Dear Future Engineers,

Welcome to **ENGR 4006 Industrial Training II** course. This course is your second opportunity, after Industrial Training I, to get hands on experience in your field of study. It is also your first opportunity to experience an environment that is similar to what you might be placed in when you are hired after graduation. Therefore, whether you get trained locally in Oman or abroad, make sure you make the best out of this opportunity. Many of the skills that might not be available in the curriculum will be made available for you during Industrial Training II. You may get the opportunity to gain a new skill and add it to your CV in order to make it more competitive when applying for a job after graduation.

Furthermore, working within various teams of Engineers from various backgrounds is an opportunity that no single university may provide you with. The only place where this is made possible is at work. You may not be provided with a clearly scheduled training plan, but this should not stop you from creating one with the help of your Industrial Supervisor or the Human Resource (HR) Department. A common mistake that is carried out by many students is to wait for things to happen and not discuss any faced challenges, including the one mentioned earlier, with their SQU-Supervisor. This is part of your training; i.e. to continuously discuss any raising issues with your Industrial-Supervisor. If he/she does not respond then you should try to go through proper channels to higher authorities.

Last, but not least, for submission of better deliverables, start working on your final report and your poster from day one. Do not leave it till the very end.

Good luck,

Office of Assistant Dean for Industrial Training and Community Services
Contents of this Manual

This manual has been prepared to provide you with all the necessary material that you need during your training period. All forms are to be filled as detailed. If you have any enquiry about any form, you may contact your SQU-Supervisor via email or call him/her in his/her office. The contents are listed below in the order they appear in this manual.

- Course Outline:
  - Describes the details of the course including the expected deliverables and assessments

- Deliverables
  - A list of what the student is expected to submit during and after the training

- Visit Request Form:
  - Submit this form to your Industrial-Supervisor and ask him/her to fill in the form and fax it (or email it) by himself to your SQU-Supervisor to visit you while carrying out your training.
  - If your training site is outside Muscat Area, your SQU-Supervisor might either visit you or get feedback from your Industrial-Supervisor by phone, instead.

- Weekly report form:
  - At the end of each week, you should fill this form, ask your Industrial-Supervisor to write his/her comments and then fax (or scan and email) to your SQU-Supervisor
  - Late reports will not be accepted unless you have legitimate reasons
  - Keep the original forms with you; attach them later in the Appendix of your final report

- Training Completion Form:
  - On the last day of training,
    - fill in this form,
    - hand it in to your Industrial-Supervisor,
    - ask him/her to sign it for you,
    - ask him/her to either fax (or scan and email) the form to your SQU-Supervisor
    - attach the original form to the final report; i.e. in the Appendix

Once a student completes his/her training, a final report should be submitted to his/her SQU Supervisor within 2 weeks.

(Hard-copy and Soft-copy)
• **Student Survey:**
  - The questions in this survey are similar to the Supervisor Survey, but are used to get feedback from you about yourself; you know yourself more than anyone else.
  - Do NOT fax or email this survey; only include it in the Appendix of your Final Report.
  - This survey will NOT affect your grade.
  - Your grade is only based on the items mentioned in the course outline.
  - This form will only be used to assess our program and will be used for accreditation purposes.

• **Industrial-Supervisor Survey:**
  - Pass this survey to your Industrial-Supervisor and ask him/her to fill it and send by himself/herself to your SQU-Supervisor.
  - This survey will NOT affect your grade.
  - Your grade is only based on the items mentioned in the course outline.
  - This form will only be used to assess our program and will be used for accreditation purposes.

• **Contents of Final Report**
  - List of what you should include in your Final Report.
  - Each item is described briefly so you know what to include in the Final Report.

• **Contents of the Poster**
  - List of what you should include in your Poster.

