



# University of Tabuk

## Faculty of Engineering

### Company Evaluation of Student Performance

**College Vision**  
 A distinguished and pioneering college locally and internationally in the field of engineering education, innovative research, and building a knowledge society

Student

#### 1. Student Personal data

Name	ID	Major	Phone Number

#### 2. Training and Company Information

Course Code	Semester	Year	Training period	
			From:	To:
Company		Department		Address
				City:
				Country:
Company Supervisor Name			Company Supervisor Job Title	

Company Supervisor

#### 1. Training Details

	Yes	No
Have you assigned a specific work to the student?		
If yes, what is the type and description of work?		
Areas that students have been trained on		
Recommendations to improve the training level of the student		
Areas mastered by the student during the training		
Weaknesses of the student during the training		
Student's points of interest during the training		

#### 2. Evaluation of Student Performance

	Excellent (5)	Very Good (4)	Good (3)	Acceptable (2)	Weak (1)
Students' knowledge relevant to training					
Ability to solve engineering problem					
Ability to communicate effectively					
Ability to function effectively on a team					
Ability to learn and acquire new knowledge					
Performing the assigned task with quality and in a timely manner					

#### 3. Approval by the director of the training sector

Name	Signature	Date	
			Seal

## Evaluation of the training (for the student)

Note: All information contained in this assessment will not affect the final evaluation of the student by the training firm or concerned department.

Student Name		Student ID	
Department		<input type="checkbox"/> Field Training (1) <input type="checkbox"/> Field Training (2)	
Training period	from / / to / /	Number of Training hours	
Training firm		Address	

Evaluation Criteria	5 (Excellent)	4 (Very Good)	3 (Good)	2 (Acceptable)	1 (week)
Do you see that training period is long enough					
Do you have benefited from training					
Was the training at the level of your expectations					
Do you take advantage of your time during training					
Are you obtained technical information during the training					
Was the training in your specialization					
Has there been guidance, direction during the training					
Do you want to work at the training firm after graduation					

Stuff you have trained on:

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.....

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Notes

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Student Name:

Signature:

Email:

Mobile NO.:

## Final evaluation form of the student (For the training firm)

Student Data	Student Name			ID				
	Specialization							
	Training Period	From / / to / /		Number of Training hours				
Training Firm Data	Training Firm			Department				
	Address			Tel:	Fax:			
	Responsible for training			Job:	Tel.:			
Training Details	<b>a</b>	Is a specific work assigned to the student?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>b</b>	If yes, what is the type and description of work						
	<b>c</b>	What are the areas that students have been trained on, in details						
	<b>d</b>	What are your recommendations to improve the training level of the student						
	<b>e</b>	Trained areas mastered by the student during the training						
	<b>f</b>	The weaknesses of the student during the training						
	<b>g</b>	Student's points of interest to during the training						
Evaluation of Student Performance	Evaluation Criteria			5 Excel- lent	4 Very Good	3 Good	2 Accept- able	1 week
	The student's commitment to attendance times							
	Efficient communication and discussion							
	Students cooperate with others							
	The ability to analysis and application							
	A desire to learn and acquire information							
	Productivity and quality of work							
	Creativity							
	Students use the theatrical information							
	Attendance to work							
	Knowledge in the specialty							
<b>Total marks out of 50</b>								

**Approved by the director of the training sector**

**Name:**

**Signature:**

**Date:**

**Seal**

## Weekly Report on the Field Training

Report No ( )

### For the Student

Trainee name :

ID ( )

Department:

Specialization:

Field Training firm:

Field Training (1)  Field Training (2)

### For Field Training firm

Weekly assessment:  Excellent  Good  medium  week

Week day	Date	Notes
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

Notes:

Responsible for training :

Signature:

Date:

Seal

## Evaluation of the training (for the student)

Note: All information contained in this assessment will not affect the final evaluation of the student by the training firm or concerned department.

