives of the Summer Training Program

The Summer(Field) Training targets the relationship between theoretical and practical knowledge of the student in a professional working facility. Hence, the objectives of the Summer Training focus on the following:

1. Allow students to relate the classroom learning outcomes to the actual engineering field experiences in either governmental or private sectors.
2. Build up the student's disciplinary ability and personality in order to communicate effectively through teams with the most updated versions of industries and technologies.
3. Introducing students for the first time to their expecting careers.
4. Build up the relationship between the college and the various industrial fields as well as knowing the needs and expectations of these fields for the graduated students.
5. Enable the private and public organizations to identify the skills of the trainees, and polarizing them for jobs.

4- General Summer Training Program Learning Outcomes

Throughout the ST, the student has to demonstrate the ability to analyze practical engineering problems and participate in professional working places. Accordingly, the ST outcomes (listed in Table 1) effectively cover the essential practical engineering skills and knowledge that the student is expected to achieve by the end of his training as effectively aligned with the program outcomes.

Note:

Please review the field experience specification to know the learning outcomes for each program, which located at the end of the guide.

5- General Requirements and Eligibility for Summer Training

1. The student should review the course description of the ST course and the control and evaluation strategies that exist in the college's ST Unit to be familiar with all the conditions and requirements for training, each in his specialization.
2. Student admitting for the ST program has to complete a minimum of 111 credit hours for five-year academic programs (Ten academic levels) 85 hours for four-year academic programs (Eight academic levels) to be eligible for the admission to the Summer Training program.
3. Student has to satisfy the special department requirements, if any.
4. The student cannot enroll in any academic course during the training period for the following specializations: (Civil Engineering - Electrical Engineering – Renewable Energy – Cyber Security - Architecture - Interior Design - Artificial Intelligence - Data Science and Analysis).
5. The practical training starts at the beginning of the semester for eight weeks.
6. For employee students, their job is not equivalent to summer training, as the student must be trained in the workplace as an engineer, not a technician, foreman, etc.

6- Destination of Summer Training

Taking into consideration the different aspects of the ST, the STU and the relevant department properly select the training companies/entities based on their reputation, the availability/quality of ST program, and the previously reported feedback. The students of the College of EIT can take their ST in well-recognized companies inside or outside the KSA that meet the following criteria and/or requirements as set by the STU and the relevant department:

- The availability of a training center/unit ready to cooperate.
- The availability of modern facilities, learning resources, labs, etc.
- The availability of a professional work environment with typical industry/professional organizational structure, successful teamwork habits, and professional code of conduct.
- The availability of relevant EIT specialization with opportunities of practical EIT tasks according to organizational standards.
- The availability of training on different forms of technical communications with diverse technical backgrounds

Note:

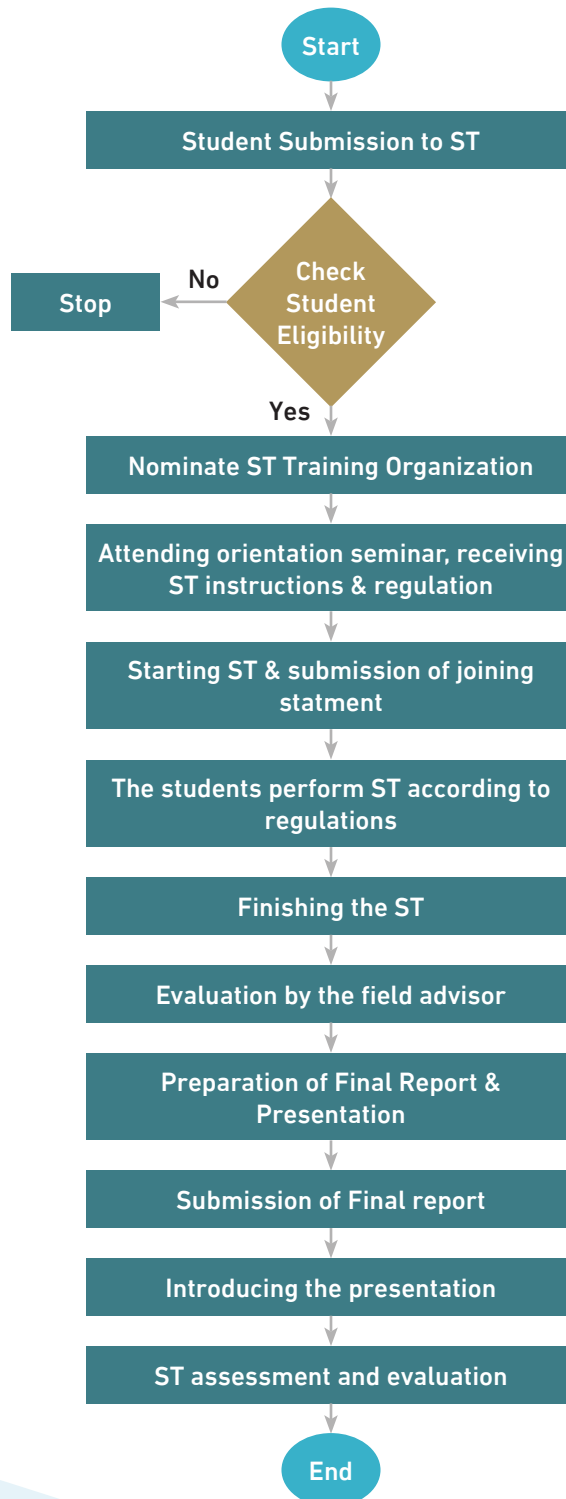
Please review the field experience specification to find out the approved and proposed entities for each specialization.

