College of Industrial Management
COOP Program

COOP Program Handbook

All required COOP documents are available through the COOP Website
http://cim.kfupm.edu.sa/coop/

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College COOP Coordinator

Dec 2017

Table of Contents

Introduction

Cooperative work program (COOP) is a **6-credit-hour** industry-based learning course for college students to get practical experience in the area of their field of study at a reputable business organizations as approved by their Departments and guided by a COOP advisor. The basic objective of the COOP program is to enable the students relate what they learned in the core courses of their majors to what they find in practice and be able to **identify business problems and recommend practical solutions** for them.

A COOP student is required to spend **28 continuous weeks** of practical work in a relevant field of industry. The COOP duration spans one regular semester and one summer semester. Two scenarios are possible:

▪ Spring Semester + Summer, or

▪ Summer + Fall Semester

A student should not take the COOP until he completes **at least 85 credit hours**. It is very important that the COOP is not left until in the last semester (**it should NOT be the last course** toward the degree). Students are required to submit progress reports during their COOP. After finishing the COOP period, they are required to submit a final report and give a presentation about their experience and knowledge gained during their work.

Objectives

The objective of the COOP program is to relate core business knowledge with practice and enable the student to understand the business environment, **identify business challenges and opportunities and make recommendations that add value to the employer or the industry.** The COOP program will allow the student to:

- Acquire practical work experience.
- Develop interpersonal and professional skills.
- Enhance verbal and written communication skills.
- Enhance analytical, problem solving and decision-making skills.
- Develop clear career interests.

Requirements and Eligibility

The following criteria should be met before a student is considered eligible for the COOP programs:

- Completion of 85 credit-hours or more of his study.
- Earned Cumulative and Major GPA of 2.0 or above.
- Completion or current enrolment in ENGL 214 (Academic and Professional Communication)
- Completion of special departmental requirements.
- Not being subject to dismissal for academic causes.
- Not being in the last semester at KFUPM.

Roles and Responsibilities

The COOP student will have to be in contact with a number of people throughout this training period. It is important that he has a clear understanding of the roles and responsibilities of these people.

Employer

The employer has the major role in promoting the success of the training program. To achieve this goal, the employer is expected to:

- Provide every student with a COOP Plan reflecting his training assignment during the 28 weeks. It needs to be related to the student's academic field of study. The program should be approved by the COOP Coordinator in the student's academic department.

- Assign to every student a professional in his field of study (COOP Supervisor), who will be responsible for making the student's training program meaningful and effective.

- Treat the COOP student like any other employee in the organization. If he does not show up to work either on time or at all, the employer should inform the University, so that corrective action can be taken. Absence should be reflected in the evaluation reports. If the COOP student does not perform well or his performance does not meet the employer's standards, then the employer should inform the University to take corrective actions.

- Encourage the students to prepare technical reports and conduct oral presentations during the training period.

Academic Department

- Lists the eligible students for COOP and follow up with them to enforce their registration.

- Assigns COOP advisors to COOP students before the starting of the COOP period.

- Ensures the promptly submission of COOP deliverables' evaluation by the COOP advisors.

- Enforces the deadlines of the COOP deliverable submission by students.

- Sets up the final presentations schedule and assigns the examining committee for each COOP student.

College COOP Coordinator

The college COOP Coordinator is a faculty member assigned by the college Dean. He is also a member of the COOP University Committee. His role is not limited to, but includes the following:

- Ensures the placement of registered COOP students with proper and related employers.

- Ensures a timely start and end of the training program for COOP students.

- Review and approve the suitability of the COOP training plan.
- Coordinates the flow and implementation of the COOP procedures across the college departments.

- Coordinates the acceptance of evaluation forms from the Employers and the COOP advisors.

- Approves all petition forms for students who do not satisfy any University or college requirements.

- Checks any eligibility violation during the registration period of the COOP.

- Collects and compiles the final grades for the COOP course and submits them to the Registrar.

- Prepares and coordinates the post COOP sessions.

- Be responsible for the COOP advisor role during the summer session.

COOP Supervisor

The COOP supervisor is a professional in the field of the student's major assigned by the employer. The supervisor plays a vital role in ensuring professional development of an assigned COOP student. The supervisor is responsible for setting the student's training plan that covers the COOP assignment period. He/she, apart from including all responsibilities of the employer, is also responsible for the following tasks:

- Making the student's training program meaningful and beneficial.

- Design a detailed training plan, which covers the whole training period. A copy of the training plan should be sent to the student's COOP Coordinator for approval.

