



Manual for
Company Field Practice
Summer 2018

• **24/06/2018 – 02/08/2018** •

Guide and rules for a successful CFP

Read this manual before you start searching for a company. Take it with you during CFP and consult it while writing your report book. You will find answers to most of your questions and it will help you to accomplish all phases of CFP successfully.

Guide and rules for a successful Company Field Practice

This document helps you in preparing, carrying out and completing your CFP successfully. It is divided into three main chapters that will help you before, during and after your six weeks at the company. Keep in mind that this also includes a set of rules that have to be followed. Failure to do so might result in an overall failure of your CFP this summer.

1 Before CFP: Find a place and prepare yourself

1.1 Download important documents

Some important documents (including this guide, the document of consent, the report book template and the weekly sheet form) are available as a file on TTC's webpage:

<http://www.ttcollege.edu.sa/> → **Students** → **Downloads** → **CFP 2017 Documents**

1.2 Find a good company

It is generally your responsibility to find a good company where you can do CFP. You should search for companies that can offer you adequate work tasks within your technical field. When you talk about your possible internship with a company representative, it is important that you also discuss in detail what you will be doing at the company during your CFP. Make sure you will be able to give full information when we will ask you about your planned work tasks.

The work tasks should match your skills and education and you should, of course, learn something by accomplishing them. Take CFP as a chance to get new experiences and to have an insight in working life. Try to avoid companies where you are only allowed to watch because this would not be Company Field *Practice*. Instead, search for a place where you can be active, where you really do *practice* something; you will like it much more.

1.3 Advertise yourself at the company and explain CFP

When you present yourself at a company where you would like to do CFP, keep in mind that you have to market and advertise yourself. That means you have to convince them that *you* are the right person for their needs. Nobody should accept you for training just because it's your destiny to do CFP – instead, tell them that you are from TTC, an advanced educational institution that awards a Bachelor's degree, that you are more technically trained than students of ordinary Colleges of Technology, that you have communication skills in English, that you really want to learn something.

Since TTC is a fairly new institution, of course many people and companies do not know about it yet. Take this chance to advertise TTC and its students throughout the Kingdom use our flyer, the introduction sheet and other material we gave you to explain what makes TTC unique within Saudi Arabia and what we expect you to do during your CFP.

1.4 Fill out and return the Document of Consent

After you have agreed with the company on the details of your internship, you should fill out the *Document of Consent (DoC)* and have it signed by both you and the company representative. Then you should bring back the signed *DoC* to the department, so that we can decide whether we approve this place or not.

It is your responsibility to provide us with

- your full student data, including *name, ID, specialization, semester* and *phone number*;
- the company's data, including its name in both English and Arabic as well as its clearly identifiable address, no matter if it is in a big city or a remote location;

- the supervisor's data, including name, position within the company and phone number;
- your internship period, i. e. the six consecutive weeks during which you are doing CFP;
- And all required signatures and stamps.

Please collect all information *before* returning the *DoC* to the department. An exact guideline with rules on how to fill out the *DoC* is printed on its back. If you do not follow any of these we might reject your place application. Moreover, problems might occur during monitoring visits if some important information on the *DoC* turns out to be wrong for any reason.

If you need more than one *DoC* because the original got lost or because you need to apply to another company, you may print a copy from the PDF file included in the ZIP file downloaded in chapter 1.1. Furthermore, this PDF file is provided as an electronic form, thus you could enter information on a computer and then print it for having it signed and returned to the department.

*The latest possible day for returning the DoC to the department is **Thursday, 22/02/2018**. If you will not have returned the DoC or if your place application has been declined until that date and you did not bring a new one, we might force you to take a place at a **company in Riyadh**.*

1.5 Print needed material

You should print six copies of the "Weekly Sheet.pdf" before your CFP starts if you will not have access to a printer during your CFP period.

2 During CFP: Six weeks at the company

2.1 Weekly sheet

For every week at the company there is a *weekly sheet*. A blank form of this weekly sheet is included in the ZIP file available for download and you should print at least six copies of it.

At the end of each day you should write the work tasks and activities you have performed on that day in just a few sentences *by hand*. We do not want the work tasks to be written and printed through computer! Date and times at which you started and finished work have to be included as well.

At the end of each week, typically on Wednesday, you and your supervisor have to sign that sheet. The supervisor may also include some additional notes about your performance, if he wishes. For every accomplished week *you should have the signed sheet available at your working location* in order to present it to our staff member in case of a monitoring visit at your company.

Please be aware that these weekly sheets will be a very important part of your report book. Weekly sheets that are not filled out completely (if information, signatures or the stamp are missing), will reduce your grading and might lead to an overall failure of your CFP this summer.

2.2 How to handle a temporary absence

If for some reason you are not going to work on a certain day you must inform the department about this situation by sending a mobile phone text message to the following number *before 09.30 hrs* in the morning: **0545532223**

The text message should include your full student ID number (starting with 202), your name and also the reason for your absence on that day. Only English language is read and accepted. If not explicitly mentioned otherwise in your text, this absence notice is valid for just one day.

It is very important that you follow this rule because if for some reason the department learns of your absence without having had prior notice, you will most likely fail this summer's CFP!