Notes for training abroad:

- The College of EIT may contact the international Association for the Exchange of Students for Technical Experience (IAESTE) for possible competitive international ST opportunities.
- Students are encouraged to search for training opportunities in the nationally and internationally well-recognized companies. Upon approval, the STU provides the student with the required official letters and forms to help him requesting for the competitive training opportunities.

7- Summer Training Flowchart

The structure and sequence of procedures of the Summer Training Program are illustrated in the following flowchart.



8- Supervisory Staff

a. Selection of Supervisory Staff

Table 1: Selection of Supervisory Staff.		
Selection Items	Field Supervisor	Teaching Staff
Qualifications	Specialty	Specialty
Selection Criteria	<p>Specialty,</p> <p>Expertise, at least one year experience in field training as a field supervisor.</p> <p>Degree, At least Bachelor Degree</p>	<p>Specialty,</p> <p>Expertise, at least one year experience in field training as a field supervisor.</p> <p>Degree, At least Bachelor Degree</p>

b. Qualification and Training of Supervisory Staff

Workshop (with academic supervisor and field supervisor) in order to introduce the:

1. Summer Training objectives and general requirements.
2. Summer Training Program Evaluation Strategy.
3. Summer Training forms (student files, field supervisor).
4. Summer Training Program Learning Outcomes, Teaching Strategies and assessment methods
5. Field Experience Surveys (PO_FTR_SUP - PO_FTR_STU).
6. Assessment Activities (Assessment timing in week no.).

9- Responsibilities

a. Field Experience for Responsibility

Summer Training Unit:

Directing the students to the training organization and follow up the whole procedures, under the direction of the college vice dean and college dean.

Academic Supervisor:

The teaching staff who is following up the students during the training.

Field Supervisor:

Field supervisor follows up and responsible for the student in the training organization.

Training Organization:

The place where the students training.

b. Distribution of Responsibilities for Field Experience Activities

Table 2: Distribution of Responsibilities for Field Experience Activities					
Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	✓	✓	✓		
Selection of supervisory staff	✓			✓	
Provision of the required equipment				✓	✓
Provision of learning resources		✓		✓	✓
Ensuring the safety of the site				✓	✓
Commuting to and from the field experience site			✓	✓	✓
Provision of support and guidance	✓	✓		✓	✓
Implementation of training activities (duties, reports, projects ...)			✓		
Follow up on student training activities	✓	✓			✓
Adjusting attendance and leave					✓
Assessment of learning outcomes	✓	✓			✓
Evaluating the quality of field experience	✓	✓	✓		✓
Others (specify)					

10- Student Support and Guidance Activities

Collage:

Agreements with approved training organization.

Summer Training Unit:

- Meeting (with student before they want to the field training) in order to introduce the:
 - Summer training objectives and general requirements.
 - Summer training program evaluation strategy.
 - Summer training forms (student files, field supervisor).
 - Field experience surveys (PO_FTR_SUP - PO_FTR_STU).
- Training workshop with students to explain how to write the summer training final reports.
- Directing students to the training organizations.

Department and academic supervisor:

Follow up and help students with choosing the appropriate training organization.

11- Requirements for Final Approval of Summer Training

1. A formal letter from the college's training unit to the training institution, by sending a request of training to the unit's email st@oc.edu.sa
2. A response letter from the training institution agreeing to train the student for eight weeks.
3. Develop a plan for training the student during the training period by a field supervisor and approve it by the academic supervisor in the college.
4. Completing the registration procedures for the field training course by paying the required fees, then going to the schedule manager to register the course.
5. Sending the forms (Start training, Summer Training Student's Sign-off) during the first week of training to the email of the unit and academic supervisor in the college.

