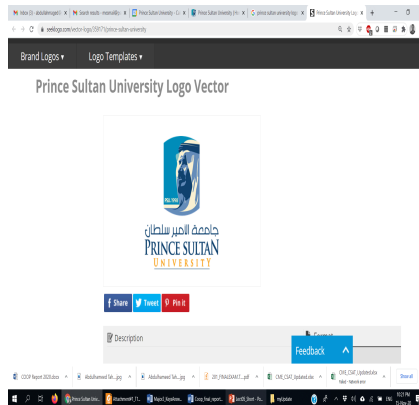




Prince Sultan University

COOP Report

A final report was submitted in partial fulfillment of
the Coop training

Student Name: [Insert your name, Font size 18]

Student ID#:[Insert your ID, Font size 18]

Company Name: [Insert your company name, Font size 18]

Advisor Name: [Insert your advisor name, Font size 18]

Date: Day/Month /year [Insert the date, Font size 18]

Acknowledgment

Thank the company which gave you an opportunity to do the COOP and also thank all the individuals who helped and supervised you during the Co-op program. Do not exceed one page. Use 12 points font size.

(Write your name)

Executive Summary

This section summarizes the whole report in one, concise paragraph of about 200 words. Do not exceed this limit. You should report your obtained experience, learned tools and software, and your recommendations.

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List all the sections / subsections and their corresponding page numbers. This table can be updated automatically by right click on it and then select update

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List of Tables

All tables must be consecutively numbered consecutively and must be quoted in the body of the text. Each table must come at appropriate place in the report. After finishing the table, **hide the grid so that only the text appears**. A sample is given below.

		page
Table 1:	Work plan	8

List of Figures

All figures must be consecutively numbered consecutively and must be quoted in the body of the text. Each figure must come at appropriate place in the report. After finishing the table, **hide the grid so that only the text appears**. A sample is given below.

		page
Table 1:	STC Company logo	8

List of Appendices

All appendices of the report must be lettered consecutively and must be quoted in the body of the text. Appendices are used to include material that is not a main part of the report such as extra images of the conducted tasks, images of the obtained certificates, etc. All appendices to be kept at the end of the report in order. **Hide the table's grid after finishing the table.** A sample is given below:

		page
Appendix A:	Cisco certificate	x

Some general guidelines about the report [remove this page before submission]

- The final co-op report should be written clearly in standard business English.
- You should proofread the report carefully and correct all spelling or grammatical errors before submission.
- The report should be writing using this template and respects the line space, font type, text alignment, and margins.
- The cover page should be as shown in the first page of this document.
- Each new chapter, figure, table, appendix, should be listed in the table of contents, list of figures, list of tables, and list of appendices. Also, the page number in the lists should be the same number as the figures, tables, appendices, chapters appear in the document.
- Use “Times New Roman” font through out the report
- All the figures and tables should be quote in the body of the report.
- All acronyms must be defined when mentioned for the first time.

How to quote a table (example)

“Table 1 represents details of work plan that I followed in my coop training”

Table 1: work plan

#	Work description	Department	Start date	End date	Duration/weeks
1	Sites visit and safety instructions	Safety	06/01/2019	10/01/2019	1

2	Explaining Main components of mobile sites	Telecom	13/01/2019	24/01/2019	2
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How to quote a figure (example)

“Figure 1 shows the logo for STC company where I spend my coop training.”

Figure 1: STC logo

How to report a reference (example)

STC is the first telecommunication company the Kingdom of Saudi with a vision to be Arabia digital and telecom leader, enabling the society and economy to thrive, in KSA and beyond [1].

Then, In the reference page, you add the following line:

[1] STC company, [online link] <https://www.stc.com.sa/wps/wcm/connect/english/stc/aboutSTC/Overview>

Chapter 1: Introduction

1.1. Company Profile

In this subsection, write a paragraph about the company where you did the COOP. In this paragraph, describe the company at which you spent your Co-op Program and describe the department that you were assigned to. This paragraph should be half a page as maximum. Then, add the company logo.

