



Employer's Role

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

- ◆ He should provide every student with a training plan reflecting his training assignment (during the 28 weeks COOP or 8 weeks for Summer Training). It needs to be related to the student's academic field of study. The program should be approved by the concerned academic department.
- ◆ The student should be assigned to a professional in his field of study (field mentor), who will be responsible for making the student's training program meaningful and effective.
- ◆ The student should be treated like any other employee in the organization. Please inform us in case if the student does not perform well or his performance does not meet the employer's standard so that corrective action is taken.
- ◆ Students should be encouraged and allowed to prepare technical reports and conduct oral presentations during the training period.
- ◆ The employer should allow and encourage visits by the KFUPM faculty.

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MINISTRY OF HIGHER EDUCATION

King Fahd University of Petroleum & Minerals

DEANSHIP OF STUDENT AFFAIRS

Employment & Training



وزارة التعليم العالي

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Field Mentor

The field mentor is a professional in the field of the student's major assigned by the employer. The role of field mentor is of prime importance in ensuring adequate professional development of an assigned KFUPM student. It is expected that the mentor will set a working plan for the student that covers the assignment period. The mentor will be mainly in charge of the following tasks:

- ◆ Ensure that the student follows the training plan provided by the company and approved by the department.
- ◆ Ensure that the progress reports provided by the student are prepared accurately. He needs to read and sign the report before the student submits it to his KFUPM academic advisor.
- ◆ Complete the student training evaluation forms.