



جامعة أم القرى
UMM AL-QURA UNIVERSITY

College of
Engineering and Architecture

Department of
Architecture

Summer Training

**Islamic Architecture
Programme**



Summer Training

Islamic Architecture
Programme



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Preface

Summer training is one of the cornerstones of the academic programme of the Islamic Architecture Department. It reflects the core of UQU and the College of Engineering and Islamic Architecture's general objectives of pursuing high-quality education in concert with the related community institutions.

Summer training aims to give students an insight into professional practice and labour market during their academic years; and equips them with important practical skills, including abiding by professional ethics, encouraging creativity, and teamwork skills. Students also have the opportunity to assess their professional interests in their respective fields. Moreover, it provides an opportunity to exchange experiences and open channels of cooperation between the department and training parties.

The department formed a special committee for student training affairs. It regulates the project of summer training 1 and selects training opportunities with architectural firms in summer training 2.

1. First Summer Training

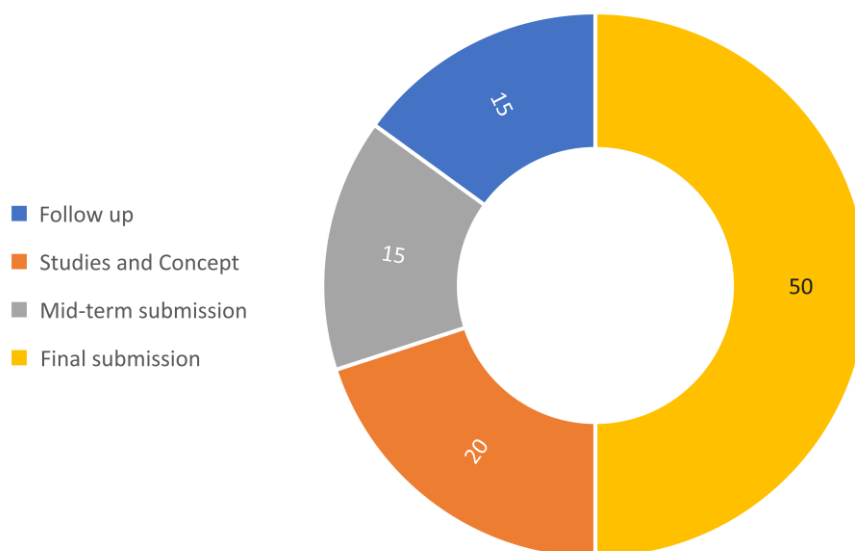
This summer training provides students with an opportunity to enrich their university experience by linking academic studies to actual practical situations. Students will also have the opportunity to assess their professional interests in their respective. Unusually, projects are either surveying archaeological buildings, upgrading slum areas, or proposing development solutions for urban areas.

