



College of Engineering  
Industrial Relationship, Graduation, and Training Unit (I.R.G.T)

# **Summer Training Program**

## **Student Guide**

2019

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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## **Industrial Relationship, Graduation, and Training Unit (I.R.G.T)**

The industrial relationship, graduation, and training unit is pleased to provide you with the summer training guideline, and we hope you find it helpful. In the unit, we aimed to enable the students to gain valuable practical experience before graduation from the university. Every year the unit offers the students accomplish the training by:

- Giving the students advice with in-depth knowledge about career fields and how to deal with society outside the university with the importance of the preparation for their future employment.
- Training the students to develop sense of safety and to apply preventive measures against occupational hazards.
- Providing the students with a list of the companies and the institutions which have been involved in summer training to train them.
- Evaluate the reports of the training that have been submitted by the students and assess their performance.

## **What is the Summer Training Program?**

The summer training is an eight-weeks, two-credits program designed to achieve the highest degree of compatibility between what the student is

studying in the field of specialization and what is required and used in the actual work sites.

## Program Goals

1. Provide students with the opportunity to gain practical experience through pre-graduate training and deepen their understanding of their specialization.
2. Prepare the student to take responsibility and enhance his self-confidence.
3. Provide an opportunity for students to experience the real work environment which is expected to encounter the students work in after graduating.

## Prerequisites

A student who intended to enroll in the summer training program must satisfy:

1. at least 100 earned-credits by the end of the seventh level, and
2. must be enrolled in the eighth level.

## Opportunities

The summer training offered by various public and private institutes and companies. Students can choose from the collaborative list of the companies that have been involved in summer training during the last years:

- **Dar Al-Handasah (Shair and Partners)**



Dar Al-Handasah (Shair and Partners) is an international engineering company in project design, management and supervision consultancy and founding member of the Dar Group. Dar Al-Handasah was established in Beirut in 1956. It is a multidisciplinary consulting organization for architecture, engineering, planning, environment, project management, and economics. Dar Al Handasah has served over 950 different clients in 63 countries.

- **Faris Alfaris Consultants**



Faris Alfaris Consultants, also known as FA Consultants, was established in 1979, as a multi-disciplinary full-service architecture and engineering consultancy headquartered in Riyadh, Saudi Arabia.

Since their inception, FA Consultants maintained a commitment to design excellence by understanding each project's environmental, social and economic factors, and then appropriating innovative technologies with the objective of surpassing the clients aesthetic and performance requirements.

- **Saudi Telecom Company (STC)**



Saudi Telecom Company, (STC) is a Saudi Arabia-based telecommunications company that offers landline, mobile, Internet services, and computer networks. The company commits to providing opportunities for students every year, in addition to empowering them



with knowledge and experience, and helping them develop, prepare, and integrate into the modern workplace.

- **National Gas & Industrial Company (GASCO)**



The Gas and Industrialization Company (GASCO) was established in 1963, following the merger of Gas Company in Dammam and the Gas and Industrialization Company in 1975. Currently, the company is a leader in the field of LPG in the Kingdom of Saudi Arabia.

- **Red Sea Engineering Consulting Office**



Red Sea Engineering Consulting Office, A specialized engineering consultant office, established in 1408H, covering the work of the office in many engineering specialties. Our goals are studying and designing with a spirit of initiative, creativity, and awareness of internationally recognized standards and specifications engineering thought in the Kingdom of Saudi Arabia.

- **Saudi Aramco**



Saudi Aramco is a leading producer of the energy and chemicals that drive global commerce and enhance the daily lives of people around the globe. From our proven upstream capabilities and our strategically integrated global downstream network to our cutting-edge sustainability technologies and our foremost organizational capabilities, we have created an unsurpassed value engine that places us in a category all our own.

- **SABIC**



SABIC is a global leader in diversified chemicals headquartered in Riyadh, Saudi Arabia. It manufactures on a global scale in the Americas, Europe, Middle East, and the Asia Pacific, making distinctly different kinds of products: chemicals, commodity and high-performance plastics, agri-nutrients, and metals. The company has more than 35,000 employees worldwide and operates in more than 50 countries, with innovation hubs

in five key geographies – USA, Europe, Middle East, South East Asia, and North East Asia. Universities are keen to pursue training-related programs in SABIC. Known as Cooperation Program with Universities and Colleges (Coop), these programs are tailored for final-year students about to graduate. Whichever development path you choose, our affiliates offer university and college students like you the chance to sharpen your skills while gaining vital professional experience and knowledge.