- Ensuring that the student follows the training/task plan provided by the company and approved by the Faculty Advisor.

- If the Coop student does not perform as hoped or his performance does not meet the employer's standards, then the supervisor should notify the University so that corrective actions may be taken.

- Ensuring that the student prepares and submits the first, second, and third progress reports correctly and accurately on weeks 8, 16, and 26 respectively. The supervisor needs to read and sign the report before the student submits them to his COOP Advisor.

- Completing and submitting the student training evaluation forms at the end of week 8 and week 26 of the COOP training period.

COOP Advisor

The COOP advisor is a faculty member assigned by the department. His role is to provide assistance, guidance and help to COOP students. Guidance and help are extremely important ingredients to students' success in their COOP training. His role is not limited to, but can be summarized in the following points:

- Ensure that the COOP tasks link theory of the discipline to real-life practice.
- Monitor student's work progress to ensure the achievement of the COOP objectives.
- Review and approve the progress reports prepared by the students and send feedback to them within a reasonable time.
- Provide useful feedback on student performance on all COOP tasks in a reasonable time.
- Guide the student in writing and compiling the COOP final report in a professional format. It is required that the advisor will have frequent meetings with his advisee during the period of writing the report (the semester that follows the COOP).
- Attend and evaluate the student's COOP presentation.
- Submit grades of progress reports, the final report, and the presentation to the department/ COOP coordinator according to the COOP calendar.

Examining Committee

The examining committee comprises of two or more faculty members (including the COOP advisor) from the student's academic department assigned by the student's department. The examining committee evaluates the student's COOP final report, presentation and reports the grade to the department/ COOP Coordinator.

Prior COOP Period (Before COOP)

- Eligible students for COOP training will automatically receive a notice from the Registrar's Office to register online for the COOP during the pre-registration period.

- After the registration approval, the students should prepare a professional resume and start contacting companies to find a COOP opportunity. (A list of the companies that offered COOP opportunities in the last five years is available on the COOP website)

- Once a training opportunity is secured, both parties, the company and the student, must fill out the "**Training Opportunity**" form and obtain approval of the COOP Coordinator. A copy of the approved training opportunity is required by both the Training Department and the COOP Coordinator. The Training Opportunity form may be downloaded through the CIM COOP Website.

- All required paper work must be completed before the stated deadlines in order to receive the Department approval on time.

Activities during the COOP Program

- The student is requested to join the company hosting him for his COOP training on the prescribed date determined by KFUPM Registrar.

- The COOP student must spend the whole 28-week period in the assigned department(s) of the COOP employer.

- The COOP student in placement is treated as a regular employee and should obey and adhere to all regulations of the hosting company.

- During the **1st week**, the student is required to complete and submit the **Contact Form**. The form includes information about the company and COOP supervisor information (See Appendix A: Contact Form).

- During the first three weeks in the company, the student should submit a **COOP plan** describing his activities that covers the whole period of his COOP training in the company (28 weeks). The plan is created by the COOP supervisor in the company.

- After the supervisor's approval, the student should provide a copy of the proposed work plan to the COOP Coordinator at KFUPM in order to discuss its suitability and implementation within the period of training. The work plan will serve as a common framework to all parties involved in the execution of the technical aspect of the COOP training process (The student, the advisor and the supervisor).

- Late submission of the work plan is **NOT ACCEPTABLE** and will result in deduction of marks from the student's final grade (See late submission policy).

- Starting from **end of the 8th week**, the student needs to submit periodic **progress reports** to his COOP advisor prepared in coordination with the COOP supervisor assigned to the student by the company. The report should describe the student's tasks during the last eight weeks, pending tasks (if any), and task plan for the next weeks. The student needs to submit 3 progress reports by the end of weeks 8, 16 & 26). (See the Appendix C for the guidelines of progress reports)

- By the **end of the 8th and the 26th week**, the COOP student should remind his COOP supervisor to fill out the **Company Evaluation Report** and mail it to the COOP Coordinator. This report is confidential and will be sent by the academic department to the supervisor when the report is due.

- Attendance is very important. Student is expected to be followed up by his COOP advisor. In case it is found out that student is not working, he will be given a DN (Denied) grade for the course.

Activities after the COOP Program

The COOP student should return to the university for at least one semester after completion of his COOP training. He must register the remaining courses as per the University requirements for his graduation. The following steps clarify the "After COOP Period" related to the COOP training:

- After COOP training, the student must immediately contact his advisor for the write up of the **draft final report**. The draft is due by the **end of the 4th week**.