• **Cover page:**
  - Fill this page and use it as a cover page for your Final Report.
ENGR 4006 Industrial Training II
Summer [YEAR]

Instructors: Coordinated by ADITCS office
Telephone: Ext: 2574/1359
Emails: adita@squ.edu.om and ojaily@squ.edu.om

1. Course Description
This Training, within an industrial or professional environment related to the student’s chosen field of study, provides him/her with valuable practical experience of the type of work with which a professional engineer is engaged.

The student is assigned to an operational and professional industrial organization for a period of 6 to 8 weeks. In some cases this could be extended to a longer period. In other cases, the organization might offer a very intensive training course which might last for less than 6 weeks.

The student experiences an actual industrial environment. In addition to the valuable experience and education involved in the process, exposing the student to the work environment increases the student’s marketability after graduation.

2. Required Background or Experience:

Prerequisites by course:
ENGR 3006: Industrial Training I

Co-requisites by course:
No other courses are allowed during training.

Prerequisites by topics:
1. Hands-on training on tasks related to the student’s specialization.
2. Key issues in industrial training such as safety procedures and professional work habits.
3. Students should have completed 85 credits before commencing training.

3. Textbook & Supplemental Materials:
This manual and any material provided by the training entity.
4. **Course Objectives:**

   The objective of this course is to subject the student to the actual industrial environment. In addition to the valuable experience and education involved in the process, exposing the student to the work environment increases the student’s marketability after graduation.

   In particular, the objectives of this course are:
   
   • To enable students to apply acquired professional knowledge and skills in actual planning, design, production, construction, operation, and/or maintenance.
   
   • To make students gain working experience in day-to-day operations in the engineering profession.
   
   • To give students the opportunity to acquire hands-on experience of working with people from various disciplines.
   
   • To enhance soft skills of students.
   
   • To train students to work in a team as well as working alone.
   
   • To help in the development of “Ready-to Function-Engineers”.
   
   • To enable the College of Engineering to be better informed of the problems and requirements of industry through the interaction with industry.
   
   • To provide proposals for final year projects when such opportunity is made available.

5. **Course Outcomes:**

   After the successful completion of this course, the students are expected to develop the following skills/understanding:

   **d) The ability to function on multi-disciplinary teams.**
   
   Teamwork is an essential component of this course. Students are engaged in actual cooperative Teamwork environments during training.

   **f) An understanding of professional and ethical responsibility.**
   
   Students observe and often experience the importance of professional ethics and responsibility such as respecting deadlines, accepting responsibilities associated with engineering practice, importance of quality work and ethics of dealing with clients.

   **g) An ability to communicate effectively.**
   
   Students are required to communicate in English during their training which enhances their communication skills. In addition they are required to submit weekly reports as well as a poster and a final report. Oral presentations are highly recommended to both, hosting organizations and the students department.

   **i) Recognition of the need for life-long learning.**
   
   Students are exposed to new topics not covered in their curriculum. This illustrates the need of continuous learning and improvement.

6. **Course Contents:**

   Varies from one training department to another
7. **Instructional Methods:**
   Varies from one training company/department to another

8. **Course Assessment:**

   **Weekly report**
   Students must submit online weekly reports to their SQU-Supervisors. Failure to do so may result in failing the course. When Internet service is not available in the training site, reports may be faxed instead.

   **Final Report**
   Students will be provided with final report templates and deadlines for submission.

   **SQU supervisor visit**
   Students will be visited by their Department’s SQU-Supervisor. The supervisor shall discuss the training progress with the student and shall evaluate his/her efforts in learning and benefiting from his/her training.

   **Industrial supervisor evaluation**
   The Industrial-Supervisor in charge of training the student will be asked to evaluate the student at the end of training period by filling the provided form and faxing it to the ADTCS office.

9. **Student Responsibilities**

   **Collaboration Policies:**
   You may consult others while working on the final report, but all the work that you submit must be your own. You are strongly urged to discuss the general approach and **NOT** the specific details. Every student must submit a report even if training location and duties were similar. Direct copying of others’ work will **NOT** be allowed or tolerated and will result in a grade of “NP”.

