TAIF   UNIVERSITY
COLLEGE OF ENGINEERING
DEPARTMENT OF CIVIL ENGINEERING

Guidelines for Summer Training

o Time Schedule of Training Activities

o Contents and Format of the Final Report

o Rubrics for Assessment of the Summer Training Report

o Rubrics for Assessment of the Summer Training Final Presentation

2022
1443 H

TIME SCHEDULE OF THE SUMMER TRAINING ACTIVITIES

No	*Item*	*Date*
1	Start of the training Course	19-6-2022 (20-11-1443 H)
2	End of the training Course	17-8-2022 (19-01-1444H)
3	Submission of the Training Final Report	4-9-2022 (07-02-1444 H)
4	Final Presentation and Oral Discussion	11-9-2022 (14-02-1444H)

CONTENTS AND FORMAT OF THE SUMMER TRAINING REPORT

The final report of the training course will contain the following:

- Cover Page
- Abstract
- Acknowledgement (optional)
- Table of Contents
- List of Figures
- List of Tables
- Brief Summary about the chosen training bag
- Explanations for the adopted activities during the training period.
- Conclusions and Recommendations
- References
- Appendices (if any)

Final Report Format

➢ **Typing Specifications**

   ✦ *Page Format*
   - Line Spacing: one and half spacing.
   - Font Size: 12-point for the body text, maximum of 14-point Bold for section headings
   - Left/Right Margins: 2.54 cm
   - Top/Bottom Margins: 2.54 cm

   ✦ *Page Limit*
   - No Page limit but the total number of words of the report must not be less than 3000 words, excluding figures, tables and appendices.
   - Title Page: Title of the project, followed by student's name, department, AY 2020 – 2021, and date of submission.

   ✦ *Units*
   - Units of all quantities must always be mentioned, e.g., 5 kg, 3 lbs, etc
   - Use the same unit system throughout the report (SI units, British units, etc.)

   ✦ *Figures*, Tables, and References
   - All Figures, Tables, and Graphics should be inserted close to where they are described and numbered. A list of figures is also required.
   - Figure Captions should be below the figures.
   - Table Captions should be above the Tables.
   - References: a list of references must be provided at the end of the report and arranged in the order of citation in the text.
   - Number Reference citation consecutively in square brackets.
   - The references must be complete and precise, e. g., name of the author (Book, Encyclopedia); Title, volume, page number, year month, editor, and electronic address.

Calculations
- – All calculations must be hand calculated, detailed, explained, and referred to figures and illustration whenever necessary.
- – Software Packages can be used in addition to hand calculations but must not replace hand calculations.
- – All symbols must be defined in nomenclature.
- – All equations must be numbered and typed using equation editor with font size of 12 and Times New Roman italic type

I.   Cover Page Format

Taif University

College of Engineering

Department of civil Engineering

Title (Arial Black Font 18)

By

Student Name

(student ID)

A Summer Training Report

Submitted to the Department of Civil Engineering in partial fulfillment of the requirements for the degree of Bachelor of Science

College of Engineering

Taif University

AY 2021-2022

1442 – 1443 H

RUBRICS FOR ASSESSMENT OF THE SUMMER TRAINING REPORT

Item Evaluated	Wt. (%) (to be specified by the training committee)	Score
▪ **CHECK OF PLAGIARISM**		
Max. detected plagiarized Sentences/Phrases on the whole text of the report not exceed (30%)	(*)	
▪ **ACCEPTED REPORTS AFTER PLAGIARISM CHECK**		
I. FORM		
Adherence s to the report format (Template) given in the summer training Guidelines		
Spelling-Grammar-Proper sentences		
Illustration with Figures-Equations-Diagrams		
Quality of graphics		
II. SUBMISSION ON TIME		
Submission within the permissible time **		
III. REPORT CONTENTS		
Title and Acknowledgement pages		
Abstract		
Brief Summary about the training site		
Explanations for the adopted activities during the training period.		
References and appendices		
IV. Execution of the Examiners' comments		

*Each examination committee has to check plagiarism either online or through any authorized software. If the plagiarism ratio exceeds the max. permissible limit, the committee should reject the report until submission a report with lower ratio of plagiarism. Otherwise, the student score of this report will be equal to zero.

**Submission up to second week of the coming semester is essential to take the full mark of such rubric otherwise no marks will be taken for submission after this date.

RUBRICS FOR ASSESSMENT OF THE SUMMER TRAINING PRESENTATION

ITEM EVALUATED	Wt. % (to be specified by the training committee)	Score %
Organization: main points well stated and argued, with each leading to the next point of the talk.		
Slides: very creative slides; carefully thought out to bring out both the main points of the presentation; maintains audience interest.		
Delivery: Natural, confident delivery that does not just convey the message but enhances it; excellent use of volume, pace etc.		
Relating to audience: Keeps the audience engaged throughout the presentation; modifies material on-the-fly based on audience questions and comments.		
Commitment to the specified time: The student is committed to the specified time for the presentation		