

Summer Training

Student Guide

Civil Engineering Department

1445H



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Introduction

Summer training is classified as one of the most important supports for building learning outcomes capable of linking scientific knowledge with field experience that contributes to the development of society and the achievement of the Kingdom's vision. The summer training formulates and prepares the student for the post-graduation stage by providing training opportunities in distinguished government sectors and leading companies in the field of engineering, in addition to educational achievement and skills acquired through academic courses, laboratories, extracurricular activities, training courses and volunteer service.

The civil Engineering department is very interested in preparing summer training, which is the best environment for the student to gain field experience and enhance the student's abilities to link theoretical sciences with applied experience, which is reflected in the student's educational achievement during his university career. Due to the importance of summer training in enhancing the student's understanding of the specialization, the civil department has prepared this guide to include many instructions, advices, forms and procedures for all stages of training that are important for the student to be aware of accurately when applying for summer training. Also, a cooperative training guide will be prepared at the college level, as cooperative training will provide students with the opportunity to gain field experience for a longer period of time.

Definition of Summer Training

The summer training provides a training opportunity to develop the student's abilities and skills in field experience, deepen understanding of the specialization and discover the student's practical talents, in addition to identifying the learning outcomes of the College of Engineering by discussing and evaluating the trainees after completing the summer training period to see the extent of benefit from it and create development plans.

Goals of Summer Training

1. Provide the student with the opportunity to learn about the field work environment and gain practical experience through training before graduation.
2. Linking theoretical sciences with the requirements of the labor market during the training period, which contributes to enhancing career opportunities for graduates in the future.
3. Developing the student's skills in applied work, facing practical challenges and working to find appropriate engineering solutions through acquired scientific knowledge, graduation projects or research.
4. Keeping pace with the needs of the labor market and its various requirements, which reflects positively on the level of the College of Engineering through the development of academic plans, educational curricula, and training courses.
5. Training the student to take responsibility, teamwork, punctuality, commitment to regulations and sincerity in field work, in addition to developing the student's skills in



intellectual analysis, facing obstacles in the workplace, and learning to write technical and engineering reports.

Academic Requirements for Summer Training

Summer training is a major part of the graduation requirements, so the student must successfully pass the field training during the summer period. The summer training is equivalent to two credit hours of the study plan for each department in the College of Engineering. In the eighth semester of the fourth academic year, the student can apply to register for the summer training when the following conditions are met:

1. The student must have completed 110 credit hours or successfully passed the twelfth level, provided that the student has not postponed or apologized for a level of study before.
2. The student's status should not be academic dismissal.
3. The student must be fully dedicated to training and the student is not entitled to register for any courses or graduation project during the summer training period.

Duration of Summer Training

Field training is during the summer for two months (8 weeks) from Sunday to Thursday and the duration of the daily training is 6 hours.

Procedure of Application for Summer Training

Summer training application usually starts at the beginning of the first week of the third semester and lasts for three weeks. The student applies for summer training according to the following steps:

1. In the fourth week of the second semester, the training coordinator in each department of the College of Engineering sends an email to all students wishing to register for the summer training.
2. A summer training application form is obtained from the department's training coordinator or through the department's website.
3. The student fills out the form and sends it to the training coordinator with the last copy of the academic record attached before the end of the sixth week of the second semester, and no applications are accepted after the sixth week except with a convincing excuse accepted by the department.
4. The training coordinator in the department reviews the applications and ensures that the summer training conditions for each student meet as described in the academic requirements, and then sends the list of accepted students to the Scholarship and Summer Training Unit at the college.
5. The names of the students accepted in the summer training are announced by the training coordinator in the department with a date for a workshop on summer training.



6. The Scholarship and Summer Training Unit at the college completes the rest of the summer training procedures, such as: finding training opportunities, determining the training destination for the student, following up the trainees during the summer training period, evaluating the training bureaus, ... Etcetera.