- The student should strictly observe the deadlines indicated in the COOP Timetable when submitting the required COOP reports. Any late submission will result in the deduction of marks.

- The student needs to submit a detailed final report about his work in the company. The major objective behind writing a COOP report is to learn how to communicate effectively in writing. It is an exercise in collecting, organizing, and presenting your work term information in a logical and concise fashion that is readily understood by the reader. It is more than an accumulation of a certain amount of knowledge. (See the Appendix B: What is a Business Report)

- The **COOP final report** should be a professional-quality business report that communicates to the reader useful information, arguments, opinions, evidence, recommendations, etc. This report needs to be submitted **within eight weeks** after returning from the COOP training. It is recommended to include comprehensive information about the tasks in the progress reports so that the final report writing task essentially becomes summarizing the previous reports submitted along with some additional details. (See the Appendix D for the guidelines of the final report)

- The student needs to prepare a presentation describing his work at the training company throughout the COOP period. The expected duration for the presentation is 20 minutes followed by a Q&A session.

Business Problem

What is a Business Problem?

The COOP student must identify a business problem, a challenge, or an opportunity that is relevant to the employer and/or the industry in which the employer operates. The student will use his knowledge and background to analyze the issue and provide solutions, strategies, or actions that add value to the employer or the industry.

Students are often hired by COOP employers to complete certain projects or to assume specific roles. Although, this daily routine work provides a great experience to the student and creates value for the employer, it may not lead to identifying a suitable business problem to be addressed. In these cases the student will need to explore, initiate, investigate and propose relevant topics to his employer.

The student should start to explore for business problems within his daily tasks and routine. During the search, the student should consider existing staff as a resource of ideas. A Student can initiate a "brainstorming" session with his supervisor and coworkers to gather ideas. The student needs to make sure that the business problem is important enough for the employer and the industry. The student needs to make sure he can utilize the business knowledge he gained in school when addressing the problem.

COOP Deliverables and Deadlines

During COOP

Activity	Deadline	Submit to	Copy to
Submission of COOP **Plan**	**3rd Week** of Coop	Department COOP Secretary	COOP Coordinator
Submission of **1st Progress Report**	**8th Week** of Coop		
Submission of **1st Company Evaluation**			
Submission of **2nd Progress Report**	**16th Week** of Coop		COOP Advisor
Submission of **3rd Progress Report**	**26th Week** of Coop		
Submission of **2nd Company Evaluation**			

Post COOP

The following table reflects post COOP (the semester immediately subsequent to your COOP program) deliverables and their respective deadlines:

Deliverable	Deadline	Submit to
Draft Copy of COOP final report	**4th week** of the Semester	Department COOP Secretary
COOP **Final Report**	**8th week** of the Semester	
Review of COOP final report by the committee members	**8th – 12th week** of the Semester	----
COOP **Presentations**	**12th – 14th week** of the Semester	----

All submissions and deliverables are sent as a soft copy

Late Submission Policy

Late submission of the COOP deliverables is NOT ACCEPTABLE and will result in deduction of marks from the student's final grade. Hence, any delay in the submission of the three Progress Reports, and COOP Final Report will lower your COOP grade according to the following formula:

1.0 % point deduction **per day**   (For each deliverable)

COOP Work Evaluation

Component	Evaluator(s)	Weight
Three Progress Reports**	COOP Advisor	15%
COOP Final Report**	Presentation Committee	45%
COOP Presentation	Presentation Committee	20%
Company Evaluation	COOP Supervisor	15%
Post COOP Activities	Department and COOP Coordinator	5%
Total		**100%**

** **1.0 %** will be deducted for each late submission according the to the late submission policy

Final Report Evaluation Criteria

When evaluating the COOP final report, the following will be considered:

- The analysis of the business problem.
- The conciseness, clarity and focus of the report (unnecessary long reports are not encouraged).
- The English writing and style.
- The use of data and data presentation.
- The importance of the business problem and the quality of the solution and conclusion.
- The use of core business knowledge in addressing the problem.
- The summary of COOP work experience.
- The demonstration of the value added to the employer during COOP period.

Oral Presentation Evaluation Criteria

Each COOP student is required to deliver a **20-minute** oral presentation of his COOP work experience and achievement by the end of the 11th week of the subsequent semester to the COOP work program. Longer presentations means you are not a good communicator. The student usually prepares and conducts the presentation after the preparation of the final report. The presentation should be carried out using all necessary tools and techniques utilizing any presentation software and/or computer application(s) that the student is familiar with. Each student will be required to respond to a series of questions by a panel of examiners who will jointly evaluate the presentation including the company supervisor (if available to attend the oral presentation).