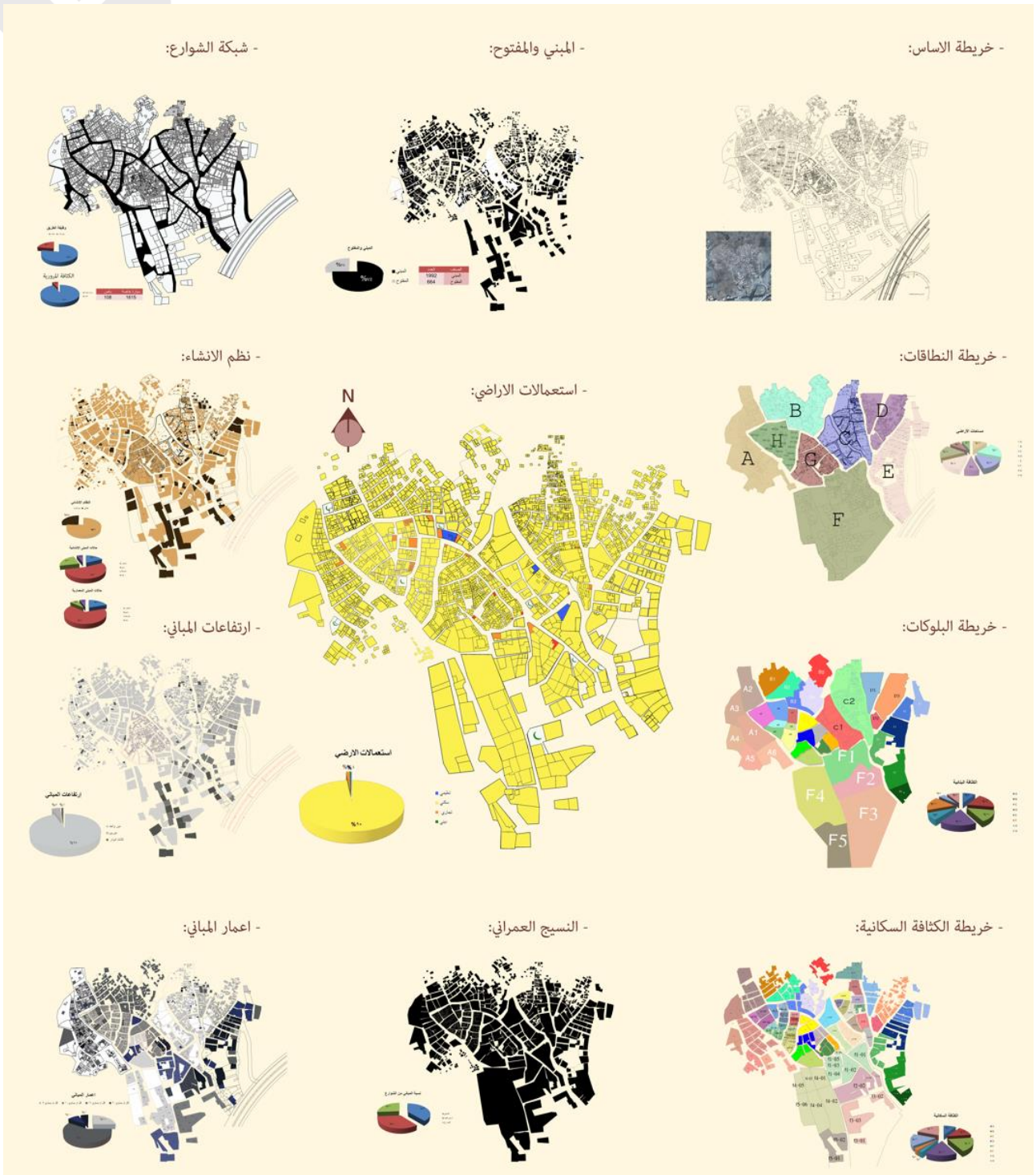
A meeting between course professors takes place to begin proposing projects. In a meeting with the students, they divided into groups of about 10 students. The course specifications and examples of similar projects are explained.

Each professor meets with his group of students to coordinate weekly work hours and required tasks. Subsequently, each professor develops the project submitted by his students.