Student Name		Student ID	
Department		<input type="checkbox"/> Field Training (1) <input type="checkbox"/> Field Training (2)	
Training period	from / / to / /	Number of Training hours	
Training firm		Address	

Evaluation Criteria	5 (Excellent)	4 (Very Good)	3 (Good)	2 (Acceptable)	1 (week)
Do you see that training period is long enough					
Do you have benefited from training					
Was the training at the level of your expectations					
Do you take advantage of your time during training					
Are you obtained technical information during the training					
Was the training in your specialization					
Has there been guidance, direction during the training					
Do you want to work at the training firm after graduation					

Stuff you have trained on:

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.....

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Notes

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.....

.....

Student Name:

Signature:

Email:

Mobile NO.:

## Final evaluation form of the student (For the training firm)

Student Data	Student Name		ID					
	Specialization							
	Training Period	From / / to / /	Number of Training hours					
Training Firm Data	Training Firm			Department				
	Address			Tel:	Fax:			
	Responsible for training			Job:	Tel.:			
Training Details	<b>a</b>	Is a specific work assigned to the student?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>b</b>	If yes, what is the type and description of work						
	<b>c</b>	What are the areas that students have been trained on, in details						
	<b>d</b>	What are your recommendations to improve the training level of the student						
	<b>e</b>	Trained areas mastered by the student during the training						
	<b>f</b>	The weaknesses of the student during the training						
	<b>g</b>	Student's points of interest to during the training						
Evaluation of Student Performance	Evaluation Criteria			5 Excel- lent	4 Very Good	3 Good	2 Accept- able	1 week
	The student's commitment to attendance times							
	Efficient communication and discussion							
	Students cooperate with others							
	The ability to analysis and application							
	A desire to learn and acquire information							
	Productivity and quality of work							
	Creativity							
	Students use the theatrical information							
	Attendance to work							
	Knowledge in the specialty							
<b>Total marks out of 50</b>								

**Approved by the director of the training sector**

**Name:**

**Signature:**

**Date:**

**Seal**

KINGDOM OF SAUDI ARABIA  
Ministry of Higher Education  
University of Tabuk  
Faculty of Engineering  
Summer Training Unit



المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة تبوك  
كلية الهندسة  
وحدة التدريب الميداني



# University of Tabuk

## Faculty of Engineering

### Field Training Weekly Log Sheet

**College Vision**  
 A distinguished and pioneering college locally and internationally in the field of engineering education, innovative research, and building a knowledge society

- Instructions**
1. This log sheet should be filled out at the end of each week by the trainee in English.
  2. Trainee should submit this log sheet to the supervisor/trainer at the end of each week for evaluation and signature. The supervisor/trainer should give the trainee suggestions to enhance their performance.
  3. After getting this log sheet **graded** and **sealed**, student should submit an electronic (scanned) copy before the deadline to the academic supervisor using **blackboard**. File name example: **ID\_371005555\_Report\_Number\_3**.
  4. Contact course instructor or send an email to [engtraining@ut.edu.sa](mailto:engtraining@ut.edu.sa) if you have technical problems.
  5. At the end of training, the original hard copies of the eight reports should be delivered to the Academic Supervisor.

**Student**

**1. Student personal data**

Name	ID	Major	Mobile Number

**2. Training and company information**

Course Code	Semester	Year	Company	Week Number

**3. Briefly write about your activities this week**

Weekday	Date	Attended	Daily activity
Sunday		Yes No	
Monday		Yes No	
Tuesday		Yes No	
Wednesday		Yes No	
Thursday		Yes No	

**Company Supervisor**

Assessment of student performance this week

Excellent (5)	Very Good (4)	Good (3)	Satisfactory (2)	Non Satisfactory (1)
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Comments and suggestions to enhance Trainee's performance

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.....

.....

Name	Signature	Date	Seal

**Academic Supervisor**

Comments and suggestions to enhance Trainee's performance

.....

.....

