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|  | King Saud UniversitySchool of Business AdministrationManagement Information Systems Department | Syllabus Winter 15 |

**MIS 477: Co-op Training in MIS**

**INSTRUCTOR:**

### Name:

### Office:, 2nd floor, Building 3

### Office hours:

E-mail:

**COURSE DESCRIPTION:**

6 credit hour

This course allows senior MIS students a full semester of experience in a job related to students’ major. A supervised project within an Information Technology area of students’ interest is requested. Consent of the supervising faculty and an approval from the department are required.

**LEARNING OUTCOMES:**

By completing the Co-op, you are expected to learn more about MIS subjects and applications and have the opportunity to interact with professionals in your field. Moreover, the Co-op is expected to help you to:

* Be able to identify careers related to MIS major and clearly clarify your career goals.
* Analyze problems at work and develop a creative problem solving mechanism through critical thinking, intellectual flexibility, and reflective judgment.
* Determine your strengths and weaknesses in the field, develop and enhance your interpersonal skills, and demonstrate the ability to overcome conflicts that may emerge with other people at work.
* Demonstrate a sense of civic responsibility, self-learn activities, and self-confidence in work atmospheres.

**COURSE REQUIREMENTS:**

* ***Co-op Activity:*** Students have to do a comprehensive project in their training place. The project should be in the latest technologies in the field of management information systems. Students are required to complete 500 hours in the job where their performance will be evaluated by their training supervisor.
* ***Initiation Form:*** At the first day of the training, the student must provide the instructor via e-mail with the “initiation forms (2&4)” filled out and signed by the training supervisor. A detailed description of the organization’s address should be included (follow visit form for submission).
* ***First Individual Report:*** A detailed typewritten training plan with predicted milestones must be submitted at the beginning of the semester after being signed by the training supervisor and approved by the instructor. The student should submit the “Training Plan” form for grading.
* ***Mid-Term Report:*** A detailed typewritten report about the progress of the training. It will describe the completed tasks and remaining tasks and activities. The student should submit the “Mid-Term Report” form for grading.
* ***Final Report:*** Students are required to submit a co-op final report after finishing co-op training sessions. The report should explain in detail the project (projects) that has been done throughout the training.
* ***Presentation:*** MIS department will evaluate students’ performance in their final presentation. It will be about the conducted project and an evaluation of the course by the student.

### COURSE GRADING:

Grading will be based on the following:

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| Course Elements | Points |
| Evaluation of the work by training supervisor | 30 |
| Evaluation of the reports by the course instructor  | 30 |
| Evaluation of the presentation by the MIS department | 40 |
| **Total** | 100 |

**INDIVIDUAL REPORTS:**

You will be responsible to submit a short summary report twice throughout the semester. The report will describe the type of organization you are training with, the kind of training you received, and should explain your progress in the project. Please follow the provided Forms available on BlackBoard. The due dates for the report are shown below in the tentative schedule.

### FINAL REPORT:

### At the end of the semester and after completing the 500 hr. training requirements, students are required to submit a report about the project conducted during the training. Check the CBA training unit for full details on how to write your final report.

### *General guidelines:*

### There are some guidelines which should help you for writing your report:

### Cover page with Student name, KSU number, course name, organization name, supervisors name and project name

### Table of content

### Executive summary

### Introduction

### Body of the report

### Conclusion

### References page

### Appendices page

### The final report should follow this type of formatting:

### Typewritten in perfect English

### Between 20- 40 pages in length excluding the cover page, table of contents, executive summary, or appendices.

### 1 inch margin

### Text size is 12 and Times New Roman font.

### Follow APA style formatting for references

### *Submission guidelines:*

### In the presentation day, students must submit the following:

### Three copies of the final report

### A CD containing the final report and presentation PP slides

### Job performance evaluation form by the training supervisor (Form # 5ح )

### Student’s evaluation form (Form # ط7 )

### Students attendance sheet (Form # 6 )

**PRESENTATION:**

After completing your training, you will present your work to your academic supervisor and MIS department evaluation committee. The presentation should be of a high quality using PowerPoint slides not exceeding 10 slides. The presentation will take approximately 10-15 minutes plus questions and answers. The student will be evaluated on the professionally of the presentation, the quality of the information being provided, the way of presenting the project and the time management.

**COMMUNICATION:**

E-mail is the best way of communicating and scheduling appointments with the instructor. Also, students are welcome to meet with the instructor during office hours.

**ACADEMIC POLICES:**

Co-op students are expected to comply with the university's academic integrity policy. Co-op students should not:

* + Adopt texts, ideas, views, research findings or any other piece of information in any product without the co-op work supervisor approval.
	+ Work with others on the assignments intended to be done individually.
	+ Copy from the internet or any other recourses without following any of the academic referencing styles used in quoting or citing websites (plagiarism).

### TENTATIVE SCHEDULE:

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| # of week | Date | Assignments |
| 1 | 5/4/1436 (25/1/2015) | Syllabus |
| 2 | 12/4/1436 (1/2/2015) | Initiation Form  |
| 3 | 19/4/1436 (8/2/2015) | 1st Individual Report |
| 4 | 26/4/1436 (15/2/2015) | 1st Faculty Visit |
| 5 | 3/5/1436 (22/2/2015) |  |
| 6 | 10/5/1436 (1/3/2015) |  |
| 7 | 17/5/1436 (8/3/2015) |  |
| 8 | 24/5/1436 (15/3/20150 |  |
| 9 | 2/6/1436 (22/3/2015) | Mid-term Report |
| 10 | 9/6/1436 (29/3/2015) | 2nd Faculty Visit |
| 11 | 16/6/1436 (5/4/2015) |  |
| 12 | 23/6/1436 (12/4/2015) |  |
| 13 | 30/6/1436 (19/4/2015) |  |
| 14 | 7/7/1436 (26/4/2015) |  |
| 15 | 14/7/1436 (3/5/2015) |  |
| 16 | 21/7/1436 (10/5/2015) | Presentations + Final Report |

All Co-op forms are available online at <http://ksu-ctu.blogspot.com/>