Method of Preparing and Writing the Summer Report by Students

Upon completion of the training carried out over two consecutive months during the summer semester, the trainee student should submit a report on what has been achieved and benefited from during the training period in Arabic or English. The following guidelines must be adhered to in preparing the report for it to be of exceptional and compatible with the student's educational process:

1. The report shall consist of (more Details in Civil Engineering Summer Training Report (Template):
2. The report should be supported by photographs, graphs, and statistics as much as possible.
3. The report should be written by computer, whether in Arabic or English, and the font size should be clear for reading.
4. Numbering the pages of the report (in the middle of the bottom of each page).
5. The report should be bound to ensure that the entire report and its pages are in the correct order.
6. The report does not match the report of any other colleague, even if the training is by one employer.

Note:

Incomplete data required above exposes the trainee's report to rejection. Therefore, we call upon all students to accurately state everything that has been requested.



Important Appointments for Summer Training:

- **The fourth week of the second semester:** the beginning of applying for summer training.
- **The sixth week of the second semester:** the end of applying for summer training.
- **The seventh week of the second semester:** announcing the names of those accepted in the training.
- **Tenth week of the second semester:** Announcing the names of the training bureaus for the trainees.
- **The second week of the first semester:** Submitting the evaluation of the training bureaus, forms, and reports of summer training to the Scholarship and Summer Training Unit.
- **The second week of the first semester:** the trainees' discussion about the summer training by the department.

Required Documents for the Scholarship and Summer Training Unit

- Student pledge form not to register courses with the summer training course.
- Trainee's attendance and departure form (p. 1-p. 2).
- Weekly report form (N3) total of 8 reports.
- Field Supervisor Evaluation Form for the student (1/5-2/5-3/5).
- Student evaluation of the training side (N6).
- Printed final report on summer training.
- Printed presentation on summer training.

Examples of Summer Training Agencies

N	Agency Name	Website
1	Branch of Transportation Ministry at Albaha Region	https://mot.gov.sa/en/Pages/default.aspx
2	Saudi Aramco Company	https://www.aramco.com/ar
3	Projects Management Department at Al-Baha Municipality	https://www.albaha.gov.sa
4	Municipality of Al Aqiq	https://www.wafyapp.com/en/place/municipality-of-al-aqiq-governorate-9cea373c
5	Municipality of Almandaq	https://en.wikipedia.org/wiki/Al_Mandaq
6	Municipality of Baljurashi	https://sa.linkedin.com/company/baljurashi-municipality
7	Engineer Mosbeh Al ssaf's office - Baljurashi	https://twitter.com/mosbehoffice
8	Makkah engineering consultant	http://www.darmaaka.com/
9	Ministry of Environment, Water and Agriculture – Al Baha	https://www.mewa.gov.sa/en/Pages/default.aspx
10	Projects Management Department at Albaha University	https://bu.edu.sa/en/web/deanship-of-e-learning-and-information-technology/department-of-projects-and-development
11	Saudi Engineering Union Company	https://www.wafyapp.com/en/place/saudi-engineering-union-company-khatib-and-scientific-mecca



Summer Training Forms



Summer Training Application Form

Name		Academic N.	
Major		Level	

Total number of credits passed by the student		Total number of credits for specialization	
Number of credits enrolled in this semester		Signature	
Academic Advisor Name		Date	

Is the student enrolled in the second semester?

☐

YES

☐

NO

Marital status:

☐

Single

☐

Married

The names of three cities in which you prefer to train in (according to priority):

1		2		3	
---	--	---	--	---	--

The names of three entities in which you prefer to train (according to priority):

1		2		3	
---	--	---	--	---	--

Permanent Address		Phone N.	
E-mail Address		Telephone N.	

* Note: The last academic record showing the courses registered for the semester must be attached.

Pledge: I, the undersigned, undertake that all information is correct and I pledge to abide by all the rules, laws and regulations of the Scholarship and Summer Training Unit and the establishment in which I train, and I also pledge not to study any subject during the summer training period, and if it turns out contrary to the above, the Training Department has the right to take appropriate action, and accordingly I sign:

Name:

Signature:

Date:



Acknowledgment and Pledge

Name		Academic N.	
Major		Level	

I, the student whose data is shown above, acknowledge not to register summer training and courses in the summer semester, whether at Al-Baha University or any other university, and I bear full responsibility for that, and the College of Engineering has the right to cancel the training and the courses in the event that the two are registered together and I am not entitled to claim their registration at any time.