   **Late Submission Penalty Policy:**
   Weekly reports are due at the end of every week. Final reports are due within 2 weeks after the student finishes his/her training.

   **Attendance Policy:**
   It is the student’s responsibility to be punctual.

   **Code of Ethics**
   Academic misconduct is defined as the use of any dishonest or deceitful means to gain some academic advantage or benefit. This can take many forms, including but not limited to, the following:

   a) **impersonation** of another student in a training, seminar or other form of presentation
   b) **plagiarism**: Using the words, thoughts, ideas, results, etc., of another person in a written assignment, without acknowledging the source, as if it were the student’s own work
   c) **copying**: copying, or attempting to copy, from another student’s work, or permitting another student to copy from your work
   d) **collusion**: Working with others on a task which is intended to be an individual assignment, and incorporating their material into your work
   e) **falsification**: Inventing data or altering data that have been obtained from legitimate sources
   f) **Forging University documents**: Submitting or using forged academic documents or forged signatures for the purpose of personal gain or fraud.
10. Penalties in case an incident occurs

If a student commits an act of academic misconduct, whether defined above or of a different nature, it may be documented and then **one or more of the following penalties may be applied:**

- written warning,
- an 'NP' grade given to the course,
- suspension from the University for a specified period,
- expulsion from the University.
**Deliverables**

Blow is a list of what the student is supposed to deliver during and after your training

<table>
<thead>
<tr>
<th>Ser.</th>
<th>Deliverable</th>
<th>Due</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visit Request Form</td>
<td>Immediately after weekly report # 1</td>
<td>Fax/email</td>
</tr>
<tr>
<td>2</td>
<td>Weekly Report</td>
<td>At the end of each week</td>
<td>Fax/email</td>
</tr>
<tr>
<td>3</td>
<td>Training Completion Form</td>
<td>At the end of training; along with the final weekly report</td>
<td>To be faxed/emailed by Industrial-Training Supervisor; original to be included in the Appendix of the final report</td>
</tr>
<tr>
<td>4</td>
<td>Student Survey</td>
<td>Two weeks after completion of training</td>
<td>To be included in the Appendix of the final report</td>
</tr>
<tr>
<td>5</td>
<td>Industrial-Supervisor Survey</td>
<td>Immediately after completion of training</td>
<td>To be faxed/emailed by the Industrial-Training Supervisor</td>
</tr>
<tr>
<td>6</td>
<td>Final Report (hard-copy + soft-copy)</td>
<td>Two weeks after completion of training</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Poster</td>
<td>Week 3 of the Fall semester*</td>
<td>Soft copy should be emailed to SQU-Training Supervisor</td>
</tr>
</tbody>
</table>

Missing any of the deliverables may lead to “NP” grade.

*Students who submit outstanding posters will be given the opportunity to present their posters during the Industrial Training Exhibition which will be held during the following Spring Semester. Companies will be invited to this exhibition.*
<table>
<thead>
<tr>
<th>Student</th>
<th>Full Name:</th>
<th>ID:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Department (tick ✓ one)</th>
<th>Mobile:</th>
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<tbody>
<tr>
<td>□ CAE</td>
<td></td>
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<td>□ ECE</td>
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<td>□ MIE</td>
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<td>□ MCE</td>
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<tr>
<th>Supervisor</th>
<th>Full Name:</th>
<th>Email:</th>
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<thead>
<tr>
<th>Training Company &amp; Department</th>
<th>Tel./Mobile:</th>
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</tr>
</tbody>
</table>

**Message to the student:**

In order for your SQU-Supervisor to visit you at your training site, ask your Industrial-Training Supervisor to choose any three convenient days starting from the second week of training and ask him/her to send a copy of this form by fax to **24413416**.