Name	Signature	Grade	Attendance (5)	Activities (5)	Total (10)



## Weekly Report on the Field Training

Report No ( )

### For the Student

Trainee name :

ID ( )

Department:

Specialization:

Field Training firm:

Field Training (1)  Field Training (2)

### For Field Training firm

Weekly assessment:  Excellent  Good  medium  week

Week day	Date	Notes
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

Notes:

Responsible for training :

Signature:

Date:

Seal

سعادة مدير التدريب بشركة آرامكو  
حفظه الله  
السلام عليكم ورحمة الله وبركاته

انطلاقاً من حرص جامعة تبوك ممثلة بكلية الهندسة على الموازنة بين احتياجات سوق العمل المختلفة ومخرجات الكلية والمتمثلة بجعل التدريب التعاوني متطلباً أساسياً من متطلبات التخرج لطلاب كلية الهندسة، وللتميز الموجود لدى منشآتكم فإننا نرغب بالاستفادة من فرص التدريب لديكم، ولأهمية التنسيق المبكر نأمل من سعادتك الإفادة عن مدى امكانية تدريب الطلاب الموضحة بياناتهم أدناه حسب المجالات المتوفرة لديكم.

م	الاسم	الرقم الجامعي	التخصص
1	مهند سليم سعيد العطوي	331001031	هندسة ميكانيكية

علماً بأن مدة التدريب ثمانية أسابيع في تخصصات الهندسة المدنية والكهربائية والميكانيكية، يلتزم خلالها المتدرب بالعمل وفقاً لأوقات العمل لديكم.

وتقبلوا سعادتك خالص تحياتي وتقديري،،،

عميد كلية الهندسة

د. ابراهيم بن عيسى  
عطوي

للتواصل:  
وحدة التدريب الميداني  
كلية الهندسة – جامعة تبوك  
فاكس: 0144250284  
هاتف: 0144562822  
Email : [ashatnawi@ut.edu.sa](mailto:ashatnawi@ut.edu.sa)

Dear The Director of .....

From the keenness of Tabuk University, represented by the Faculty of Engineering on the harmonization between the different needs of labor market and outputs of the college that is achieved by making the cooperative field training a prerequisite of graduation requirements for students of the Faculty of Engineering, and the excellence that exists among your organization we would like to take advantage of training opportunities at your firm, and for the importance of early coordination we hope that you inform us with the opportunity of training the students described their data below according the available fields.

No	Name	ID	Department

Note that the training period is eight weeks in the civil, electrical and mechanical engineering departments, during which the trainee is committed to working according to the working hours at your firm.



المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة تبوك  
كلية الهندسة  
وحدة التدريب التعاوني

## التقرير الأسبوعي للتدريب الميداني

تقرير رقم ( )

### خاص بالطالب:

اسم المتدرب: ..... الرقم الجامعي ( )  
القسم: ..... التخصص: .....  
جهة التدريب: .....  
 تدريب ميداني (١)  تدريب ميداني (٢)  
توقيع المتدرب: .....

### خاص بجهة التدريب:

التقييم الأسبوعي:  ممتاز  جيد  متوسط  ضعيف

اليوم	التاريخ	ملاحظات
الأحد		
الاثنين		
الثلاثاء		
الأربعاء		
الخميس		

ملاحظات أخرى:

.....  
.....

المسئول عن التدريب: ..... التوقيع: .....

التاريخ: ..... الختم

## نموذج لصيغه ارسال الايميل:

The screenshot shows an email composition interface. At the top, there are four buttons: "SEND" (in a red box), "Save Now", "Discard", and "Labels" (with a dropdown arrow). Below these are the "To" and "Subject" fields. The "To" field contains the email address "engineering@ut.edu.sa" and has links for "Add Cc" and "Add Bcc". The "Subject" field contains the Arabic text "اسم الطالب - القسم" and has links for "Attach a file" and "Insert: Invitation". Below the subject field is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (T), background color (T), text background color (A), text background color (T), smiley (😊), undo (↶), redo (↷), bulleted list (☰), numbered list (☰), and link (🔗). The main body of the email is a large empty text area.