Name		Academic N.	
Signature		Phone N.	

Supervisor of the Scholarship and Summer Training Unit



Trainee's Attendance and Departure Form (p.1)

Name		Academic N.	
Major		Level	
Training Agency			

Week	Day	Date	Attendance Sign	Departure Sign	Notes
1 st	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
2 nd	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
3 rd	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
4 th	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				

Training Agency Supervisor		Signature	
Job Title		Official Stamp	

Note: In case the trainee is absent for more than five days from the training, please inform the college on the e-mail: sstu@bu.edu.sa



Trainee's Attendance and Departure Form (p.2)

Name		Academic N.	
Major		Level	
Training Agency			

Week	Day	Date	Attendance Sign	Departure Sign	Notes
1 st	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
2 nd	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
3 rd	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
4 th	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				

Training Agency Supervisor		Signature	
Job Title		Official Stamp	



Form (N3)

Weekly Report

Work carried out by the student during the week ()

Day	Date	Notes
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

Training Agency Supervisor		Sign	
-------------------------------	--	------	--

Official Stamp

Note:

1. There should be 8 reports (a report for each week).
2. This form is filled out by the trainee student then approved by the field training supervisor at the training Agency and delivered to the Scholarship and Summer Training Unit at the Faculty of Engineering at Al-Baha University.



Form 5/1

Student Field Supervisor Evaluation Form

Dear field supervisor at the student's training agency: Please fill out the forms (n 5/1, 5/2, 5/3) and deliver them to the student by the end of the training in a sealed envelope to be delivered to the Scholarship and Summer Training Unit at the college, thanking you for your good cooperation with us and your keenness on our students.

Name		Academic N.	
Major		Level	
Training Agency		Field Supervisor	

General evaluation of the student during the training period

Standard	Assessment				
	Excellent	Very Good	Good	Satisfactory	Weak
Academic readiness					
Mental readiness					
Good listening					
Capacity to absorption					
Accuracy of performance at work					
Relationship with superiors					
Relationship with colleagues					
Compliance with rules and regulations					
Commitment to working hours					
Productivity					
Student's overall grade					

Field Supervisor at the Student's Training Agency

Training Agency Supervisor		Signature	
Job Title		Official Stamp	



Form 5/2

Student Field Supervisor Evaluation Form

Name		Academic N.	
Major		Level	
Training Agency		Field Supervisor	

General assessment of the student's development during the training period

Standard	Assessment				
	Excellent	Very Good	Good	Satisfactory	Weak
Student communication skills					
Student analytical skills					
Creative thinking skills					
Adaptability					
Social work skills					
Computer skills					
English Language skills					
Student's overall grade					

Pros and cons of the student during the training period:

Pros:

Cons:

Excused absence		Training Supervisor Signature	
Unexcused absence		Date	
Total absences		Official stamp	



Form 5/3

Student Field Supervisor Evaluation Form

Name		Academic N.	
Major		Level	
Training Agency		Field Supervisor	

General evaluation of the student during the training period

Principle	Illustration
Work carried out by the student during the training period	
Works mastered by the student during the training period	
Weaknesses of the student	
Student Points of Excellence	
The entity's desire to employ the student after graduation. (choose one)	Yes, why?
	No, why?

Field Supervisor at the Student's Training Agency

Training Agency Supervisor		Signature	
Job Title		Official Stamp	



Student Evaluation Form for the Training Agency (N6)

Training Agency Name		Training Agency Address	
Training Agency Supervisor		Job Title	

Overall evaluation of the Training Agency

Standard or Principle	Assessment				
	Excellent	Very Good	Good	Satisfactory	Weak
Experience in students' training					
The suitability of the training environment					
Training Officer Experience					
Seriousness of the Training Officer					
Training time					
Training plan and its follow-up if any					
Guidance during training					
Technical and practical information gained					
The extent to which you nominate the agency to be a suitable place for training in the future					
Overall Rating					

Write within three lines a definition of the training entity and its scientific and practical activity:

Name		Academic N.	
Major		Level	
Date		Signature	



Civil Engineering Summer Training Report (Template)





Engineering Faculty

Civil Engineering Department

Summer Training Report

Student Name:

Student ID:

Student Email:

Student Contact Number:

Training Agency:

Report Submission Date:

ABSTRACT

It is a brief description of the science and knowledge the student learned during summer training.