Alternatively, your Industrial-Training Supervisor may scan the form and email it to your SQU-Supervisor.

If visiting is not feasible, your SQU-Supervisor will obtain feedback from your Industrial-Training Supervisor via telephone.

**Preferred Dates of Visit (please provide three alternative dates):**

1.
2.
3.

**Special Arrangements:**

Explain any special arrangements needed; e.g. safety shoes, 4-WD vehicle, etc.

**Student’s Signature:**

…………………………………………

**Supervisor’s Signature:**

…………………………………………
### Student Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>ID:</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAE</td>
<td>ECE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Email:</th>
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</table>

<table>
<thead>
<tr>
<th>Training Company &amp; Department:</th>
<th>Tel./Mobile:</th>
</tr>
</thead>
</table>

### Tasks Completed (Briefly Describe any tasks that you completed during this week):

- 
- 
- 

### Tasks in Progress (if any):

- 
- 
- 

### Plan for next week (if different from this week):

- 
- 
- 

### Problems/Challenges/Recommendations (if any):

- 
- 
- 

### Supervisor Comments (your feedback is very important for our continuing improvement):

- 
- 
- 

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**Student:** I have read and understood the whole content of the Students’ Training Manual.

**Supervisor:** I will do my best to guide the student towards achieving all required deliverables.

**Signature:** ………………………………

**Signature:** ………………………………

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**Note:** A copy of this report should be faxed to 24413416 or scanned and emailed to your SQU supervisor on a weekly basis. Originals should be placed in the Appendix of the Final Report.
<table>
<thead>
<tr>
<th>Student</th>
<th>Full Name:</th>
<th>ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department (tick ✓ one):
- CAE
- ECE
- MIE
- PCE
- MCE

Mobile:

**Dear Supervisor,**

Thank you for giving me the opportunity to attend training at your Company/Department.

Kindly sign this form upon the completion of my training for ______ weeks and fax it to 24413416.

Sincerely,

Student Name: ____________________  Student ID: _________

Signature: ________________________  Date: ____________________

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<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Full Name:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Training Company & Department:  Tel./Mobile:

**This is to certify that the above student has completed a training period of ______ weeks in the our Company. Weekly Feedback was given to him/her via weekly reports.**

The training was completed on [DATE]: ____________

Signature (Industrial-Training Supervisor):

.................................................................

**Dear SQU-Supervisor,**

I have completed my training and I will submit a final report of my training within 2 weeks from today; i.e. the deadline is [DATE]___________.

Student’s Signature ........................................
Sultan Qaboos University  
College of Engineering  
Assistant Dean for Training & Community Service Office

**Industrial Training II Student Survey**

Company: (Optional) .................................................................

* The Following sections are to be completed by the student. Please check the appropriate boxes.

<table>
<thead>
<tr>
<th>Industrial training has contributed to your:</th>
<th>Poor 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical competency</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2. Ability to function on multi-disciplinary teams</td>
<td></td>
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<td></td>
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<tr>
<td>3. Ability to identify and formulate engineering problems</td>
<td></td>
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<tr>
<td>4. Efficiency in completing tasks</td>
<td></td>
<td></td>
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<tr>
<td>5. Adherence to company’s code of ethics</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6. Communication ability – Oral</td>
<td></td>
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</tbody>
</table>
Sultan Qaboos University  
College of Engineering  
Assistant Dean for Training & Community Service Office

**Industrial Supervisor's Evaluation of Students Performance**

Academic Year/Semester: ..................................  
Student SQU ID: ..................................  
Student Name: ..................................................  
Student Mobile: ..................................  
Company Name: ..........................................................  
Company Tel #: ..................................  
Industrial Supervisor Name: ..............................................  
Supervisor Mobile: ..................................  
Industrial Supervisor Tel: ..................................................  
Supervisor E mail: ..................................  

* The Following sections are to be completed by the student. Please check the appropriate boxes.

