

## Co-Op Final Report Guide

Dear Students,

We have provided you with the following guide to adhere to. You will find the report expected format and writing guide. Students must strictly submit to its structure and format.

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Prepared by:

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Co-Op Training Department

## **1. Report Format**

1.1. The font is Times New Roman

1.2. Font size is 12pt for text

1.3. Font Size is 14pt for titles, section headers, and subtitles

1.4. Figures and tables captions fonts' is Arial

1.5. Figures and tables captions fonts' size is 10pt

1.6. Figures and tables must be centered

1.7. Line spacing is 2.0

1.8. Your text must be justified

1.9. Pages must be numbered

1.10. Your report should have no spelling or grammatical errors

1.11. Use correct and slang-free English

1.12. Use punctuation marks correctly

1.13. Each Section should start on a new page

1.14. Include a header with your name, and Co-op semester and year

## 2. Report Guide

2.1. Cover Page: This will include your name, id, major, semester and year of co-op, training organization name, report submission date, training start and end dates. (Template is provided at the end of this report.)

2.2. Acknowledgment Page: This can be at the end or at the beginning of your report. You will thank and recognize the company and the people who helped you during your Co-Op.

2.3. Executive Summary: This is a summary of your report, it shouldn't exceed one paragraph.

2.4. Tables: There will be three different tables in your report

2.4.1. Table of Content

2.4.2. Table of Tables

2.4.3. Table of Figures

2.5. Introduction: You will write a paragraph about the company and your training program.

2.6. Your report should follow this structure (5 sections):

2.6.1. **Organization:** In this section you will write about the following.

2.6.1.1. History: A paragraph or two about when the organization first established, where it was established, etc.

2.6.1.2. Vision Statement: Write the organization's vision statement.

2.6.1.3. Mission Statement: Write the organization's mission statement.

2.6.1.4. Information: Write about the organization field, size, products, services, policies, organizational structure, etc.)

2.6.2. **Department:** In this section you will be focusing on where you are positioned.

2.6.2.1. Department Structure: Write about your department's organizational structure, special policies, chain of command, products or services it produces.

2.6.2.2. Role and Responsibility: Write about your role at the organization, your job position, your direct supervisor, and your responsibilities.

2.6.2.3. Assigned Tasks: Write at least two about the tasks that have been delegated to you.

2.6.2.4. Accomplished Tasks: Write at least two about the tasks that you have successfully completed, tools you have used, knowledge from other sources (it can be either books, people, online resources). (You can use your weekly report to write this section)

2.6.2.5. Unaccomplished Tasks: Write at least two paragraphs about the tasks that were delegated to you but you weren't successful in completing them.

2.6.2.5.1. Reason of Incompletion: Write at least a paragraph about the reason why you weren't able to complete these tasks.

- 2.6.2.6. **Problems and Difficulties:** Write at least a paragraph about the problems and challenges you have faced while training at the organization. They can be work environment, tools, resources, skills, or colleagues and supervisors.
- 2.6.2.7. **Solutions and Attempted Solutions:** Write at least a paragraph about how you tried to solve these problems and if your solutions worked or not.
- 2.6.2.8. **Experience Gained:** Write at least a paragraph about the experience you have gained by working at the organization, and what you learned from your superiors and colleagues.
- 2.6.2.9. **Skills and Techniques Learned:** Write at least a paragraph about new skills (report writing, presentation, etc.), techniques, or tools you have learned to use.
- 2.6.3. **Student Insight:** In this section write at least two paragraphs about your experience and how you benefited (or not) from the Co-Op training program. Also include any recommendations or improvements.
- 2.6.4. **Appendix:** You may have more than one appendix.
- 2.6.4.1. **Appendix A:** This will include your training plan.
- 2.6.4.2. **Appendix B:** This will include all your weekly reports.
- 2.6.4.3. **Appendix C:** Other resources or reports you have completed at the organization.
- 2.6.5. **References:** The final section is to write your references in a unified accredited style such as APA, or Harvard, and they must be alphabetically ordered.

(Cover Page Template)

Princess Nora Bint Abdulrahman University  
College of Computer and Information Sciences

Your Department

Semester/ Year

Student Name

ID

Company Name:

Position/ Title:

Training Start Date: \_\_\_/\_\_\_/\_\_\_

Training End Date: \_\_\_/\_\_\_/\_\_\_

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This Report is Submitted in Partial Fulfillment of the Co-Op Training Program

Date: \_\_\_/\_\_\_/\_\_\_