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TABLE OF CONTENTS

Example:

Topic	Page
ABSTRACT	i
TABLE OF CONTENTS	ii
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LIST OF TABLES	iv
LIST OF ABBREVIATIONS AND SYMBOLS	v
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1.2 Expected Learning Objectives	1
1.3 The Company	1
1.3.1 Historical Background	1
1.3.2 Organizational Structure	1
1.3.3 Products/ Services	1
1.3.4 Customers	1
1.3.5 Engineering Units	2
1.3.6 Environmental and Social Impact	2
1.3.7 Quality System	2
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2.2 Literature Review and Data Collection	3
2.3 Knowledge Integration with Course Work	3
2.4 Safety and Environmental Issues	3
2.5 Work Plan	3
2.6 Implementation	4
3. CONCLUSION AND RECOMMENDATIONS	5
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LIST OF FIGURERS

The list of figure sincludes Photographs, drawings, maps, and graphs. All figures should contain a numbering and an explanatory title.

Example:

Figures	Title	Page
Figure1	Concrete dams	6
Figure2	Concrete Strength Testing Equipment	15

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LIST OF TABLES

All tables should contain a numbering and an illustrative title.

Example:

Table	Title	Page
Table1	Annual cost of seawater desalination	6
Table2	Energy consumption based on the type of technology introduced	12

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LIST OF ABBREVIATIONS AND SYMBOLS

The student explains the abbreviations and symbols that he will use in the text.

Example:

Micro Filtration	M F
PG	Performance Grade Bitumen
Dynamic Shear Rheometer	DRS
Infinity	∞

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1. INTRODUCTION

1.1 Overall goal/ Mission Statement for Training Activity

A simple, clear, brief, positive, and correctly written statement, that describes the "big-picture" idea of why the student is interested to have training, what he wants to focus on, and what he needs to accomplish.

1.2 Expected Learning Objectives

Three or more correctly written learning objectives that describe specific, measurable, and realistic achievements to accomplish during the training experience. They relate to the job, represent the job functions and duties, assist in professional growth and development, relate to the student's course of study or major, and help to reach the overall goal of student's training experience.

1.3 The Company

1.3.1 Historical Background

Correctly written short description of the company/ establishment history.

1.3.2 Organizational Structure

The organizational structure is presented in a clear way and suitable format.

1.3.3 Products/ Services

The products/ services of the company are clearly described and compared to similar products/ services in the market.

1.3.4 Customers

Products/ services are associated to their customers and their expected needs.

1.3.5 Engineering Units

Engineering units are described in detail with their functions and organizational structure.

1.3.6 Environmental and Social Impact

The environmental and social impact of the company, its products, and its by-products are fully described including immediate and long-term issues involved on users and non-users locally and globally.

1.3.7 Quality System

The quality system is fully described with sufficient photos, figures, or graphical representations.

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2. ASSIGNED TASKS

For each training task prepare the following:

2.1 Task Definition

The problem to be solved is clearly stated. Objectives are complete, specific, and concise. Customer needs are correctly identified and transformed into project requirements. All potential customers are identified, and their needs are taken into consideration.

2.2 Literature Review and Data Collection

All pertaining information (including regulations, standards, and operational experiences) are identified and collected from a variety of credible sources. Information is reviewed and assessed with respect to their quality, validity and accuracy and presented using a standard and ethically referenced literature review format.

2.3 Knowledge Integration with Course Work

The problem to be solved is logically formulated. Prior knowledge of mathematics, science, and engineering principles as well as discipline related courses and collected information are successfully integrated to address the problem.

2.4 Safety and Environmental Issues

Measures to deal responsibly with both safety issues and environmental hazards are presented.

2.5 Work Plan

An effective work strategy is developed, including a plan of attack, decomposition of work into subtasks, balanced responsibilities of team members, an

executable timetable, and a justified project budget. Standard project planning techniques such as Gant charts, deployment charts, and critical path analysis are used.