1.2. Coop objectives

List your objectives in this coop even if some of these objectives are not covered.

Examples:

1. Seeking work with major and international company
2. Understand the work and job environment
3. Gain experience and preparing and writing reports
4. Develop hands on skills and team coordination skills
5. Practice and use in the field what have been studied

1.3. Coop Work Plan

In this section, you should fill the table below from your work plan as defined by the training company.

#	Work description	Department	Start date	End date	Duration/weeks
1	Sites visit and safety instructions	Safety	06/01/2019	10/01/2019	1
2	Explaining Main components of mobile sites	Telecom	13/01/2019	24/01/2019	2
3	Microwave link installation and commissioning	Telecom	26/01/2019	7/2/2019	5
4	Microwave link dismantle	Telecom	9/02/2019	23/02/2019	2
5	Microwave link relocation	Telecom	24/02/2019	07/03/2019	2
6	Cellular network installation (2G,3G,4G)	Telecom	09/03/2019	02/05/2019	7

7	Cellular network relocation (2G,3G,4G), Problem solving	Telecom	04/05/2019	27/06/2019	8
8	Preparing a CO-OP final report	PSU	28/06/2019	11/07/2019	2

1.4.Tasks to be Accomplished

List your Tasks assigned by the training company during the COOP period here.

These tasks should be aligned with the coop work plan

1. Task 1:
2. Task 2:
3. Task 3:

Chapter 2: Co-Op Work description and Achievements

This is the most important part of your final report. You should describe each task you worked on and your achievements. For each task, you should respond to the following points:

1. What is the nature of this task? What is your role in this task?
2. If this task is in a project, describe shortly this project.
3. What are the difficulties you faced in this task and how you dealt with them?
4. Which of the courses you learned in the university were helpful to you in solving the assigned task(s).
5. You should mention any instrument or software used. List them in the appendix.
6. If the task was not achieved, explain why.

2.1. Task 1: **[insert the task title]**

Details here

2.2. Task 2: **[insert the task title]**

Details here

2.3. Task 3: **[insert the task title]**

Details here

2.4. Task 4: **[insert the task title]**

Details here

Chapter 3: Professional Development and Engineering Practice

3.1.Ethical and Professional Responsibility

3.1.1. Ethical and Professional Responsibilities

During your COOP training, describe how ethical and professional responsibilities were relevant to the engineering work you performed or observed.

You are not required to have faced an ethical problem, misconduct, or conflict. You may discuss a professional responsibility, good engineering practice, decision, or potential risk related to your work.

Describe at least one specific example from your training and explain:

- the engineering task, activity, or situation involved;
- the relevant ethical or professional responsibility, such as safety and protection of people; accuracy and honesty in measurements, calculations, testing, or reporting; confidentiality and protection of company/client information; compliance with engineering standards, codes, procedures, or specifications; quality and reliability; responsible use of equipment, materials, resources, or data; or professional accountability;
- why this responsibility was important in that situation;
- what action was taken, or what an engineer should do, to meet this responsibility;
- the possible consequences if the responsibility were ignored.

If you did not personally encounter an ethical issue: select one engineering task you performed or observed and explain the ethical or professional responsibilities associated with that task and what could happen if they were not properly followed.

Example 1:

During my cooperative training in an electrical maintenance department, I assisted with the inspection and testing of distribution panels. One important professional responsibility was ensuring that measurements and inspection results were recorded accurately.

Although I did not encounter any deliberate misconduct, I recognized that incorrect or incomplete test results could cause a defective component to remain in service. This could affect equipment reliability and, in some cases, create a safety risk for employees or users.

During the inspections, I followed the approved testing procedure, recorded the actual measurement values, and reported abnormal results to my supervisor rather than making assumptions about their cause. Where I was uncertain about a result, I repeated the measurement under supervision.

This experience helped me understand that professional engineering responsibility includes accuracy, honesty, following approved procedures, and reporting technical concerns appropriately, even when no ethical conflict occurs.

