**KING SAUD UNIVERSITY**

**Syllabus**

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Co-operative Education Course FIN477

**Why take COOP?**

This course enables students to apply and develop knowledge and skills on the job. Over the duration of 12 weeks of work placement, students, with the support of a faculty advisor, will have a chance to get their proper training from various institutes. Being exposed to work environment, students will be able to:

- integrate and use their knowledge and skills from the classroom

- discover where further competence is needed

- take steps to gain that competence under educational supervision

- become better acquainted with the types of work settings in which such competence can be applied.

COOP is a great experience that provides students with hands-on, real-world experience in a work setting.

**Assessment**: COOP will start on the 9th of June were you are required to commence on that date in your previously assigned institute. You will be evaluated according to the following:

***BiWeekly reports- 30%:***You are to submit 6 weekly reports by email referring to your improvement in your training. these reports are to be sent each Friday no later than 5pm.

***Final report:- 20%:***You will submit a hard copy of final report to the department with your feedback by the end of your COOP by 17/12/2012.

***Final Presentation 20%:***You will be doing a presentation on your coop projects/ work on the week of 22/12/2012.

***Supervisor report- 30%:*You** supervisor that has been assigned by the institute will send reports which will be taken into account in final grade. These reports refer to your attendance, punctuality and your overall performance.

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| **Date** | **Time** | **Requirement** |
| Friday 14/9/2012 | 5pm | Biweekly Report |
| Friday 5/10/2012 | 5pm | Biweekly Report |
| Friday 19/10/2012 | 5pm | Biweekly Report |
| Friday 16/11/2012 | 5pm | Biweekly Report |
| Friday 30/11/2012 | 5pm | Biweekly Report |
| Friday 14/ 12/2012 | 5pm | Biweekly Report |
| Monday 17/ 12/ 2012 | 5pm | Final Report |
| 22 & 23/ 12/2012 | 10 am | Final Presentation |