2.6 Implementation

The work carried out represents an engineering contribution similar to that carried by a professional engineer in the field and is well described.

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3. CONCLUSION AND RECOMMENDATIONS

It is the last chapter of the report, where the student presents a summary of his training experiences and the skills, he gained from the summer training. It also expresses its views and observations about the training and any recommendations for improving the training program.

3.1 Conclusion

Achieving the expected educational objectives as the student is able to provide convincing evidence that the learning objectives have been achieved by the end of the training period.

3.2 Recommendations

3.2.1 Recommendations to Enhance Future Training at Training Entity.

3.2.2 Recommendations to Enhance Future Training with Students at College of Engineering at BU.

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4. REFERENCES

This part relates to all types of information sources that were used to write the report. The students are required to provide correct citations at relevant positions inside the body of the report for every cited source. Use APA Style or Number reference system:

- APA Style:

Authors' Last name, First Initial. (Year). Book title: Subtitle. (Edition) [if other than the 1st]. Publisher. In-text: (Author, Year)

Example:

Brader, T. (2006). Campaigning for hearts and minds: How emotional appeals in political ads work. University of Chicago Press.

In-text: (Brader, 2006)

- Number reference system:

Example:

[1] Wilson, S. Electron correlation in molecules. Oxford, United Kingdom: Clarendon Press, 1984. 281 p. ISBN 0-19-855617-9.

In-text: [1]

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5. APPENDICES

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5.1 إقرار و تعهد

الاسم	الرقم الجامعي	
التخصص	المستوى الدراسي	

أقر أنا الطالب الموضحة بياناتي أعلاه بعدم تسجيل تدريب صيفي ومقررات في الفصل الصيفي سواء في جامعة الباحة أو أي جامعة أخرى، واتحمل كامل المسؤولية عن ذلك، ويحق لكلية الهندسة إلغاء التدريب والمقرر في حال تم تسجيل الاثنين معاً ولا يحق لي المطالبة بتسجيلهما في أي وقت.

اسم الطالب	الرقم الجامعي	
التوقيع	رقم الجوال	

مشرف وحدة الابتعاث والتدريب الصيفي

5.2 كشف حضور و انصراف متدرب (ص1)

الاسم	الرقم الجامعي	
التخصص	المستوى الدراسي	
جهة التدريب		

الأسبوع	اليوم	التاريخ	توقيع الحضور	توقيع الانصراف	ملاحظات
الأول	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الثاني	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الثالث	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الرابع	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				

مشرف جهة التدريب	التوقيع	
وظيفته	الختم	

ملاحظة: في حالة تغيب المتدرب أكثر من خمسة أيام عن التدريب الرجاء ابلاغ الكلية على البريد الالكتروني sstu@bu.edu.sa

5.3 كشف حضور و انصراف متدرب (ص2)

الاسم	الرقم الجامعي	
التخصص	المستوى الدراسي	
جهة التدريب		

الأسبوع	اليوم	التاريخ	توقيع الحضور	توقيع الانصراف	ملاحظات
الأول	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الثاني	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الثالث	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				
الرابع	الأحد				
	الاثنين				
	الثلاثاء				
	الأربعاء				
	الخميس				

مشرف جهة التدريب	التوقيع	
وظيفته	الختم	

ملاحظة: في حالة تغيب المتدرب أكثر من خمسة أيام عن التدريب الرجاء ابلاغ الكلية على البريد الالكتروني sstu@bu.edu.sa

5.4 نموذج (ن3)

التقرير الاسبوعي

الاعمال التي قام بها الطالب خلال الأسبوع ()

اليوم	التاريخ	ملاحظات
الأحد		
الاثنين		
الثلاثاء		
الأربعاء		
الخميس		

مشرف جهة التدريب		التوقيع
------------------	--	---------

الختم

ملاحظة:

1. لابد أن تكون 8 تقارير بواقع تقرير كل أسبوع
2. يعبأ هذا النموذج من قبل الطالب المتدرب و يعتمد من مشرف التدريب الميداني بجهة التدريب ويختتم من جهة التدريب و يسلمه لوحدة الابتعاث و التدريب الصيفي بكلية الهندسة بجامعة الباحة.