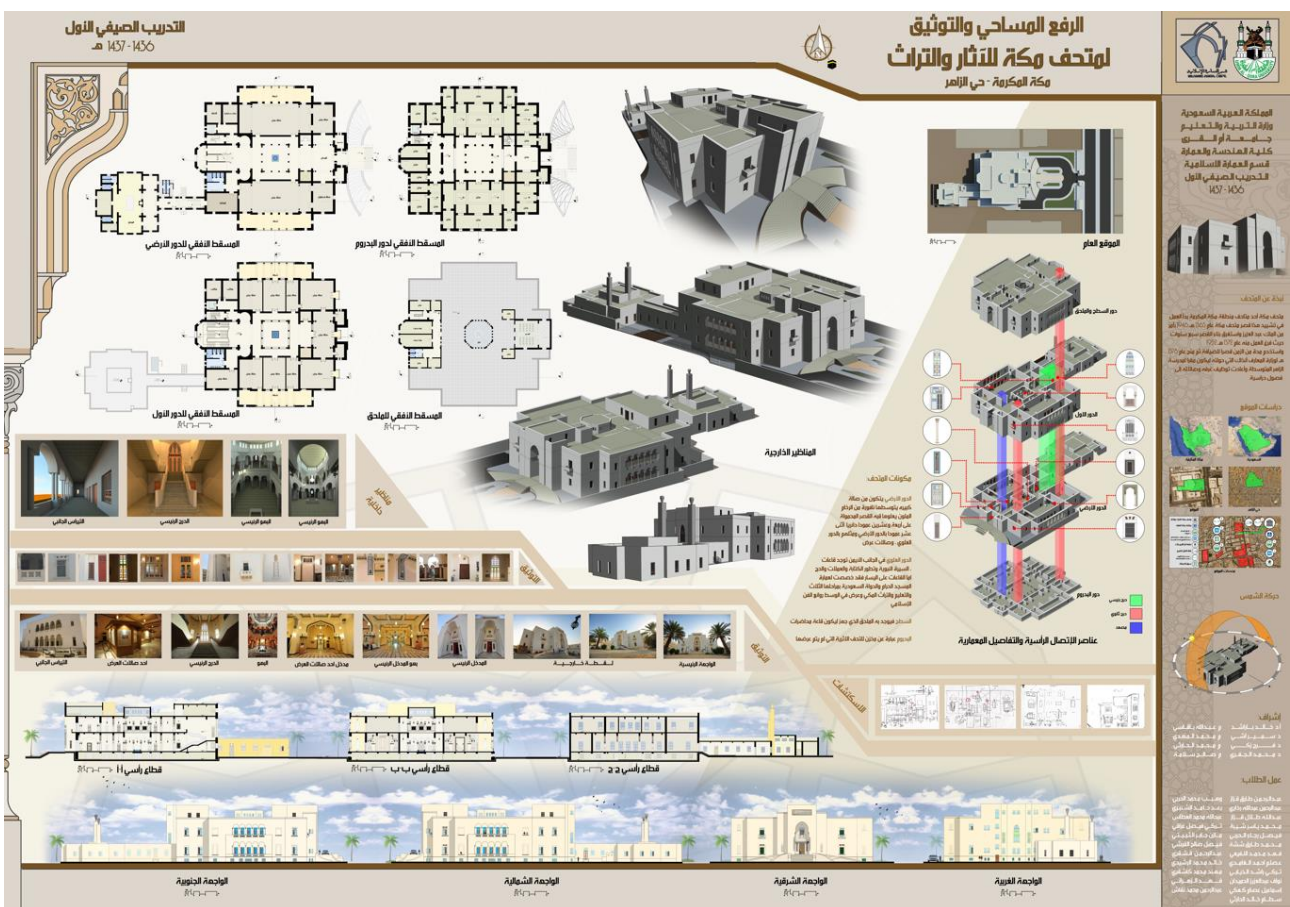
An initial evaluation of the projects is conducted by all course professors. The amendments to the projects are completed and then an evaluation is conducted once again. Final projects are presented as either a poster or a PowerPoint presentation.

Activity	Marks
Follow-up	15 marks
Studies and Concept	20 marks
Mid-term submission	15 marks
Final submission	50 marks

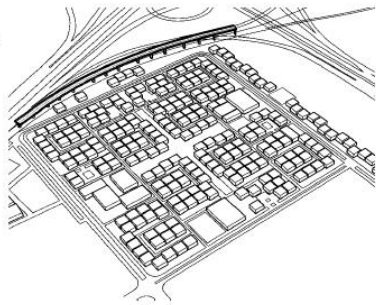




An example of slum areas upgrading project
(Al-Salama District, Makkah)



Examples of surveying archaeological buildings project
 (Up: King Saud Palace, Ma'abdhah. Down: Heritage museum of Makkah)