Example2:

During my seven-month cooperative training in the Project Management Department of a telecommunications company, I supported project planning, progress tracking, coordination with technical teams and vendors, and preparation of weekly and monthly status reports.

One ethical and professional issue I faced involved the accuracy and honesty of project progress reporting. During one reporting period, a project was behind schedule because some technical activities and vendor deliverables had not been completed. However, there was pressure to present the project status more positively in the progress report because management was expecting the planned milestone to be achieved.

I recognized that reporting the project as being on schedule without sufficient evidence would be misleading. Project reports are used by management to make important decisions related to budgets, resource allocation, customer

commitments, and delivery dates. Therefore, I discussed the issue with my supervisor and reviewed the actual project evidence, including completed milestones, approved scope, vendor updates, and outstanding technical activities.

Instead of presenting an overly optimistic status, I updated the report to reflect the actual progress, clearly identified the delayed activities, documented the main risks and constraints, and highlighted the actions required to recover the schedule. I also ensured that sensitive internal project information was shared only with the appropriate stakeholders.

This situation demonstrated the importance of integrity, honesty, accountability, confidentiality, and accurate professional communication. Providing inaccurate information could have resulted in poor management decisions, unrealistic delivery commitments, additional costs, contract or SLA problems, reduced service quality, and damage to the company's reputation. The experience taught me that engineers and project professionals have a responsibility to provide objective and reliable information, even when there is pressure to present more favorable results.

3.1.2. Engineering Judgment and Broader Impacts

Select one engineering task, solution, recommendation, or decision related to your COOP training. The decision does not need to have been made independently by you; it may be a decision you participated in, supported, or observed.

Explain:

- the engineering situation or problem;
- the solution, decision, or recommendation considered;
- any alternatives, constraints, or factors that affected the decision;
- at least one relevant broader impact, where applicable: societal (effects on users, employees, public safety, accessibility, or service quality); economic (cost, maintenance, downtime, productivity, or lifecycle cost); environmental (energy use, waste, emissions, materials, or resource consumption); or global (international standards, supply chains, different markets, regulations, or cross-border considerations);

- how the relevant impact(s) influenced, or should influence, the engineering judgment; and
- why the final solution or action was appropriate.

Important: You are not required to discuss all four types of impacts. Discuss only the impact(s) that are genuinely relevant to your COOP activity.

If you were not personally responsible for making the decision: explain how you observed engineers considering these factors, or explain how you would evaluate the decision based on what you learned during the training.

Example

During my cooperative training, the engineering team needed to replace an electrical component that was not immediately available. Several technically compatible alternatives were considered.

The decision involved both technical and economic considerations. Selecting a readily available component could reduce project delay and downtime, but the replacement also needed to meet the required voltage, current, protection, and reliability specifications. Using a lower-cost component that did not fully meet these requirements could increase the risk of equipment failure and future maintenance costs.

The engineering team therefore verified the technical specifications and approved-vendor requirements before accepting the replacement. Although availability and cost were important, safety, reliability, and compliance were given priority.

This situation showed me that engineering decisions should not be based only on technical functionality or initial cost. Engineers should consider the broader consequences of the selected solution before making a final judgment.

3.2. Teamwork and leadership

What was your role within your host team/department, and how did you contribute to effective teamwork and leadership? Describe how you:

- collaborated with supervisors, engineers, and other departments (and/or vendors/clients)
- demonstrated **leadership** through initiative, responsibility, mentoring, coordination, or decision support (formal or informal leadership)
- communicated progress and issues effectively (meetings, emails, dashboards, reports) and responded to feedback
- helped create a collaborative and inclusive work environment through respect, reliability, and constructive communication
- set goals with your mentor, planned tasks, managed priorities, and met deadlines
- supported the team by documenting work, handing over tasks, and escalating risks or issues appropriately

Example

During my seven-month cooperative training in the Project Management Department of a telecommunications company, I supported project planning, progress tracking, coordination with technical teams and vendors, and preparation of weekly and monthly status reports.