- **Taif Juice**



Al-Taif National Dairy Factory for dairy products was considered the oldest dairy factory in the Kingdom of Saudi Arabia. The plant began its production operation in 1404 H.

Relative to its geographical location, Taif city was chosen to be the plant's headquarter and finally named Taif National Dairy Factory. During its productive and fruitful career that spanned for more than thirty years and thru the undertakings of factory management it achieved dramatic development through different production stages and multi-way distribution. Since the plant's first breakthrough in product excellence, it

increases its plant capacity and productivity to meet the fast-growing market demands.

- **Saudi Electricity Company**



The Saudi Electricity company is the major provider of energy in the Kingdom of Saudi Arabia providing the energy in electricity sectors generation, transmission, and distribution of electricity for sale generally in a regulated market. The Saudi Electricity company offers training opportunities for engineering students.

- **Saudi Arabian Airlines**



Saudi Arabian Airlines is one of the largest airline companies and serves 100 destinations around the world. The company carries over 21 million passengers a year. Saudi Arabian Airlines has own Saudia Aerospace Engineering Industries (SAEI) which provide maintenance, including major modifications/repairs. A summer internship at Saudia insight into working

life in one of our Kingdom businesses and further develop your skills for technical training.

- **Emaar Middle East**



Emaar Middle East (EME), is one of Emaar Properties' subsidiaries prestigious projects. EME has embarked on the development of various high-value projects in the Kingdom of Saudi Arabia. The rapid growth of the real estate sector has allowed us to expand our portfolio into multiple business activities of diversified nature.

- **Rabigh Refining and Petrochemical Company (Petro Rabigh)**



Petro Rabigh was established in 2005. It is a joint venture between Aramco and Sumitomo Chemical. Petro Rabigh project includes 23 units producing 18.4 million tons of oil-based products annually, and 2.4 million tons per year of ethylene and propylene derivatives. We convert oil and natural gas resources into high-demand and high-value

petrochemicals such as plastics, detergents, oils, glues, refrigerants, antifreeze, paints and carpets.

- **Tasnee Company**

**TASNEE** التصفية

Tasnee was established in 1985, as the first Saudi private sector's fully owned joint-stock industrial company. Driven by best business practices and the goal of achieving profitable and sustainable growth for its stakeholders and society at large. Tasnee is one of Saudi Arabia's largest industrial companies and one of the world's largest producers of titanium dioxide. Tasnee is strongly committed to innovation and supports products innovation through its global research and development centers.

- **BAE Systems**



BAE Systems is the UK Government's nominated Prime Contractor under the Government-to-Government arrangements that are in place to provide equipment, support, and training to Saudi Arabia. They provide

maintenance of Royal Saudi Air Force aircraft and train RSAF personnel safely in a training environment in how to use their aircraft and types of equipment.

- **Rajhi Steel Industries Limited (Rajhi Steel)**



Rajhi Steel is one of the leading national companies in the iron and steel industry, and one of the Middle East and North Africa's largest steel manufacturers. Rajhi Steel covered 20% of the Saudi market needs in both commercial and Rebar steel.

- **Savola Group**



Savola was founded in 1979 as strategic investments on two core sectors food and retails. We are the leading strategic investment holding group in the food and retail sectors across the MENAT (Middle East, North Africa and Turkey) region and operate almost 498 grocery stores and produce everyday household staples loved by consumers in 30 countries.

- **Manis Al - Shayeb Company for Civil Works**



A national company specialized in the field of designing, planning, construction and maintenance of buildings and construction of roads, tunnels, bridges, airports, railroads, facilities, buildings, and dams.

- **Abdullah Al Samhan Engineering Consulting Company**



A specialist company in the areas of architectural design and civil engineering. We aim to innovative engineering and design solutions for our customers' problems. We have provided engineering consulting services to companies around the Kingdom.



- **Taif Municipality**



One of the government departments responsible for the development of the city of Taif and its environs in all its facilities of urban planning and provision of roads as well as maintain the cleanliness and health of the environment.