الرفع التصميمي ثلاثي الابعاد لمنطقة المشروع وجسر القطار



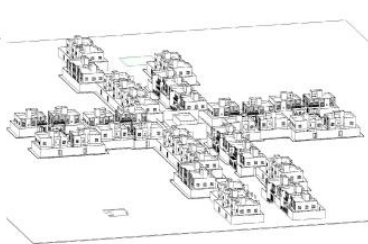
خريطة الأساس للموقع



موقع المشروع في حي الإسكان بالقرب من محطة القطار ومقابل لحي الحمراء في الاتجاه الآخر من شارع مكة جدة .



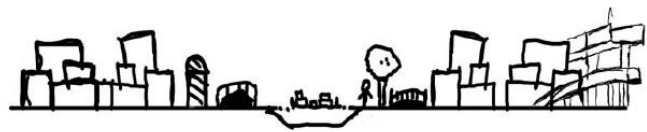
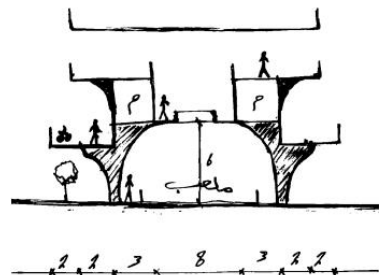
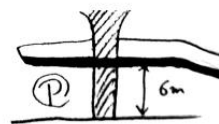
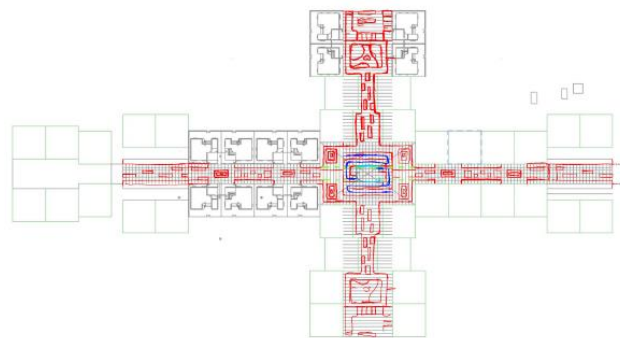
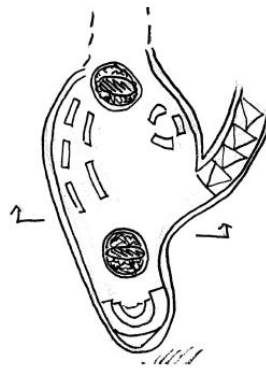
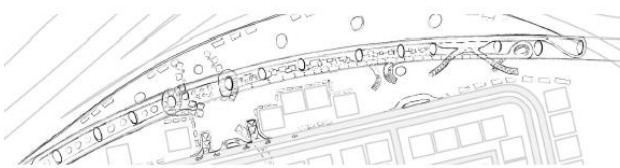
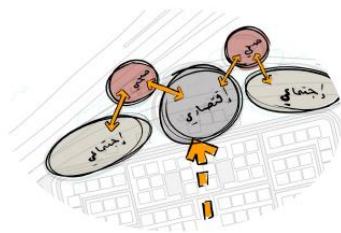
تصميم ثلاثي الابعاد يوضح شكل المساكن العالية في المحور الحضري



شكل يوضح المساكن المحيطة بالمحور الحضري في الاسكان



تصميم ثلاثي الابعاد يوضح شكل جسر القطار



Examples of solutions for urban areas problems.



2. Second Summer Training


The student performs the field training phase according to the study plan, which consists of practicing work during the summer vacation period for eight weeks in one of the government agencies, consulting offices, contracting companies, or any appropriate entity working in the field of architecture, planning, landscape, building construction, etc.