One ethical and professional issue I faced involved the accuracy and honesty of project progress reporting. During one reporting period, a project was behind schedule because some technical activities and vendor deliverables had not been completed. However, there was pressure to present the project status more positively in the progress report because management was expecting the planned milestone to be achieved.

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This situation demonstrated the importance of integrity, honesty, accountability, confidentiality, and accurate professional communication. Providing inaccurate information could have resulted in poor management decisions, unrealistic delivery commitments, additional costs, contract or SLA problems, reduced service quality, and damage to the company's reputation. The experience taught me that engineers and project professionals have a responsibility to provide objective and reliable information, even when there is pressure to present more favorable results.

3.3. Professional growth and lifelong learning

What new knowledge and skills did you acquire during your training, and how did you acquire them? Describe **at least two** examples where you had to learn something new and apply it to your assigned tasks. In your answer, include:

- the **new topic/skill** (technical or professional)
- the **learning strategy** you used (e.g., manuals/standards, vendor documentation, online courses, shadowing, mentoring, self-study, trial-and-validation)
- how you **applied** it in the workplace (task outcome, improvement, decision, or deliverable)
- what you will do to **continue developing** this skill after training

Example:

During my seven-month cooperative training in the Project Management department of a telecommunications company, I supported project planning, progress tracking, coordination with technical teams and vendors, and preparation of status reports. This experience helped me build new knowledge and skills through mentoring, structured workplace practices, and targeted self-learning.

Example 1 – Project reporting and stakeholder communication (professional skill):

I improved my ability to produce accurate project updates and communicate them effectively to different stakeholders. I learned this skill by reviewing previous project reports/templates, observing how senior project managers present updates in weekly meetings, and applying feedback from my supervisor on clarity and level of detail. I applied this learning by preparing structured weekly status reports, documenting action items with clear owners and deadlines, and improving the consistency of reporting across stakeholders. After training, I will continue developing this skill by practicing concise technical writing, learning advanced reporting/dashboard tools, and seeking feedback on my communication style in future roles.

Example 2 – Scheduling and risk management (professional/technical practice):

I learned how to manage schedule and risks more professionally by using a structured risk log and tracking mitigation actions. I gained this knowledge through internal PMO guidelines, shadowing my supervisor during risk review discussions, and trial-and-validation while maintaining the risk register. I applied it by documenting risks in a consistent format (cause–impact–owner–mitigation), updating risk status regularly, and escalating high-risk items early so the team could adjust resources and timelines proactively. After training, I plan to strengthen this capability by studying formal project risk management practices and building experience with planning tools (e.g., MS Project/Primavera) through guided learning and practice.

Example 3 – Network security awareness in project environments (technical/professional skill):

I developed practical awareness of security and information protection in telecom projects, especially around access control and secure handling of sensitive operational and vendor documents. I learned this through company security briefings and policies, supervisor guidance, and reviewing trusted cybersecurity references. I applied it by following least-privilege access, sharing documents only through approved tools, avoiding unauthorized copying/exporting, and escalating confidentiality concerns through official channels. After training, I will continue developing this skill by completing additional security awareness training and building stronger familiarity with widely used cybersecurity frameworks and telecom security practices.

Chapter 4: Conclusions and Recommendations

In this chapter, you need to respond to the following points.

1. Mention whether the Co-op objectives have been fulfilled and if not, explain about to which degree the same were completed.
2. Identify the strengths and weaknesses of your co-op.
3. Describe how the co-op has contributed to your professional development. What have you learned about your working style and professional skills? In what ways do you anticipate that these skills are going to help you in the future?
4. Suggest changes that you would recommend that would have improved your learning experience.
5. List some recommendations that you think helpful for improving the Co-op program.
6. Would you recommend a similar co-op with this organization to another student? Why or why not? Explain and justify

References

In this section, list the sources you cited (referred to) in your report in the same order they appear.

For Books:

[x] Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

For electronic sources:

[x] Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

For journal papers:

[x] Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Appendices

Put other materials (training material, source codes, forms printout, generated reports, Database structure,), each in a **separate** appendix with a **separate** title page for each appendix.