

# ME SUMMER TRAINING PROGRAM

## ME-399

Mechanical Engineering  
Department

# OUTLINE

- INTRODUCTION
- OBJECTIVES
- ME Summer Training Requirements & Guidelines
- REGISTRATION PROCEDURES
- ME SUMMER TRAINING COORDINATOR
- ME SUMMER TRAINING FACULTY ADVISORS
- PLACEMENT OF TRAINEES
  - Before Leaving for Training
  - During Training
  - After Training
- EVALUATION & GRADING

# INTRODUCTION

- The summer training program is similar to the cooperative program in its objectives except that it lasts for **eight (8) weeks**. It is one of the graduation requirements for students in the College of Engineering Sciences.
- The summer training program is a structured educational strategy, integrating theoretical knowledge learned in the classrooms and laboratories with real world experience.
- The overall objective of the ME Summer Training is to expose the student to the work environment in the field of Mechanical Engineering.
- It has **zero credit (Pass or Fail)**.

# OBJECTIVES

- Enable the ME student to link theory and practice and to gain valuable practical/field experience.
- Provide guidance for future career opportunities.
- Familiarize the ME student with the work environment after graduation.
- Develop the ME student's work ethics.

## Objectives ...

- Develop the ME student's communication skills.
- Develop the ME student's teamwork skills.
- Enhance the relationship between the Mechanical Engineering Department and industry.
- Provide the training organizations with an idea about the quality of the future human resources.

# ME Summer Training Requirements & Guidelines:

- Successfully completed at least **65 credit hours**.
- The summer training must be taken **during the summer term**.
- The summer training must be taken **at least one semester** before the student graduation.

## Requirements & Guidelines ...

- Earned at least a **cumulative GPA of 2.0 and/or a major GPA of 2.0.**
- Successfully completed or currently taken **ENGL 214.**
- Completed and passed all Level 1 and Level 2 courses.
- Student cannot register for any other course during the training.

## Requirements & Guidelines ...

- Student is required to follow the work rules and guidelines as any regular employee.



# REGISTRATION PROCEDURES

- Registration for summer training usually starts on the last day for dropping courses without permanent record and continues until the last day of the second semester of the academic year.
- Student who is eligible for summer training should register through the web (online registration).
- Student who is eligible for summer training should submitted **The ME-399 Check List form** to the Coordinator.

## REGISTRATION PROCEDURES ...

- The ME Summer Training Coordinator will check from the submitted **ME-399 Check List form** if the student fulfills the ME summer training requirements and then send his approval to the Registrar. (This is done online)
- The Summer Training Department at the Student Affairs will take care of the remaining registration procedures in consultation with the Registrar.

# ME SUMMER TRAINING COORDINATOR

- Provide the ME students with necessary information about the ME Summer Training and answer their questions.
- Provide an open **BlackBoard** page (OpenCourseWare) for **ME 399**. Students will find all necessary and helpful information, guidelines, deadlines, etc... Registered students will be able to communicate with the Coordinator of ME Summer Training Program through the **BlackBoard** at any time.

## ME SUMMER TRAINING COORDINATOR ...

- Nominating the students eligible for the ME Summer Training Program.
- Assigning a faculty advisor to each student.
- Receiving and compiling **the evaluation reports** from the employers.
- Ensuring the submission on time of a draft **summer training report** indicating the student's major weekly activities in the job. This draft report must include **Three progress report forms** that must be signed by the student's on-the-job supervisor.

## ME SUMMER TRAINING COORDINATOR ...

- Deliver the draft reports to the corresponding faculty advisors for comments and evaluation.
- Ensuring that the students be informed about any necessary modifications to their reports.
- Receiving the students' report grades (Pass or Fail) from their advisors
- Report the final grades to the Registrar.

# ME SUMMER TRAINING FACULTY ADVISORS

- The main role of the advisor beside evaluation, is to ensure that the student writes and compiles his summer training final report in a professional format. It is expected that the advisor will have frequent meetings with his advisee if needed.
- Ensure that the weekly activities outlined in the progress reports match the content of the final report.
- The advisor is expected to submit his final report evaluation grade on or before the specified due date.

# PLACEMENT OF TRAINEES

- The Summer Training Department at the Deanship of Student Affairs is responsible for coordinating with the employers to provide suitable training opportunities for the students.
- Students are also allowed to contact employers directly and arrange for their placement. However, in such cases, approvals from both the ME Engineering Department and the Summer Training Department are required.

# Before Leaving for Training

- Student must contact the **Summer Training Department** at the Deanship of Student Affairs to:
  - (i) Fill and sign the remaining registration forms which include: company reference form, summer training student's obligation form, contact guide form etc...
  - (ii) Collect the three **progress report forms**
  - (iii) Collect the **evaluation form**.



Adobe Acrobat Document



Adobe Acrobat Document



# During Training

- The three **progress report forms** must be filled by the student (written in **ink**) and signed by his training company supervisor at the periods specified in the form (after **3, 6, and 8** weeks). Those progress report forms should be kept with the student and then submitted by him with the final Summer Training technical report (as part of the report appendix).

## During Training ...

- Student must obtain an acceptable **evaluation** for his summer training from his training facility and to be sent by his supervisor directly to **The Summer Training Department** at the Deanship of Student Affairs. This is done at the end of the summer training period.

# After Training

- The student must **submit a written technical report** after completing his summer training according to the published format. This will be during the **third week** of the semester immediately following summer training.
- The signed progress report forms should be submitted by the student with the final Summer Training technical report (as part of the report appendix).

# EVALUATION & GRADING

- The student will be given a **PASS** or **FAIL** grade for his ME summer training program based on:
  - (1)- His final summer training technical report.
  - (2)- His three progress reports.
  - (3)- The training company's evaluation of the student.

**THANK YOU**