2.3 What to do if the company does not give you good work tasks

If the company does not provide you with adequate work tasks after you have started CFP and you are worried about passing CFP successfully because of that, you should ask your supervisor to help you to find a solution. In the case that this is not possible or if no solution can be found you should inform our department about this situation.

It is very important that we know about this as soon as possible! Any excuses or reasons offered when we visit you for monitoring or after the CFP period ends are not accepted.

2.4 Monitoring visit

Please be aware that a member of staff from our department will most likely visit you for monitoring during your CFP period, even in remote places. Generally this visit takes place without prior notice from our side. Therefore it is very important that you follow the rules stated above in order not to get into trouble afterwards. You should be aware that the monitoring visits could be more one visit in different days.

3 After CFP: The report book

You should already have downloaded the files we made available on the website as described in chapter 1.1. They include a template for Microsoft Word, named “*Report Book Template.dotx*”. Using this template makes it very easy for you to follow all formatting and content rules, because you only have to enter your individual information and text in the predefined structure.

If for some reason you cannot use this template, you have to make sure that your self-created document meets all the requirements stated below!

3.1 Formatting and numbering

As the sample report book and the template show, you must use the following formatting properties:

- Font: Arial
- Font size: 11 pt
- Page margins: between 2 and 2.5 cm
- Line spacing factor: 1.15

All chapters and subchapters have to be numbered in the following way:

- 1 (chapter one)
- 1.1 (first subchapter of chapter one)
- 1.2 (second subchapter of chapter one)
- 2 (chapter two)
- ... (...)

Moreover, all pages except the cover page and the weekly sheets need to carry centre-aligned page numbers at the bottom. Therefore, page numbering starts with one (1) at the declaration of honesty and ends at the beginning of the annex.

3.2 Structure and content

As you can see in the sample and in the template, the content of the report book must be structured as follows:

Cover page

The cover page should carry all general information about you, the company and the supervisor. This includes:

- CFP number (CFP-1 or CFP-2). Is it your first or second CFP at TTC?
- Period of your CFP with exact start and end date.
- Your personal data: ID, name, specialization, semester, phone number and e-mail address.
- The company's data: full name, postal address, street/physical address (if it differs from the postal address), website (if it has one).
- The supervisor's data: full name, position/job within the company, phone number and e-mail address (if he has one).

At the bottom of the cover page you can find a question whether you recommend this company to the department for future CFP or not. Please tick your answer (yes or no) by hand.

Declaration of honesty

You have to include the full declaration of honesty as it can be seen in the sample report book. It has to be personally signed by you, including the mention of place and Gregorian date of your signature. Reports with missing or differing declarations will not be accepted by the department!

Table of contents

A table of contents must be included, showing chapter and subchapter titles as well as the respective page numbers.

Main text chapters

The main text chapters are the core content of your report book. You have to write them on your own. They should consist of at least two pages of text (not counting any included images or tables). The predefined structure is as follows:

1. **Introduction:** *Where have you been?*
Here you describe the general aspects of your CFP, you introduce the company and also the department you worked in, if applicable.
2. **Work tasks and activities:** *What have you done?*
This chapter might consist of only one single sentence that references the weekly sheets in the annex. If you want to add more text here, you are of course free to do so.
3. **Reflection and conclusion:** *What did you learn?*
Here you should reflect on your CFP experience. Write about what surprised you, what you liked most, what was difficult and what was bad. Comment on things you expected or did not expect to happen. Describe how you overcame a difficult or challenging situation. Finally, sum up the whole experience: Did it fit your expectations? Explain what you have learned. Think about the conclusions you made, what consequences it might have for you, your career or your life. *Write at least half a page of text for this chapter.*
4. **Recommendations for future CFP:** *What can TTC do to improve CFP?*
Please give us some comments with your personal opinion of the company and the whole CFP process. Should we use that company again for CFP in the future? What actions should the department take to improve CFP? Feel free to include anything you want as this chapter *will not be taken into account for the pass/fail decision.*

Those four chapters are mandatory; they must be presented in this order. You are free to add or delete subchapters.

Remember that citing other sources without proper reference is plagiarism and leads to CFP failure!

Annex / Weekly sheets

The annex consists of at least six weekly sheets that you have filled out by hand during your time at the company. Please order them by week (first week, second week, third ...).

3.3 When to hand in the report book

The report book must be handed in to the department *by* **Thursday, 06/09/2018** Failure to do so might lead to failure of your whole CFP.

3.4 How to hand in the report book

Use stapling or wire binding to put together all parts of your report book. Once again, this includes cover page, declaration of honesty, and table of contents, content pages and all weekly sheets, in this order.

4 How to contact the department during CFP

During the CFP period **24/06/2018 – 02/08/2018** the department can be reached through the following persons, addresses and numbers:

Department's CFP Team phone, mobile: 0545532223

Zaid Nasser Al-Zaid, *Trainee Service Manager*, mobile: 0545532223

E-mail: **cfp@ttcollege.edu.sa** (only English language is accepted; you should ask for confirmation in your text when sending important information; without confirmation from our side, your e-mail might not have been received; *absence notices are not accepted by e-mail*)
(Only text messages in English language are accepted! see chapter 2.2)

Important Dates for CFP 2018

Description	Date
Place application (Deadline DoC.)	Thursday, 22/02/2018
CFP Period	24/06/2018 – 02/08/2018
Report (Deadline)	Thursday, 06/09/2018