



## Cooperative Work (COOP)

Course Syllabus - Semesters xxx/xxx

<i>COOP Advisor Name</i>	<i>Location</i>	<i>Phone</i>	<i>Office Hours</i>	<i>Email (@kfupm.edu.sa)</i>
[Advisor's Name]	24/--	----	As posted, and/or by appointment	[Advisor's username]

<i>Department COOP Secretary</i>	[Secretary Name]	[Secretary username]
<i>College COOP Coordinator</i>	Dr. Saleh Alwahaishi	salehw

### Course Description

Cooperative work (COOP) is a 6-credit, 28-week internship -based learning course to gain practical experience in the field of study under the supervision and guidance of the employer and the academic advisor. The COOP will include actual work experience in a business entity. A key part of the COOP is **identifying real business problems and providing solutions for them** through the COOP experience. The COOP experience will be evaluated through progress reports, employer's feedback, final report and a presentation. Please refer to COOP package for more information at <http://cim.kfupm.edu.sa/COOP/>

### Course 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 admission to the COOP programs:

- Completion of 85 credit-hours or more of his study.
- Earning 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.

## Course Attendance

As an employee you are expected to report to work on-time every day. You must adhere to the employer's attendance policy. Your employer will evaluate your attendance in the employer's Evaluation Report.

## COOP Work Evaluation

Component	%	Evaluated By
Three (3) Progress Reports**	15%	COOP Advisor
COOP Final Report**	45%	COOP Advisor and Examiner(s)
COOP Presentation	20%	COOP Advisor and Examiner(s)
Company Evaluation	15%	Company advisor
Post COOP Activities	5%	Department/ COOP Coordinator
<b>Total</b>	<b>100%</b>	

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

## 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 the final report will lower your COOP grade according to the following formula:

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

## Timetable of COOP Activities (semester XXX)

Period	Week	Due Date	Task*
Before Starting the COOP	<ul style="list-style-type: none"> <li>Register online for the COOP during the pre-registration period.</li> <li>Prepare a resume and start contacting companies to find a COOP opportunity.</li> <li>Once an opportunity is secured, provide the university training department with the COOP Opportunity Form approved and signed by the COOP coordinator.</li> </ul>		
COOP Period	1		<b>Beginning of the COOP</b> professional training.
			Submit the <b>Contact Form</b> to the department and the KFUPM Training Department
	3		Submit the official <b>COOP Plan</b> to the department and CC the COOP advisor ( <i>COOP coordinator in summer</i> ).
	8		Submit the <b>1<sup>st</sup> COOP Progress Report</b> to the department and CC the COOP advisor ( <i>COOP coordinator in summer</i> ).
			Submit the <b>1<sup>st</sup> Company Evaluation Report</b> to the department and CC the COOP advisor ( <i>COOP coordinator in summer</i> ).
	16		Submit the <b>2<sup>nd</sup> COOP Progress</b> to the department and CC the COOP advisor.
	26		Submit the <b>3<sup>rd</sup> COOP Progress Report</b> to the department and CC the COOP advisor.
			Submit the <b>2<sup>nd</sup> Company Evaluation</b> to the department and CC the COOP advisor.
28		The end of this week marks <b>the end of the COOP</b> professional training.	
Semester just after COOP	4		Submit a <b>Draft</b> copy of your final report to the department and CC the COOP advisor.
	8		Submit the <b>COOP Final Report</b> to the department and CC the COOP advisor.
	8-12		Review of COOP Report by the COOP advisor and examiners.
	12		<b>Exit Exam</b>
	12-14		<b>COOP Presentations</b> are due. The duration of your presentation will be <b>20 minutes</b> (including Q&A).
	2-14		<b>Post Coop Activities</b>

\* All COOP deliverables (plan, progress reports, draft, and final report) are *soft copies*.

## 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 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.

## COOP Oral Presentation

Each COOP student is required to deliver a **20-minute** oral presentation of his COOP work experience and achievement by the end of the 11<sup>th</sup> 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**

- 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.

## **Role of the 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 to:

- 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.

## **Role of the 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.

## **Role of the Coop Coordinator**

- 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.