

College of Computing and Informatics

Information Technology Department

PRACTICAL TRAINING GUIDE

1. Definition of terms and expressions:

- a) **Practical Training:** Refers to a course in Bachelor of Science in Information Technology (BSIT) program with course code IT499 from the approved study plan.

Practical training as a course makes students from the college of Computing and Informatics responsible for having to spend a 280 hours of training (equivalent to minimum eight working weeks) in their fields of specialization either in private or public organization. At the completion of training, student will have to show his grasp of most relevant and state of the art technologies in their relevant specialization.

- b) **The college:** The college of Computing and Informatics, Saudi Electronic University.
- c) **The Training Unit:** Refers to the structure defined by the College responsible for overseeing the training affairs and the implementation of the training plan.
- d) **Practical training supervisor:** Refers to the faculty member at The College made responsible by the competent authority for supervising the students throughout the training.
- e) **The Trainee:** Refers to the student (male or female) of The College upon completion of the defined pre-requisite academic curriculum as specified in this guide thereby eligible to undergo training.
- f) **Field of Training:** Refers to the student training area during the specified period as stipulated by The College.
- g) **Training organization:** Refers to any organization recognized by the civil service system of the Ministry of Labor. These organizations can belong to public sector as well as private.
- h) **Student supervisor at the training organization:** Refers to the representative assigned by the competent authority as in charge of the student supervision during training period.

2. The Practical Training:

2.1 Core Objectives

- a) Familiarization with practical application of learned concepts prior to completion of studies.
- b) Comprehensive understanding of concepts, tools and technologies in the domain of selected area of specialization.
- c) Creating awareness about professional ethics needed to be practices in practical life such as punctuality, innovation, application, honesty etc.
- d) Enabling the students to learn and handle the work related stress and pressure.
- e) Better and more efficient communication skills to deal with all three levels of professional work i.e. clients, peers and superiors.
- f) To provide the students and training organizations an awareness of various performance assessment metrics being applied in professional world.
- g) Expose the student to future employment opportunities.
- h) Prepare graduates to exercise the administrative, leadership and specialized skills in the different fields of work.
- i) Obtain feedback to develop the educational plans and courses that suit with local reality.

2.2 Academic Requirements:

To register for practical training, the student should fulfill the following requirements:

- a) The student must have successfully completed all the course requirements until level five of their academic program prior to practical training (at the time of application)
- b) The student applying for practical training must be an active registered student of the degree program.
- c) The student must be discharged for practical training, and the student is not permitted to register any courses along with practical training.

2.3 Areas of Training:

Before being permitted to attend training, student should demonstrate their good understanding of the area in which training has to be pursued. The student area of training should be directly related to the academic program, that is any areas within Information Technology(i.e., Networks, Systems Analysis, Data Base, Programming and Systems Design, Information Security, and related areas) in any public or private organization

such as (Organizations, Ministries, Companies, Corporations, Agencies, Centers, and others..). The preferred areas of work include:

responsibilities

- a) Student may work in the programming division of the organization with involving active development.
- b) Student may be working with database development or database administration department of the organization.
- c) Student maybe working in the network administration or network related services.
- d) Student may be assigned responsibilities in security or forensic department of the organization.
- e) Student maybe involved in organizational performance software development or operations. These software may include (but not limited to) MIS, ERO, DSS etc.
- f) Student may perform their responsibilities in diverse facilitation areas of IT such as Human Computer Interaction, Software Architecture, Software Testing or Project Management etc.

3. Student Commitment before Starting the Practical Training:

- a) Before the commencement of practical training semester, the student has to find and contact the practical training organization which is related to the academic program and seek appropriate training opportunity.
- b) The student shall download the registration form from college website and fill it with required details involving his academic details as well as organization details. After getting approval from the organization on registration form, the student will submit the form in the college. The student should follow-up the college announcements regarding registration-starting period.
- c) Once the college is officially informed by the training organization expressing their decision to induct and house the student for practical training, college will contact the concerned organization personnel and keep in touch with them regarding student performance in the training program.
- d) A list of the students will be submitted by the training unit to complete their registration for the practical training course.
- e) The student must regularly visit the Online Learning System Black Board to ensure that:
 - His practical training course registration is active

- Contact and update his supervisor for better mutual communication.
- The student, whose training course registration has not been completed, should immediately inform the training unit in his department within two weeks from the starting date of the practical training.
- In case of negligence, the student will bear consequences of denial of his practical training.