## مثال:

The screenshot shows an email composition interface, similar to the one above. At the top, there are four buttons: "SEND" (in a red box), "Save Now", "Discard", and "Labels" (with a dropdown arrow). Below these are the "To" and "Subject" fields. The "To" field contains the email address "engineering@ut.edu.sa" and has links for "Add Cc" and "Add Bcc". The "Subject" field contains the Arabic text "محمد خالد العطوي - قسم الهندسة الكهربائية" and has links for "Attach a file" and "Insert: Invitation". Below the subject field is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (T), background color (T), text background color (A), text background color (T), smiley (😊), undo (↶), redo (↷), bulleted list (☰), numbered list (☰), and link (🔗). The main body of the email is a large empty text area.

<http://www/ar/web/eng-college/forms>

رابط نماذج التدريب الميداني على موقع كلية الهندسة:



## نموذج التقييم النهائي للطالب (نموذج خاص بجهة التدريب)

الرقم الجامعي										اسم الطالب					بيانات الطالب																			
										التخصص																								
عدد ساعات التدريب										من: / / هـ إلى: / / هـ					فترة التدريب																			
القسم										جهة التدريب					بيانات جهة التدريب																			
الفاكس										الهاتف																								
الهاتف										المدينة					التدريب																			
وظيفته										المشرف المباشر على التدريب																								
لا <input type="checkbox"/> نعم <input type="checkbox"/>										هل كلف الطالب بعمل محدد؟					تفاصيل التدريب																			
										أ في حالة الإجابة بنعم ما هو نوع وصفة هذا العمل																								
										ب ما هي المجالات التي تم تدريب الطالب عليها بالتفصيل																								
										ج ما هي توصياتكم لتحسين مستوى التدريب لدى الطالب																								
										د الأعمال التي أتقنها الطالب أثناء التدريب																								
										ه نقاط الضعف لدى الطالب أثناء التدريب																								
										و نقاط الاهتمام لدى الطالب أثناء التدريب																								
١ (ضعيف)										٢ (مقبول)					٣ (جيد)					٤ (جيد جداً)					٥ (ممتاز)					معايير التقييم				
																														التزام الطالب بأوقات الحضور والانصراف				
																														كفاءة الاتصال والمناقشة				
																														تعاون الطالب مع الآخرين				
																														القدرة على التحليل والتطبيق				
																														الرغبة في التعلم واقتناء المعلومات				
																														الإنتاجية وجودة العمل				
																														القدرة على الإبداع				
																														استخدام الطالب للمعلومات النظرية				
																														المواظبة على الدوام				
																														الإلمام في التخصص				
																														مجموع الدرجات (من ٥٠ درجة)				

اعتماد مدير إدارة التدريب

التوقيع:

الاسم:

الختم:

التاريخ:

## نموذج (1) ترشيح الطالب لتسجيل مقرر التدريب الميداني

### 1- بيانات تملأ بواسطة الطالب

اسم الطالب	الرقم الجامعي	
رقم الجوال	البريد الالكتروني	
التخصص		
رقم التدريب الميداني	<input type="checkbox"/> تدريب ميداني 1	<input type="checkbox"/> تدريب ميداني 2

م	جهات التدريب التي يرغب الطالب التدرّب فيها	عنوان جهة التدريب (المدينة)
1		
2		
3		
تاريخ مباشرة التدريب		

توقيع الطالب: ..... التاريخ: / / 1437 هـ

### 2- بيانات تملأ بواسطة منسق الشؤون الأكاديمية بقسم: .....

المعدل التراكمي	
الساعات المجتازة	
الساعات المسجلة	
الساعات المجتازة بعد إعلان نتيجة الفصل الدراسي الثاني	
إسم منسق الشؤون الأكاديمية	د/ولاء رمضان
التوقيع	

### 3- قرار مجلس القسم العلمي في طلب الترشيح للتدريب الميداني للطالب (قبول أو رفض)

سعادة مشرف التدريب الميداني  
نفيد سعادتك بـ ..... تسجيل الطالب الموضح بياناته أعلاه لمقرر التدريب الميداني على  
أن تكون جهة التدريب  
هي: .....

التوقيع

مشرف القسم  
أ.د/ حسن عوض