- **Holy Makkah Municipality**



The Municipality of the Holy Makkah offers high-quality services to the residents of Makkah and its destinations. Our duty is planning and provision of roads as well as maintain the cleanliness and health of the environment of the city of Makkah Al-Mukarramah, villages and Al-Hajars.

- **Ministry of Environment, Water, and Agriculture**



وزارة البيئة والمياه والزراعة

The Ministry of Environment, Water and Agriculture is the ministry responsible for the environment, water, and agriculture policy in Saudi Arabia. It is also concerned with the self-sufficiency of food and animal products.

- **Saline Water Conversion Corporation**



المؤسسة العامة لتحلية المياه المالحة  
Saline Water Conversion Corporation

The Saline Water Conversion Corporation (SWCC) is a Saudi Government Corporation established in 1974 and responsible for the desalination of seawater producing electric power and supplying various regions in the Kingdom with desalinated water. The corporation aims at consolidating the natural water resource in various regions and cities of the Kingdom where there are severe fresh water shortages, through the process of desalination. The corporation is also habilitated to produce electric power.

- **Ministry of Housing**



The Ministry of Housing organizes and facilitates a sustainable housing environment and develops programs to stimulate the private and public sectors through cooperation and partnership in organizing, planning, and monitoring to facilitate housing for all segments of society at the right price and quality.

- **King Faisal Medical Complex**



King Faisal Hospital in Taif is the first hospital established in 1924 under several names, and for 90 years it has been practicing in a better environment to serve the residents of Taif, through 500 beds for the main hospital and 300 beds for the women and childbirth tower.

- **Projects and Maintenance Management at Taif University**



The projects and maintenance department at Taif University aims to build and maintain the facilities of the educational and recreational university with a high-quality maintenance and operation system in accordance with modern management systems, resources, and a stimulating regulatory environment.

- **King Fahad Air Base in Taif**



King Fahad Air Base in Taif is the headquarters of the western sector operations. Its mission is to defend and protect the atmosphere of the Kingdom of Saudi Arabia.

- **King Abdullah Air Defense in Taif**



King Abdullah Air Defense College in Taif is the military college of the air defense forces. It aims to train the military force concerned with securing full protection of the Kingdom's airspace.

- **King Khaled Residential City - Ministry of National Guard**



King Khaled Residential City in Taif is a distinguished house care provider to the National Guard members and their families. The city provides all public schools, healthcare, utilities, water reservoirs, irrigation reservoirs and many types of infrastructure.

- **Armed Forces Medical Services Centre**



Armed forces medical services center provides quality and comprehensive services to the staff of the armed forces and their families, with both in the hypnotherapy and specialized clinics, and physiotherapists who provide services.

- **King Abdullah Medical City Specialist Hospital in Makkah**



مدينة الملك عبد الله الطبية  
KING ABDULLAH MEDICAL CITY IN HOLY CAPITAL

King Abdullah Medical City Makkah is a non-profit medical facility specializing in the triple and quadruple health care. King Abdullah medical city offers the highest standards of integration between patient care, education and research in a work environment for its employees, stimulating creativity. The city aims to be the first choice for patients and guests who desire a safe hospital environment in the Holy city.

- **Riyadh Development Authority**



The Riyadh Development Authority is the organizational, planning, executive and coordinating body responsible for the development of Riyadh. It was established 1974 as supreme authority chaired by HRH Governor of Riyadh. Our objectives include the comprehensive urban, economic, social and cultural development of Riyadh, handling the issues related to environmental management and protection, and providing the city with the necessary public services and utilities.

- **Saudi Binladin Group**



The Saudi Binladin Group is a Saudi group of companies that is considered one of the largest contracting companies in the Arab world and worldwide with revenues estimated at 5 billion dollars. In 1989, the Saudi Bin Ladin Group was established. The company has expanded its operations to include the diverse roads, facilities and vital projects that the Saudi Binladin Group has been honored to carry out. The Group also

has many branches around the world, reinforcing its position as a leading construction company in the Middle East.

- **Al-Jazera Concrete Company**



Founded AL-Jazera Concrete Company Ready mix two branches of Taif and Mecca in 1980 and since its inception has taken upon itself the principle of work to get the best results and the best services that meet the ambitious and satisfied customers. The company has dealt with the biggest international companies such as Binladin, Saudi Oger and Rabia contracting companies.