When evaluating the COOP presentation, the following will be considered:

- Engaging, complete, and clear personation within 20 minutes.
- Good command of English vocabulary and grammar.
- Logical sequence of ideas and thoughts.
- Confidence, rapport, and ability to answer questions clearly.
- The quality of presented material and use of presentation tools and software.
- The ability to tabulate and visualize data in an informative way.

COOP Student's Responsibilities, Expectations, and Ethics

- During the COOP training, kindly remember that **you represent KFUPM, your Department as well as yourself**. Your professional and ethical performance will reflect on you and the University and could also affect the placement of future KFUPM students.

- Report to work regularly and punctually.

- Inform their supervisors if they will be absent due to illness, or will be late.

- Abide by work regulations as defined by their employers.

- Dress appropriately for the work environment and employer expectations.

- Conduct themselves in a professional and businesslike manner.

- Do not ask, or expect others to do their work.

- Keep records of your daily activities, such as specific tasks performed, training made, meetings, seminars and workshops attended.

- If not assigned a task, do not wait and do not be passive. Take initiatives, look, and ask for tasks

- Pay attention to your work. Ask if you are not sure how to do something. All questions are good questions. (When in doubt ... Don't do it). Seek your supervisor's assistance.

- If there is any problem preventing the smooth running of your COOP, immediately contact your COOP advisor and inform him in writing.

- Be flexible during your training. As long as there is no major deviation from your overall training work plan, then this is acceptable as companies often face personnel emergencies and rotation of staff. If there is, a change that may affect your training program, then immediately inform your Coop advisor.

- Do not miss any opportunity to participate in training specialized courses provided through your employer.

- Submit on time all required reports to the department and the COOP advisor as indicated by the timetable of COOP activities.

- Make sure that the employer sends Evaluation Report Forms (1) and (2) to The Department and Coop Coordinator according to the timetable of COOP activities.

COOP Deliverables' General Guidelines

COOP Plan

It is the student's responsibility to submit his COOP plan to his department within three weeks of the start of his COOP work. The COOP plan is expected to be developed and signed by the COOP employer (i.e., COOP supervisor) and should work as a contract between the student and his COOP employer with regard to the COOP assignment.

It is highly recommended that the COOP plan includes a couple of formal training secession/workshop that is related to the student's major. Moreover, it is required to see the assignments/activities of the COOP plan presented in a time framework over the 28-week period (e.g., using Gantt chart).

The COOP advisor will evaluate the COOP plan of his advisee and communicate his approval and/ or comments to the student. In case the COOP plan is not acceptable, the student should communicate to the COOP supervisor the suggested revisions of his advisor. The revised COOP plan has to be resent to the COOP advisor for approval.

Progress Reports

Progress reports should be sent to your COOP advisor by the end of the 8th, 16th, and 26th week of the COOP period, which will help to open the channels of communication between you and your COOP advisor. Proper guidance and monitoring of your work can be achieved through progress reports.

In the progress reports, you need to describe the work assignments you carried out during the reporting period. Make sure to write the progress report in a format that will make it an integral part of your final report. Keep a diary of your daily activities in order to use it in your progress reports. It is of importance to refer to your COOP plan in your progress reports. If there are deviations from the plan, indicate these deviations and the reasons behind them. In addition to the accomplished activities, you need to describe the planned activities.

Each progress report must carry the name and signature of your COOP supervisor. Your COOP advisor will provide you with his feedback on these progress reports. However, whenever possible it is highly recommended to communicate with your COOP advisor to discuss each progress report's feedback.

King Fahd University of Petroleum & Minerals
College of Industrial Management

Appendix A: Contact Information Form

Section A: Student Information during COOP	
Name:	
ID:	Major:　☐ ACCT　☐ FIN
Personal E-Mail:	☐ MGT　☐ MIS　☐ MKT
Mobile #:	Office Phone #:

Section B: Employer Information	
Company Name:	Department:
City:	Website:
Address:	

Section C: COOP Supervisor Information	
Supervisor's Name:	
Title:	Best Time to be contacted:
Phone #:	Mobile #:
Email:	
Alternative Supervisor Name:	
Phone #:	Mobile #:

Date: _____

Instructions:

▪ In case of any changes, students are required to update their records by resubmitting this form with the updated details.

▪ Electronic correspondence will be sent via **KFUPM email** only.

