**KING SAUD UNIVERSITY**

**FINANCE DEPARTMENT**

**FIN-477 SYLLABUS**

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| **Office Address/Contact Information:** |
| **Finance Department** |
| **Building 3**  **Office: 26**  **Email : nalabdulkarim@ksu.edu.sa** |
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**Course Description:** Cooperative Education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace. The experience enables students to apply and refine the knowledge and skills acquired in a related curriculum course. The Co-op is a supervised work experience in a position in the government or the private sector which aimed to assist students in making the transition from the classroom to industry. Students are required to finish 320 hours on the job to earn 6-credit hours for the course.

**Course Requirements:** In addition to the training in the private or governmental sectors, students are required to submit a Co-op report and a Presentation to the Finance Department after they finish their job experience. The deadline for these requirements should be discussed with your academic advisor. The guidelines for writing the report and the content of the presentation are provided with this Syllabus.

**Course Grading:** Students are required to finish 320/ 500 hours on the job where their performance will be evaluated by their work supervisors. A special form will be sent to the work supervisor toward the end of the Co-op period. The quality of the Co-op report and the presentation will be graded based on the criteria provided to you with this syllabus. To earn a good grade, you must perform well in all assigned tasks for the duration of your work assignment and submit all requirements on time following the criteria provide to you.

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| ***Grading will be based on the following criteria:*** |
| Monthly Reports **25%**  Evaluation by work supervisor  **30%** |
| Written final report  **25%** |
| Presentation of final report to finance department  **20%** |

**Biweekly reports schedule:**

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| Report Number | Date | Time | Requirement |
| 1 | Saturday 4th -10-2014 | 5:00 pm | Monthly report |
| 2 | Saturday 1st-11-2014 | 5:00 pm | Monthly report |
| 3 | Saturday 29th-11-2014 | 5:00 pm | Monthly report |
| 4 | Saturday 20th-12-2014 | 5:00 pm | Monthly report |

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| Final report | Thursday 25th-12-2014 |
| Presentation | Thursday 1-1-2015 |

**Course Objectives:** By completing the Co-op, you will learn more about your field and have the opportunity to interact with the professionals in your field. Moreover, the Co-op is expected to help you in such a way:

* Academically by Applying and integrating the principles and theory learned in the classroom with workplace practice and clarify academic goals.
* Professionally by clarifying career goals, understanding workplace culture, gaining workplace competencies, benefiting from professional networking, and having better access to after-graduation employment opportunities.
* Personally by determining your strengths and weaknesses, developing and enhancing interpersonal skills, and Specifying career options in your selected academic area (Finance).
* Understanding the work environment by understanding Politics, conflict and the different pattern and setting in the work environment.

**Academic Integrity Policy:** Co-op students are expected to comply with the University’s academic integrity policy.   
  
Academic integrity is a basic guiding principle for all academic activity at King Saud University, and all students are expected to act in accordance with this principle. Consistent with this expectation, Co-op students should not:

* + Adopt texts, ideas, views, research findings or any other piece of information in any product without due acknowledgement so that it sounds as if the work is all done by the student himself.
  + Work with others on the assignments intended to be done individually, incorporate others’ work as a part of a student’s work or carry out assignments individually when they should be done in groups.
  + Falsify data, information or citations collected from authentic and reliable resources.
  + Copy from the internet without following any of the academic referencing styles used in quoting or citing websites.

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**STUDENT INTERNSHIP REPORT FORMAT**

**Final Report**

**Your final report should be between 5-20 pages and should not exceed 20 pages pages as follow including your cover page**

**Your writing should be with using the following instructions**

1. **Font: “Times New Roman”**
2. **Font size: “12”**
3. **Space: “1.5”**
4. **Margins : “Narrow”**

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| **Your Name** |
| **Your Student ID:** |
| **Your E-mail Address:** |
| **Semester you are registered for:** |
| **Supervisor's Name:** |

**Starting date:**

**Ending date:**

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| **Intern Employer** |
| **Supervisor's Name and Title** |
| **Your Job Title** |
| **Phone Number of your employer** |
| **E-mail address of your employer** |

**Report Content**

The specifics of the report content will vary from report to another. However, the body of your report should include four main subjects:

1. The organization you work with;
2. The Recruitment Process;
3. Responsibilities were assigned to you ;
4. Overall evaluation of your work experience;
5. What the future holds.