5.5 نموذج 1/5

نموذج تقييم المشرف الميداني للطالب

عزيزي المشرف الميداني بالجهة المدربة للطالب: الرجاء تعبئة النماذج (ن 1/5 ، 2/5 ، 3/5) و تسليمها للطالب بنهاية التدريب في ظرف سري مختوم ليقيم بتسليمه إلى وحدة الابتعاث والتدريب الصيفي بالكلية، شاكرين لكم حسن تعاونك معنا و حرصكم على أبنائنا الطلاب.

الاسم		الرقم الجامعي	
التخصص		المستوى الدراسي	
جهة التدريب		المشرف الميداني	

التقييم العام للطالب خلال فترة التدريب

الفقرة	التقدير			
	ممتاز	جيد جداً	جيد	مقبول
الاستعداد الأكاديمي				ضعيف
الاستعداد الذهني				
حسن الاستماع				
القدرة على الاستيعاب				
دقة الأداء في العمل				
العلاقة مع الرؤساء				
العلاقة مع الزملاء				
الالتزام بالقواعد و الأنظمة				
الالتزام بساعات العمل				
مدى الإنتاجية				
التقدير العام للطالب				

المشرف الميداني بالجهة المربة للطالب

مشرف جهة التدريب		التوقيع	
وظيفته		الختم	

5.6 نموذج 2/5

نموذج تقييم المشرف الميداني للطالب

الاسم	الرقم الجامعي	
التخصص	المستوى الدراسي	
جهة التدريب	المشرف الميداني	

التقييم العام لمدى تطور قدرات الطالب خلال فترة التدريب

الفقرة	التقدير				
	ممتاز	جيد جداً	جيد	مقبول	ضعيف
مهارات الاتصال لدى الطالب					
المهارات التحليلية لدى الطالب					
مهارات التفكير الابداعي					
القدرة على التأقلم					
مهارات العمل الاجتماعي					
مهارات استخدام الحاسوب					
مهارات اللغة الانجليزية					
التقدير العام للطالب					

****سلبيات وإيجابيات للطالب خلال فترة التدريب:**

الإيجابيات

.....

السلبيات

.....

غياب بغير	توقيع مشرف التدريب	
غياب بدون عذر	التاريخ	
اجمالي الغياب	الختم الرسمي	

5.7 نموذج 3/5

نموذج تقييم المشرف الميداني للطالب

الاسم	الرقم الجامعي	
التخصص	المستوى الدراسي	
جهة التدريب	المشرف الميداني	

التقييم العام للطالب خلال فترة التدريب

الفقرة					الايضاح
الأعمال التي قام بها الطالب خلال فترة التدريب	ممتاز	جيد جداً	جيد	مقبول	ضعيف
الأعمال التي اتقنها الطالب خلال فترة التدريب					
نقاط الضعف لدى الطالب					
نقاط التميز لدى الطالب					
رغبة الجهة في توظيف الطالب بعد التخرج	نعم				
	لا				الأسباب
				
				
				
				

المشرف الميداني بالجهة المدربة للطالب

مشرف جهة التدريب	التوقيع	
وظيفته	الختم	

5.8 نموذج تقييم الطالب للجهة المدربة (ن 6)

اسم الجهة المدربة	عنوان الجهة	
اسم المشرف الميداني	وظيفته	

التقييم العام للجهة المدربة

الفقرة	التقدير			
	ممتاز	جيد جداً	جيد	مقبول
الخبرة في تدريب الطلاب				
مدى مناسبة جهة التدريب				
خبرة مسؤول التدريب				
جدية مسؤول التدريب				
الوقت المخصص للتدريب				
خطة التدريب و متابعتها ان وجدت				
الارشاد والتوجيه أثناء التدريب				
المعلومات الفنية والعملية المكتسبة				
مدى ترشيحك للجهة أن تكون مكاناً مناسباً للتدريب مستقبلاً				
التقدير العام				

**اكتب في حدود ثلاثة أسطر تعريفاً بجهة التدريب ونشاطها العلمي والعملية

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اسم الطالب	الرقم الجامعي	
التخصص	المستوى الدراسي	
التاريخ	التوقيع	