4. Student Commitments during the Practical Training

- a) Once a student has joined a particular training organization, the student will ensure completion of training time (280 hours of work for at least 8 working weeks), and not transfer to any other organization. In the case of non-compliance with the minimum hours of training, the student trainee will not succeed in the course and will not be accepted again.
- b) The student is responsible for abiding by and complying with all the rules and regulations of training organization.
- c) During the training period, it is the responsibility of student to promptly notify any change to the training unit as well as supervisor, refill all the needed information and regularly track that change has been properly documented. All such changes should also be properly documented in the student files.
- d) Make sure that training organization sends the trainee assessment (stamped in sealed envelope) in a maximum period of 5 days after the end of the training period both by the student trainee as well as via e-mail to the training unit. The student should ensure receipt of this assessment to supervisor.
- e) The student trainee should comply with the training commitments stated in the training instructions, otherwise; the student grade will be affected.
- f) Documenting and collecting information required to write the final practical training report.

5. Student Commitments after the Practical Training:

The Student shall be required to compile a final report in English language in accordance with the report template provided. The report must include an overview of the training organization, the training procedures, which things that the student has learnt in theory or has encountered in practice. Also, the report must include a part discussing the scientific information that the students make use of it in his training. The report should clearly

outline the responsibilities assigned to students, tools and technologies worked with and summary of experience gained. The report should be sent to the training supervisor according to schedule defined by the college. Failure to submit the report in due time may entail student failure in the course.

The student will be called to appear for an interview concerning final assessment. The student has to show the grasp of technical aspects in the chosen field of specialization. Failure to appear for the interview or clear it may entail student failure in the course.

6. Training Organization Commitments:

- a) Make sure that student performs responsibilities assigned in the approval document strictly in accordance with the area of specialization which directly relates with the knowledge area such as information technology or computer science. The organization should take care to see that student is not assigned such tasks which don't play any role in their knowledge domain such as organization Data entry, Call Center Operator, files administrator, translator, or other.
- b) Return the training registration form provided by the college at the beginning of practical training.
- c) Provide the college with an Assessment report on the student's performance according to the training assessment form provided by college. The report must reflect the student's performance throughout training..
- d) Training organization should ensure communication between the college and the student trainee, and facilitate visits for responsible in charge.
- e) To make some personnel responsible for seeing internal assessment on student's learning, professionalism and provide qualitative assessment based on internal findings.

7. Practical Training Evaluation:

At the end of training, the student trainee will be subjected to evaluation by the training supervisor. The evaluation will be based on assessment provided by training organization, final report and final interview.

The Student will be considered successful in the training graded: "NP (Nograde–Pass) " if all of the following are fulfilled:

a) Student Attendance:

Refers to the student's attendance at the training organization throughout the specified training period. To fulfill these requirements, the student must attend the minimum number of hours required (280 hours of training or minimum eight working weeks) at the training organization

b) The Training Organization Evaluation:

Refers to the evaluation report compiled by the training organization, which must measure the following:

- Skills acquired during the training.
- Self-reliance.
- Mastering job requirements assigned to the Trainee.
- Professionalism, work ethics and work attitude.

The student is considered successful if he/she achieves 60% of the maximum points possible in the evaluation.

c) The Training Final Report:

The Practical Training Instructor evaluates the final report delivered by student at the end of training. This evaluation is based on specific criteria that measures the student's achievements throughout the training period. The student is considered successful if the student scores minimum 60% of the possible marks

d) The Training Final Interview:

The student on completion of his/her training will have to appear for final interview before the committee appointed for this task. The committee will determine the overall performance of the student and recommend for No Grade-Pass or No Grade-Fail grade.

If the student fails to fulfill any one of the requirement mentioned above, he/she will fail the course and will be graded (NF: Nograde – Fail). The student may fall in one of the following categories:

- If the student does not fulfill the attendance rate required, he/she should repeat the training course.
- If the student does not score the minimum score in organization evaluation, he/she should repeat the training course.

- If the student does not score the minimum score in the final report, he/she should resubmit another report within a time line not exceeding two working weeks from the announcement of results for the practical training course.
- If the student fails to appear for the final interview or is unable to pass the interview.

8. Special cases the student trainee might face:

A. In case of Excuse (for not) training:

The student should fill in and submit an excuse form to the training unit no later than three days before informing the training organization of his/ her excuse to attend. Excuse application should fall within the university calendar dates for excuses. Failure to comply with the deadlines may cause the student to fail the training course

B. In the case of transfer from training organization:

Students are eligible to transfer from the training organization no later than one week from the starting date of training. The student should fill in and submit a transfer form to the training unit no later than three days before he leaves the training organization. The transfer form is subject to approval conditioned by the provision of alternative training organization by the student himself, willing to train him during the semester he/she has applied for the training. The student will be held responsible for his/her negligence, which will entail failure in the course.

9. Students already working in IT Departments

The students who are already working with any professional organization in IT related fields as mentioned above can apply for their current job to be considered as their training. In this case, such students will get enrolled in the training program after filling in registration form from their current employees clearly highlighting the IT field they would be working in. If the current job is non-IT related, students will have to get transferred to a division where they can work as IT interns for the period of training. If such students can't prove they are working in IT related division, they will have to find an appropriate internship,

On the completion of training program, all such students will also be required to make sure that their reports have been submitted properly in the college and will have to later appear for the interview.