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| **King Fahd University of Petroleum & Minerals**  **College of Engineering Sciences**  **Mechanical Engineering Department** |  |

**AME Coop Calendar (\*)**

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| **Period** | **Week #** | **Event** |
| **Coop Training Period**  **(28 weeks )** | **1** | * **Beginning of Coop Program** |
| * **Submission of Contact Guide** * One copy to Coop advisor * One copy to Training Department at KFUPM. |
| **3**  **(Wednesday)** | * **Submission of proposed Work Plan** to Coop advisor for approval and grading |
| **8**  **(Wednesday)** | * **Submission of Company Evaluation (1) by the Employer** * One copy to Coop Coordinator(\*\*) * One copy to Training Department at KFUPM. |
| **10**  **(Wednesday)** | * **Submission of First Progress Report** to Coop advisor |
| **20**  **(Wednesday)** | * **Submission of Second Progress Report** to Coop advisor |
| **28**  **(Wednesday)** | * **End of Coop Period** * **Submission of Company Evaluation (2) by the Employer** * One copy to Coop Coordinator (\*\*) * One copy to Training Department at KFUPM. |
| **Semester Following Coop Training** | **2**  **(Wednesday)** | * **Submission of the first draft** of the final report to Coop advisor |
| **3**  **(Wednesday)** | * **Submission of the second draft** of the final report to Coop advisor |
| **4**  **(Saturday)** | * **Submission of the final report as indicated below** * Hard copy to Coop advisor (Thermally bounded). * Hard copy to Coop Coordinator (Thermally bounded). * Soft copy to the Coop Coordinator in a CD. * Upload a copy to the WebCT to check the originality of the student’s work.   **Notice:**   1. **Late submission**: Deduction of **1 mark for each day late** from the final grade. 2. **No make up for Coop oral exam.** |
| **Week # 5**  **(Sunday and Tuesday)** | * **Coop Oral Exam:**(Location & time will be announced on Sat. of week # 5) |
| **Week # 5**  **(Wednesday)** | * Due date for exam committees’ Chairmen to submit average Coop oral exam in XL-sheet format |
| **Week # 6**  **(Wednesday)** | * Due Date for Coop advisor to submit the Evaluation Form (AME - A2 form) |

**(\*\*)**Coop Coordinator E-mail: [antar@kfupm.edu.sa](mailto:antar@kfupm.edu.sa)