



**TAIF UNIVERSITY
COLLEGE OF ENGINEERING
DEPARTMENT OF CIVIL ENGINEERING**

**GUIDELINES FOR SUMMER
TRAINING COURSE**

A Special Issue Due to Covid-19 Pandemic

1441-1442 H
[2020-2021]

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SUMMARY OF THE MAIN POINTS IN THE GUIDELINES

I. Summary of the main points in the guidelines

The following points are summarizing the main instructions for the summer training session 2020:

1. Every student has to choose a training bag related to a construction of a real-life project related to various civil engineering fields.
2. Students have to use various reliable resources of knowledge such as literature surveys, YouTube videos, Encyclopedias, text books etc., They may conduct simple field surveys.
3. Each student has to conduct three main activities individually for the completion of the summer training session i.e, written report, Oral presentation and oral discussion.
4. Students may attend three courses (training or workshops) related to civil engineering practices and applications during the period of the summer training session. These courses or workshops will be assessed by additional (bonus) 10% of the whole marks of the summer training course. They have to introduce the certificate of attendance or passing the course.
5. Students should prepare a summer training report focusing on the practical side while minimizing the theoretical side. The report must illustrate the different stages of execution and construction of the selected project.
6. The total words of the report must not be less than 3000 words excluding figures and tables.
7. Some useful links for examples of summer training reports are added to help students during preparation of their reports.
8. All reports will be checked for plagiarism so, students should make sure to write the reports by themselves in a unique way otherwise, the student will be transferred to the cheating committee to take the necessary action with him. These actions may include his failure in another course with summer training or suspension for a full academic semester.
9. The deadline of submission of the report will on the second week of the coming semester.
10. Each student will prepare a power point presentation summarizing whatever written and collected through the report.
11. The examination committee will orally discuss the report with each student face to face meeting depending .
12. The report is assigned a weight of 45% of the whole degree while, presentation is given 30% and the remaining will be for the oral discussion. In addition, the bonus of the attended workshops or training courses will be also added.
13. The used rubrics for assessment of both the report and the presentation are presented through the guidelines in order to help students to focus on the main required items.

II. Introduction

Students are required to undergo a comprehensive Engineering Training with a reputable and specialized industrial organization in or outside the Kingdom of Saudi Arabia relevant to their major and to their area of interest within the various fields of civil engineering. The main purpose of this training is to enhance the students' practical experience, promote their career opportunities, and deepen their technical knowledge through practical experience in real-life industrial enterprises. In addition, such training depends on the relationship between the College of Engineering at TU and the governmental and private industrial firms. Also, it provides the business and industry with well-trained and better prepared professionals.

On their part, students (trainees) are expected to spend a significant portion of the training period in the following areas that may vary depending on the activities of the training organization and the student's field of study:

- orientation period covering the organization, its activities, operations, .
- safety regulations and procedures.
- on-the-job practical training in a related field of engineering.

Furthermore, the student is expected to spend his entire summer training period with the training organization abiding by its regulations like any other employee. In addition, by the end of the training period, the student is required to submit a final formal written Engineering Training Report, conduct an oral presentation and get ready for an oral discussion related to the adopted activities during the training period.

In order to assess the actual performance of students during the training period, the training organization shall fill in a confidential and sealed Engineering Training Evaluation Form to be forwarded by the trainee to the Engineering Training Office with information that include the number of days spent on training, the number of absences, and an overall evaluation of trainee performance.

The following guidelines were prepared in order to overview the learning objectives of such on-line course, present the main training bags required to be investigated and practiced by different students, highlight the required activities through each training bag as well as the assessment weights of these activities. Moreover, the contents and format of the training report will be illustrated. The used rubrics for assessment of the training report as well as the final presentation will be presented.

III. Learning objectives

By the completion of the course, the students should be able to:

1. Enable the CE student to link theory and practice and to gain valuable practical/field experience.
2. Preparing students to enhance their self-confidence and take responsibility.
3. Provide guidance for future career opportunities.
4. Helping students choose workplaces that suit their desires after graduation.
5. Giving the students the opportunity to experience the real work environment and to deal with the experts in the facility.
6. Preparing students professionally, technically and behaviorally through their practice of applied work within the field of real work.
7. Linking the education outputs of the educational institution with the requirements of the labor market during the training period.
8. Familiarize the CE student with the work environment after graduation.
9. Develop the CE students work ethics.

SUMMER TRAINING EXAMINING COMMITTEE AND GRADING

IV. Summer Training Examining Committee and Grading

Examining Committee

The examining committee will consist of two professors specified by the training committee after approval of the dept. head. The examining committee will evaluate the student based on his report, his presentation as well as oral discussion related to the selected training bag. The examining committee will take into consideration any delay by the student in submitting any of the required documents and may penalize the student for that delay.

Grading

Grading for the course will be based on accomplishment of all of requirements as well as the quality of the effort. The grade will be distributed on the efforts and deliverables during two semesters. Attendance and participation during meetings will be taken into consideration.

Grades are assigned by the examination committee. The summer training course grade is divided as follows:

Work Item	Grade
1. Report	45%
2. Oral Presentation	30%
3. Oral Discussion	25%
Total	100%

CONTENTS AND FORMAT OF THE SUMMER TRAINING REPORT

V. Contents and Format of the Summer Training Report

The final design report 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.

CONTENTS AND FORMAT OF THE SUMMER TRAINING REPORT

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

VI. 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 2020-2021
1441 – 1442 H

RUBRICS FOR ASSESSMENT OF THE SUMMER TRAINING REPORT

VII. 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

VIII. 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		