**First Report Submitted week :week 5 (3-7 /5/1436)**

 **Second Report submitted week : week 12 (23-27/6/1436)**

* Students should follow the instructions mentioned in the COOP list ( لائحة التدريب التعاوني).
* The COOP report should include a cover page specifying:
* Students Name, ID, curriculum type (old, new).
* COOP supervisor name.
* Academic supervisor name.
* College logo.
* Week number and Date.
* Format: English language, the font should be Times New Roman, size 12.
* Number of pages: minimum 4, maximum 7 excluding the cover page.
* The report should reflect what have you learned through COOP experience

by mentioning :

1. Introduction
2. Body including the following:
	1. Tasks and Duties achieved, duration of those tasks. This can be achieved by planning and forming a structure based on weekly, daily or depending on the department operations.
	2. Skills learned and advantages. Please do refer to the skill and knowledge document for guideline.( القدرات و المهارات لاداره الأعمال)
	3. Problems faced while achieving tasks and duties / disadvantages.
	4. Ways / Methods to overcome previous problems through what the student have learned from Management courses at CBA or through what the student learned from the supervisor at work. Creativity is encouraged and link what you have studied to the application of tasks.
	5. Your expectations and inspirations
3. Conclusion

**Very Important Note:**

1. It is recommended to facilitate writing your report; is by writing a personal diary during or at the end of the day.so you don’t miss out on important information or important skill.
2. Also, be informed that monthly reports should be in analytical opposed to the final report that is a reflection of your training experience in a holistic perspective.

Good luck