- **Almajal Alarabi**



Al Majal Al Arabi is an incorporated to meet the needs of the Saudi market and the developmental economic development seen in the Kingdom of Saudi Arabia and become a giant economic entity within the scope of its businesses with the progressive expansion in different fields.



Our leading position is in the sectors of maintenance, operating, contracting, construction, manufacturing, medical maintenance, medical equipment and apparatuses, support and supply/catering, environmental, information and communication technologies, and general trade in supporting the economy of the Kingdom.

- **Saudi Standards, Metrology, and Quality Organization**



الهيئة السعودية للمواصفات والمقاييس والجودة  
Saudi Standards, Metrology and Quality Org.

The Saudi Standards, Metrology and Quality Organization (SASO) was established in 1972, as a body of judicial personality and with an independent budget. Our leading responsible for implementing and following the Board of Directors' decisions, ensuring the proper progress of work in SASO and supervising all its technical and administrative departments, as well as its four branch offices in the Eastern, Western, Southern and Northern Regions. In addition to representatives from private sectors concerned with standardization in the Kingdom, outlines the general policy of SASO. Coordinate efforts pertaining to standards, quality, conformity assessment procedures, metrology and calibration in the Kingdom, as well as efforts relating to mutual recognition with counterparts in other countries.

- **Royal Commission for Jubail and Yanbu**



The Royal Commission for Jubail and Yanbu (RCJY) was established in 1975, as an autonomous organization of the Saudi Arabian Government. The commission is governed by a board of directors, and its Chairman reports to the Council of Ministers. Our duties are planning, promoting, developing and managing Petrochemicals and Energy intensive industrial cities through successful customer focus and partnerships with investors, employees, communities and other stakeholders.

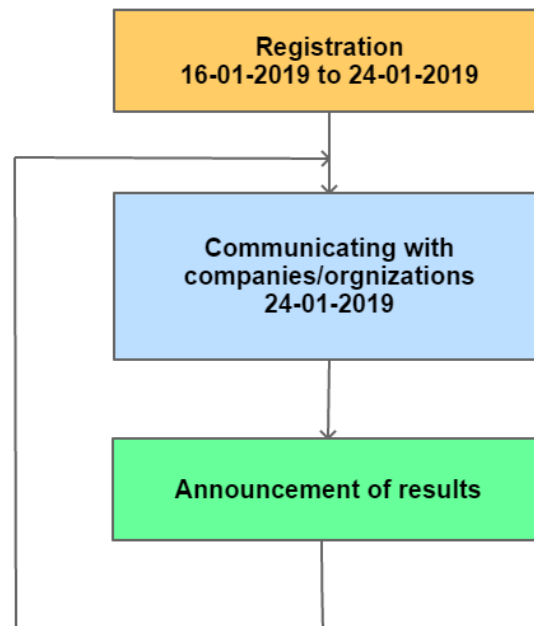
- **Saudi Arabian Mining Company (Ma'aden)**



Ma'aden was formed by Royal decree in 1997 to facilitate the development of Saudi Arabia's mineral resources. Ma'aden is a leading mining and metals company in the Kingdom of Saudi Arabia, with a diverse portfolio of mineral exploration, development, production, marketing, and logistics. We have a broad commodity focus spanning gold, phosphate, aluminum, copper and industrial minerals, and we

continually assess domestic and international opportunities to enter into new commodities that demonstrate strong long-term fundamentals and opportunities for growth.

## Registration



## Withdrawing from Summer Training

The student can withdraw from the summer training course according to the following:

1. The student may withdraw from the summer training within the first two weeks from the announcement of first initial admission list.
2. The student cannot withdraw from the summer training after the semester has begun unless submitting official medical documents. Staffs of summer training unit will review the applicable documentation and recommend the deanship of the Admission and Registration to remove the name from the course.

## **Responsibilities of Students During the Summer Training Course**

During the summer training course, the trainee should:

1. The student must maintain regular attendance from the first day of the training and work the required number of hours.
2. The student should actively listen and pay full attention with supervisor's advice in the training company.
3. The student must respect the confidentiality of the company, its employees and customers.
4. The student should follow the safety policies and rules in the training company.
5. The student should contact the coordinator in the training unit or department of the college in case of any issue may occur.