<table>
<thead>
<tr>
<th>Industrial training has contributed to your:</th>
<th>Poor</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Excellent</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical competency</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ability to function on multi-disciplinary teams</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ability to identify and formulate engineering problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
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<td>4</td>
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<td></td>
<td></td>
</tr>
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<td>6. Communication ability – Oral</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Kindly comment on any special skills that you feel this student has displayed during his/her training period.
Kindly comment on any shortcoming that you feel this student has displayed during his/her training period.

Overall assessment of student performance:

Signature:
Position:
Date:
## Contents of Final Report

**Maximum 15 Pages; not including the Appendix**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover page</strong></td>
<td>Use the template cover page provided on the next page</td>
</tr>
<tr>
<td><strong>Table of contents</strong></td>
<td>Varies from one report to another depending on “Assigned Tasks and Technical Knowledge”</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>A summary of the contents of your report</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Introduce the reader to the material contained in the rest of the report; explain briefly why you are writing this report and what does it contain.</td>
</tr>
<tr>
<td><strong>The Company profile</strong></td>
<td>DO NOT copy and paste from the company’s website; write in your own words</td>
</tr>
<tr>
<td><strong>Assigned Tasks and Technical Knowledge</strong></td>
<td>DO NOT provide a diary of events, but rather describe the various tasks that you carried out during the training period*. You may write about the various sections/departments that you went through. You are not supposed to write the details of what you have learned; i.e. don’t present a lecture notebook.</td>
</tr>
<tr>
<td><strong>Challenges and/or Recommendations</strong></td>
<td>Every trainee goes through a number of difficulties (challenges) while being trained; they could be technical, administrative, social, environmental, etc. Describe any challenges that you faced and how did you overcome these challenges. Also, most likely you will have some recommendations that might benefit whoever reads your report. You may include them in this section.</td>
</tr>
<tr>
<td><strong>Report Formatting:</strong> Structure, spelling, grammar, alignment, etc.)</td>
<td>The report must be typed and bound; the organization of your report is very important; avoid using inappropriate font size, etc. Check your writing thoroughly before submission. Don’t count totally on the word processor. For example, the number “two” is different from “tow”; your word processor will not recognize that as a spelling mistake</td>
</tr>
</tbody>
</table>

* You might need permission to include any illustrative photos that you take by your own camera/mobile; verify this with your Industrial-Training Supervisor.
Poster Contents
Use any software to prepare your poster, but submit it in “PDF” format

The (artistic) design of the poster is left to the student(s) to compete with other students for best poster; this is part of the evaluation for the Best Trainee(s) Award

However, the poster should include the following items:

<table>
<thead>
<tr>
<th>WHO did the training?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student(s) name(s);</td>
</tr>
<tr>
<td>maximum 3 students per poster is allowed</td>
</tr>
<tr>
<td>if they went through the same program in the same company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHERE did you do the training?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Company profile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHEN did you do the training?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of the training</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHAT did you do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of the training program you went through</td>
</tr>
</tbody>
</table>

Challenges/Recommendations
Summary of any challenges you faced and any recommendations you want to pass to prospective trainees
I, Student Full Name (ID) ________________________________, have submitted this report as a requirement from the College of Engineering. I have not received any assistance in preparing this document except for general guidelines related to its format.

I understand that Industrial Training II involves tasks that might be beyond my theoretical background. I appreciate that this opportunity is given to me from the company ____________________________ in order to experience an environment that is similar to what I might be working on after graduation. I understand that this opportunity involves part of the life-long learning through the tasks assigned to me by my Industrial-Training Supervisor in the company. I will do my best to learn and practice the professional ethics of Engineering including (but not limited to) punctual attendance, fulfilling responsibility (ies), learning new material, and working within a team. I do not have any objection against using this report as a sample for accreditation or any other purpose that could serve the College Of Engineering.

Date of submission: ..........................................................

Signature: .................................................................