Send this form to your department COOP secretary

Appendix B: What is a Business Reports

What is a Business report?

A report is a concise document used to communicate, analyze, and evaluate ideas in the business environment. The report usually ends with recommendations to the person or group interested in the report.

Business reports usually address a specific issue or problem, and are often used to support decision making. They present the author's findings in relation to the issue or problem and then recommend a course of action for the organization to take. The key to a good report is in-depth analysis. Good writers will show their reader how they have interpreted their findings. The reader will understand the basis on which the conclusions are drawn as well as the rationale for the recommendations.

Commonly, developing a business report requires you to do some research in order to have information to communicate. They will also require you to undertake some analysis of data or issues. The method of analysis you will use will be based on a methodology that you learn as part of your courses. The business report will also require you to draw conclusions and possibly make recommendations based on your analysis.

Business Reporting versus Academic Research

You are frequently asked to write academic research reports in your courses as well as professional ones. Academic research reports are of a more general nature and focus more on academic issues. In an academic research you are required to develop a logical argument in response to a particular question. The question is not necessarily linked to a specific business setting.

The intended reader of your academic research is your professor. Your professor is interested to see how well you can construct a convincing argument based on sound reasoning and appropriate use of evidence. You want to display the extent to which you are learning to write about issues in the way that your professor can write about them.

In contrast, when writing a business report, you are writing not only for your professor, but also for your client or employer, such as your manager or the people who are impacted by the issues in the report. Thus, don't think of your professor as your only audience; the report assignment is designed to test your ability to address a particular audience identified in the case you will be working with.

In spite of these differences, business reports and academic research are based on analysis and critical thinking. The expression must be clear and precise and without grammatical error. Similar to academic research, business reports should respect the academic standards and so you must show evidence in your report that you have a very good understanding of the relevant theory that relates to the issues presented in your report. You need to show that you can apply the theory in your analysis and discussion of the issues.

Appendix C: Progress Report Guidelines

The progress report is intended to provide the COOP advisor with a good understanding of what the weekly routine was like during the COOP, and the students' reactions to what they did. It also records the students' suggestion for improving the employment situations and experiences. Moreover, the report insures that students are thinking about what they are doing, examining what they learn, and considering how the COOP relates to their classes and personal career goals. The reports must be brief (should not exceed 5-pages excluding the cover page), MUST be SIGNED by Company Supervisor, and MUST be submitted on time. The following MUST be included in each progress report:

- **Cover Page**

  The cover page of the report, is not counted as part of the body of the report and is not numbered, (See Appendix F: COOP Cover Page).

- **Table of Contents, List of Tables, List of Figures**

- **Schedule**

  Table showing dates, duration and status of various tasks for:

  - The period from your joining the COOP company until current
  - The remaining weeks until the end of COOP according the COOP plan.

- A **weekly Description** of the work accomplished during the report period
  - Tasks accomplished
  - Approach taken to accomplish tasks
  - Experience gained
  - Techniques learned

- Description of the unaccomplished work
  - Partially accomplished and unaccomplished tasks (schedule slip). Explain.
  - Problems faced
  - Solutions or attempted solutions

- Discussion of what knowledge and skills - from the college education – were used in creating the report item(s) such as theories, concepts, techniques, formulas, principles, etc., and how each was applied, **<u>including the names of specific courses</u>** from where they attained the knowledge.

- Work Plan for the Coming Period.

Appendix D: Final Report Guidelines

COOP final report is expected to be a piece of clear and accurate writing. Draft your report carefully, being certain to respond to all of the things you have to include. In your report you can indicate the structure clearly by using sub-headings for each section. Each section has a distinct purpose. Sometimes the reader may want to read one section of your report only so each section must contain the type of information the reader expects to find in that section. Within a section, each paragraph should explore a single main idea—start each paragraph with a strong, unifying sentence, one that summarizes its main point.

Moreover, your report should be brief and focused. Don't bore readers with information they already know or summaries of every little detail. At the same time, you don't want to skip key points or write over their heads by ignoring important definitions. A report is not the place to impress your audience with all the facts you can cram in—pare down to what is most important to your particular readers. **Separate "need to know" from "nice to know."**

Use a thesaurus and a good dictionary and proofread your report, and it must typewritten, double-spaced, with one inch margin from each side with a 12 point Times New Roman font. Your well-written, professionally-done report may not exceed **25 pages**. Each of the following items must begin on a new page:

Cover Page

The cover page of the report, is not counted as part of the body of the report and is not numbered, (See Appendix F: COOP Cover Page).