12- Requirements during Summer Training Period

1. The STU contacts the field supervisor to give him access to the electronic bi-weekly student performance evaluation and attendance forms
2. During the training period, the trainee is acting like an employee within working hours and time.
3. The periodic follow-up takes place with the academic supervisor in the college during the training period.
4. The student should make sure that he is provided with the Summer Training regulations from the training organization. If not, he should ask for this.
5. The student should submit a statement of joining the ST to the college during the first week of training.
6. Once the student is assigned to a department or division, he must try to learn as much about it as possible, know what functions are performed and how these functions are related to the organization as a whole. The student can achieve this by reading organization's literature, observing activities and asking questions.
7. The student should act and behave professionally and ethically through the whole period of the ST program.
8. The student should always keep the ST program objectives and outcomes in his mind and to do his best to achieve them at the most.
9. The student should develop a logbook to keep records of his daily activities, such as specific tasks/assignments performed, learned processes, field trips, attended technical meetings, seminars, workshops, maintenance sessions... etc.
10. The student should make sure that during the training period, he collects enough relevant data for his ST-progress and final reports.
11. The student should timely submit his weekly evaluation report of the ST to the STU.

13- Requirements after Finishing Summer Training

1. The student brings the final evaluation by his field supervisor about his performance during the training period, accompanied by a table explaining the student's attendance and absence days in a sealed envelope.
2. The student should get a training certificate from the training company upon completion of his ST.
3. The field supervisor should fill in the "Summer Training Field Advisor Survey".
4. The student should fill in the "Summer Training Student Survey".
5. The student should prepare the final report and submit it to the academic supervisor within the deadline specified in the academic calendar of summer training unit, explaining what has been gained and learned during the training period according to the approved training plan.
6. The student should develop a detailed report and presentation of the ST showing all activities and events that he attended and knowledge that he gained during the period of summer training. The report should have a part showing the relationship between academic knowledge and the practical course he had learnt. The student should clearly explain the practical skills and knowledge acquired during the training period.
7. The student must submit the official training certificate obtained from the training company.
8. The results are announced at the end of the fourth week of the semester following the Summer Training.
9. Summer Training Surveys: Upon completing the program by a specific student, feedback information is required from both the student and the training facility. The information may be obtained by completing the survey forms given in the Appendix. These surveys need to be collected and analyzed statistically. Results of analysis are to be submitted to take appropriate actions. Electronic copies of these forms will also be available by the end of the program through the college website.

14- Summer Training Program Evaluation Strategy

The evaluation strategy of the ST program will be based on evaluating two different categories. Each category is divided into many dimensions as detailed in the relevant evaluation forms in the appendices. Accordingly, the industrial supervisor grades the student performance during the training period. The department ST exam committee evaluates the final trainee's log book (activities and alignment with the training plan), report, and presentation. The passing grade is **60%** provided that the attendance rate is not less than **75%**. However, due to the nature and the importance of the training, 2 marks are deducted (out of the 20 marks) per absence day.

Note:

The evaluation methods are available in the specification of each program.

15- Presentation Day

The Final Exam for the Summer Training program is called The Celebration. The time for the celebration is to be announced by the beginning of the semester next to the summer training. The trainee student has to present his final presentation to the exam committee. Student's attending celebration day and performing his presentation is an obligatory condition to complete the evaluation process and to credit the student a course grade.

16- Summer Training Survey

Upon completing the program for a specific student, feedback information is required. This information may be obtained by completing the survey forms given in Appendix A. The ST Coordinator collects and statistically analyzes these surveys. Results of analysis are submitted to the ST Steering Committee to take appropriate actions. Electronic copies of these forms will be also available by the end of the program through the college website.









17- Urgent Reporting of major and sudden problems

In case of major problems that may be faced by either the student or the field advisor, the urgent reporting form given in Appendix A can be submitted immediately to the ST department coordinator. This form will be available through the college website and will be accessible to both the student and the field advisor.

18- Appendix

APPENDIX (A)

Forms Used for Controlling and Evaluating the ST Program

ST Student's Sign-off Form	
Direct Training Form	
Field Advisor Form	
Evaluation Checklist for the ST Final Report	
Evaluation Checklist for the ST Presentation	
ST Student Survey	
Urgent Reporting Form	
Certificate of Originality	






APPENDIX (B)

Summer Training Final Report	 
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APPENDIX (C)

Expectations for the ST Presentation	
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19- Field Experience Specification

Civil Engineering	
Electrical Engineering	
Architecture	
Interior Design	
Cyber Security	



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