## Submission of Required Documents

By the end of the summer training program, each student enrolled in the program must **submit four required documents**.

1. **Report**
2. **Presentation**
3. **Attendance Form**
4. **Company's Evaluation Form**

The submission deadline will be **the end of the first week of the next semester**.

## Report and Presentation Guidelines

By the end of the summer training program, each student has to submit one final report and presentation.

- **Final Report Guideline**

The final report must be properly typed in English and to be bound on the left. Students should type their reports with clear font, size of 16 points for the headings and size 14 point for the text. The recommended line spacing is 1.5 on A4 sheets on one side, with a margin of at least 3.5 cm on the left side of the page for both text and diagrams to allow for binding. It is the student's responsibility to

submit original report not copied and follow up with his department advisor and check if the report needs any corrections or modifications. The format for the summer training final report should be presented below:

### **1. Cover page**

The cover page which should include:

- University, college and department names.
- Course title and number.
- Student's name and number.
- Report submission date.

### **2. Acknowledgments (optional)**

Students can choose to include acknowledgments, and these remarks thank those who have helped and gave you advice during the training period.

### **3. Table of contents**

Table of contents, which give the reader a first impression of what the report is about. The main headings and subheadings are listed here in the sequence include page numbers.

#### **4. List of tables and figures**

All tables and figures should be titled and have their numbering sequence include the main report and the appendices.

#### **5. Introduction**

The introduction part should include overview information about the training provider such as trained jobs and departments. Students also should highlight the goals and objectives of the report.

#### **6. Description of the technical work Environment**

In this section, a comprehensive description of the practical side of the technical work Environment. Students should describe in detail what responsibilities and assignments were given to meet the desired objectives.

#### **7. Conclusion and recommendations**

The conclusion of the work and the suggested recommendations should represent in this section.

#### **8. References**

The purpose of the references list is to allow your sources to be seen by your reader. The relevant information can be found in the company's manuals, books, and journals and on the internet.

## 9. Appendices (if any)

Appendices which including copies or weekly progress reports, figures, tables should be presented here.

- **Presentation Guideline**

Each student is required to do an oral presentation to a group of examination committee constituted by the coordinator and students with no more than 15 minutes long. Students are expected to have questions by the end of their presentation. Date and time of the oral presentation will be decided between the examining committee and the student. The oral presentation must be submitted electronically before the date of the presentation.

The general format for the presentation should be presented below:

1. The presentation must be well written in English and having a proper number of slides.
2. The presentation must have the outlines an introduction to the training provider.
3. The presentation must involve the student tasks were given during the training and show how they able to complete the task on time.
4. The presentation should include overall evaluation of the training period and any recommendation for the improvement of the training experience.



## Evaluation

The final evaluation of the student's summer training is summarised in the following table:

|  | %         |
|--|-----------|
| <b>Company's Evaluation</b>                    | <b>40</b> |
| <b>Summer Training Committee's Evaluation:</b> | <b>60</b> |
| <b>1. Report</b>                               | <b>30</b> |
| <b>2. Presentation</b>                         | <b>20</b> |
| <b>3. Discussion</b>                           | <b>10</b> |

## Forms

| Form                    | Description  | QR code<br>(Please scan it) *  |
|-------------------------|--|--|
| Registration form       | Fill this online form to register in the summer training program | Electrical<br>  |
|                         |  | Mechanical<br> |
|                         |  | Civil<br>     |
| Attendance form         | Fill this form during the summer training program                |               |
| Company evaluation form | Your supervisor must fill this form                              |               |

\* In Android you may use *QR Scanner* application, in iOS you can enable QR code reading option from the setting of the camera.

**Important note:**

Attendance form and Company's evaluation form must be stamped prior submission.

**Contact Us**

We welcome feedback on our guideline, or If you need any additional assistance, we're happy to assist you by emailing us on:

[IRGTU@tu.edu.sa](mailto:IRGTU@tu.edu.sa)

[irgt.unit@gmail.com](mailto:irgt.unit@gmail.com)

Engineering College

Industrial Relationship, Graduation, and Training Unit

IRGT Unit

Ground floor- Building 1000