Executive Summary/ Abstract

A one page summary that highlights the main objective(s) and contents of the report. It gives the reader a brief on the topic of the COOP program major task(s). It covers the key conclusions and recommendations that are important and relevant to the goal and objectives of the COOP.

Table of Contents

Indicate by page number, the position of all headings of the report (and important minor headings, intended to show relative importance), references, and appendix.

List of Tables, List of Figures

If any, indicate by page number, the position of all tables, figures, and graphs of the report with their titles/ labels.

Acknowledgement (Optional)

A page of acknowledgements is usually included at the beginning of a Final Year Project, immediately after the Table of Contents. Acknowledgements enable you to thank all those who have helped in carrying out the research. Careful thought needs to be given concerning those whose help should be acknowledged and in what order. The general advice is to express your appreciation in a concise manner and to avoid strong emotive language.

Part One: Introduction

An introduction serves as a general orientation of the COOP report and describes the level of information contained in the report. In this section, the student will be describing the following in detail:

1. The company/organization that the student completed his COOP training in:
2. The role of the student, and the assignments undertaken as a COOP trainee in the company/organization during the COOP period.

Part Two: Main Body of the Report

Note: "Main Body of Report" is not used as a heading. The discussion, development, and implementation of the "Business Problem(s)" that have been conducted throughout the COOP period is developed in the main body of the text. The use of topical headings indicates division of the material and assists the development of ideas in a logical manner. Headings and major sub-headings should be listed in the table of contents. This part includes:

- o Objective or statement of the problem.
- o List of Project(s)/ task(s) assigned to you with brief description
- o For each task state the following:
    - Theoretical background (literature review, related theoretical and/or technical areas etc.).
    - Approach (This includes partitioning of the problem into tasks and subtasks, scheduling of these tasks over the COOP period, determining milestones to monitor progress, needed tools and equipment, and expected results).
    - Data collection and analysis (if applicable).
    - Model/ Design/ Development (where applicable).
    - Problems faced
    - Solutions (or attempted solutions)
    - Experience gained
    - Techniques learned
    - Tasks accomplished, partially accomplished or unaccomplished,
    - Analysis and discussion of actual results versus the expected ones.

Part Three: Conclusions and Recommendations

This part includes two parts:

- Overall experience gained
- Relationship to your courses and your academic background.
- Conclusions and Recommendations

References

Cite all references that you get your data and information from (e.g., books, periodicals, internet, company's records, etc.) There should be cited in the right format.

Appendixes

- This section might include a copy of the questionnaire, supporting documents, etc.
- Letter from the company (if any), appreciation, offer, certificates, etc.

Appendix E: COOP Supervisor Letter

Dear COOP Supervisor,

Thank you very much for your interest in the College of Industrial Management (CIM) COOP program. CIM highly appreciates your valuable help in making it a fruitful experience for the COOP student assigned to your esteemed organization.

The basic objective of the COOP program is to relate core knowledge with business practice and be **able to identify business problems and recommend practical solutions**. To achieve this objective, **your role is influential in the design of an effective COOP plan for the student under your supervision within the first three weeks of his COOP period.** Each student is required to submit a COOP plan designed by his COOP sponsor, which is subject to review and approval by the college COOP Coordinator.

Furthermore, the COOP plan provides a window of opportunity for your organization as well as for the COOP student to assess each other for possible future employment after graduation. With your effective supervision and continuous interest, the COOP program will provide mutual benefits for all parties.

Also, be informed that **Company Evaluation 1 and 2** reports should be completed and submitted to the college by **weeks 8 and 26** of the COOP period. These evaluation forms are **confidential** and will be sent to your email during the evaluation period.

Please refer to the attached "**CIM COOP Handbook**" document for the complete guide of the CIM COOP policies, roles, deadlines and outcomes.

Thank you again for your help and valuable cooperation.

Sincerely,

Dr. Saleh Alwahaishi | د. صالح الوحيشي
COOP Program Coordinator | CIM
PO Box 5076, Dhahran 31261 | KFUPM
Tel: (+966-13) 860 7618 | **Fax** (+966-13) 860 3489
Website: http://cim.kfupm.edu.sa/coop/

Appendix F: COOP Deliverables' Cover Page

[DEPT Name] COOP Program
Term XXX

[Deliverable Name]

[Report Title]

[Company Name]

Submitted to
COOP Advisor: [Advisor's Name]

Prepared by
[Student's Name]
[Student's ID]

[Submission Date]