***\*Make sure that your report is not in the form of questions and answers, rather it should be written in the form of paragraphs. Also avoid simple cut-and-paste composing***

1. **The organization you work with**

You should describe the employer you worked for in thorough detail. As you do so, consider doing the following jobs, typically devoting at least one paragraph to each:

* Introduce the employer’s connection to you by providing an overview of your position, including such details as where you worked, for how long, and how the position fit into your education.
* Describe the nature of the position you held in relation to the employer—what is the position’s value to the company? Why does the company hire interns? Is the internship program new or long-standing?
* When appropriate, quote key company literature—e.g., a brochure, a mission statement, a web page—to summarize the company’s values and culture.
* Was the job related with the COOP what you expected it to be? Why or why not?
* Have any of your assumptions about the working world changed as a result of your COOP experience? if they have, in what ways?

**2. The Recruitment Process**

Define the recruitment process you had gone through in applying to your internship. This should include the following:

* Number of interviews by your employer and names and titles of the people who made these interviews.
* Your strengths in the interviews and any weaknesses you would like to avoid in future interviews
* The length of the process and the papers required
* Any changes you will apply on your Resume after your work experience (Including the form and layout of it)

**3. Responsibilities were assigned to you**

In describing your work duties, outline your specific responsibilities and tie them into any larger projects with which you were involved. Detailed accounts should be given of such issues as the following:

* Your specific day-to-day responsibilities and activities. Turn here to your daily routine activities, record keeping methods, and any job description provided by the employer.
* Duties you took on or were assigned beyond the standard job description.
* Activities in coordination with project teams or co-workers.
* Specific technical functions of your position.
* The academic background necessary for any project you worked on.
* The goals of any project you were involved in.
* Key data, equations, or software that you generated or used.
* Analysis and application of data to your particular project.
* Documents, reports, or presentations that you were required to complete.

**4. Overall evaluation of your work experience**

An evaluation of your internship or co-op is important not just for your faculty supervisor, but for your academic department, your peers, and for you personally. As a way to evaluate your experience, elaborate on areas such as the following:

* The assessment others made of your work, especially if you were given a written evaluation.
* Contributions that the work experience made to your career development, goals, and growth.
* Contributions of the work experience to your selection of future career, either because you foresaw new needs due to the work or because a co-worker made recommendations.
* Assessment of which courses you completed that were the most or the least applicable to your internship/co-op. Note specific courses and principles studied in these courses.
* Noteworthy distinctions between your education and on-the-job experience.
* Whether the internship/co-op made good use of your technical background.
* Your level of personal satisfaction with the internship/co-op and whether or not you would recommend it to others.
* Your assessment of how the internship/co-op could be improved for others.
* The most difficult challenges you encountered during your training period and how did you handle them.
* Your advice to other peers who are about to take their COOP program.

**5. What the future holds**

How did your co-operative education experience influence your career goals? Does it influence your understanding of what you need in terms of a professional and personal life? Based on your co-op experience, what are your goals for your upcoming years?

When you first began the co-operative education program, you probably had very different goals than you do now. Maybe they weren’t that different at all. Looking back at those career goals and comparing them to now, how did your co-op work terms influence those goals? Why or why not? Explain.

**Presentation of the Final Report**

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| The presentation of your final report is graded based on the following criteria: |
| **Preparation** - Evidence of preparation for the presentation **10**  (e.g. a handout, .ppt or notes). |
| **Impact of visual aids** - Visual aids (e.g. slides) were effective, **10**  organized and helpful. |
| **Organized** - The presentation had a clear introduction, **20**  content and conclusion. |
| **Expertise** - Demonstrated an understanding of the material. **20** |
| **Vibrancy** - Engaged the audience; kept others interested. **10** |
| **Verbal articulation** - Ideas were clearly expressed. **10** |
| **Proper grammar and language use** - Full sentences, slang-free. **5** |
| **Attire** - Presenters were appropriately dressed. **5** |
| **Demonstrated time management skills**- by delivering a clear, concise presentation in 15 min. or less. **10** |
| **TOTAL POINTS 100** |