First, with regard to trainers:

- Informing the department of the student's arrival and the start date of work, and indicating the name and phone number of the person responsible for the student for easy communication and follow-up by the supervising professor and department administration via e-mail.
- The proposed programs for training.
- The work periods the student is obligated to work are the official period of the training agency (one or two shifts, including Saturdays), and the student must sign the attendance and departure statement.
- The person responsible for the student's training must fill out the weekly report form for each week of the training period.
- At the end of the training period, the responsible person fills out a form for the training body to evaluate the student's performance.
- Facilitating the student's task in obtaining any data, information, or publications that will help prepare and complete the required report to submit to the department.
- Facilitating the task of the student's supervising professor when he visits the student's work site and discussing ways of cooperation that achieve the purpose of the training and developing it.
- The maximum period allowed for a student's absence is five working days, whether with or without an excuse, provided that it is not continuous.
- Forms of weekly performance reports, attendance and departure statements, and student performance evaluations are sent during the last week of the end of the training period to complete the process of evaluating the student and monitoring the grades before the end of the summer semester of the academic year on the electronic mail of the Head of the Islamic Architecture Department in PDF format.

Second, with regard to the professor supervising the student:

- Each professor holds a meeting with the group of students they are supervising, explaining the goal of the training and urging and encouraging them to ideally perform the tasks assigned to this



training in a way that will benefit them during the final and complete period of academic achievement in the future.

- Increase with the various training bodies and detail the visit intervals for following up on the student's training so that there are not less than two training visits.
- During the current visit to the trainee and the student, the supervising professor reviews the weekly reports to find out exactly what the student is doing and to mark the two weekly report forms prepared by the training body and the student.
- Follow up on the student's preparation of the report and refer to it initially at the end of the second week. It is also reviewed by the end of the fourth week, and the report is referenced before the end of the training period at the end of the sixth week until the student reaches the final report appropriately.
- Examining the student's performance model until the department's repeated training period during the tenth week of the training period to complete the student's training before the end of the summer semester.
- Participate with the training authorities and the rest of the professors supervising the summer traineeship of the student trainees in evaluating the progress of the students.
- supervising professors and completing requirements related to the temperature of liberal volunteers

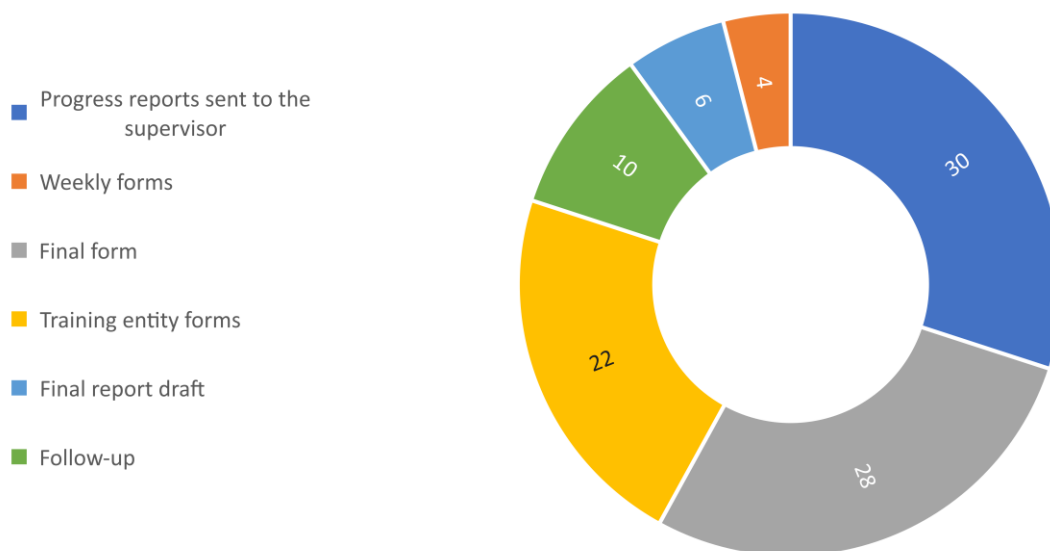
Third: with regard to the student:

- Commitment to the official working hours of the training entity (one or two shifts, including Saturdays) and signing the attendance and departure form with the training official.
- Fill out the weekly work form with all the work performed by the student and have it approved by the person responsible for the training.
- Taking care of the training location prepared by the training entity and preserving private and public property, in addition to providing for some of the student's special needs.
- Requesting technical information, diagrams, etc. from the person responsible for training in order to contribute to preparing the report that will be submitted to the department.
- Submit and deliver the final report during the last week of the training period to complete the student's evaluation process and monitor the grades due before the end of the summer semester.
- Submitting the initial report for review with the supervising faculty member three times, the first time at the end of the second week, the second time at the end of the quarter week, and the third time at the end of the sixth week.
- The report includes the cover page, the table of contents, general information about the training institution, the field of work, the name of the responsible person, the field of training undertaken

by the student, a summary of each work the student participated in or performed, the experiences that the student was able to acquire, the results achieved from training, attaching the necessary pictures, drawings, etc. of the work that the trainee performed or participated in, and any other information, and finally mentioning the sources of information from which the student derived what was included in the report.

Fourth: Regarding grades for the second summer training course:

Activity	Marks
Progress reports sent to the supervisor	30 marks (10 marks per each report)
Weekly forms	4 marks
Final form	28 marks
Training entity forms	22 marks
Final report draft	6 marks
Follow-up	10 marks





Required Forms



Notice of Receipt of The Summer Training File

Student Name: -----	ID No.: -----
Training Organisation: -----	City of Training: -----
Date of commencement:-----	Date of conclusion: -----

Dear Training Supervisor;

Would you kindly please sign this notice to confirm the receipt of the instructions and the contents of the summer training file for the student named above, Which was handed to the training organisation by the student himself, and could you possibly please scan and send this signed notice to the E-mail:

(arch.dep.adm@gmail.com)

before -----.

Sincerely,

Training Supervisor: _____

Signature: _____

Date: / / 20--

Seal



Contents of Summer Training File (2023)

Student Name: ----- ID No.: -----
Training Organisation: ----- City of Training: -----
Date of commencement:----- Date of conclusion: -----

- **General training instructions.**
- **Student attendance list during the training period (Two Sheets)**
Two more sheets could be added if training is divided into two shifts daily
- **Student's performance evaluation form by the training organisation (Two Sheets).**

This sheet is filled by the training supervisor of the student during the last week of the training period, and then sent back to the Head of the Department of Islamic Architecture **before 17/8/2023**.

- **Student's weekly performance report form. (Eight Copies)**
This sheet is filled weekly by the training supervisor, and it should be concluded with appropriate assessment.
- **Student's weekly tasks form. (Eight Copies)**
This sheet is filled weekly by the student, With the approval of his training supervisor

Important Note:

At the end of the training period and before -----, The training organisation is expected to send the attendance list, the weekly performance reports, the weekly tasks forms, and the student performance evaluation form to the Head of The Department of Islamic Architecture in PDF format by E-mail to: (arch.dep.adm@gmail.com).

Sincerely,



General Training Instructions

To complete the training in such a way as to ensure success and achieve the desired goals, we hope that you read the following instructions and kindly adhere to them:

Firstly: Training Organisation:

- Inform the department of the commencement date of the work and indicate the name of the student's training supervisor and his mobile number for easy communication and follow-up by the department through the e-mail: (arch.dep.adm@gmail.com)
- Please attach the training programme for the student with above statement if possible.
- The student's work periods are the official period of the training organisation (one or two shifts, including Saturdays). The student must sign the attendance list according to the attached form (two more copies of the form are used in case of two shifts training).
- The training supervisor should fill in "the weekly performance report" for each week of the training period.
- At the end of the training period, the training supervisor will fill out "the student's performance evaluation form".
- Making the student's task easy to obtain any data, information or publications to assist in the preparation and completion of the final report required from the student for submission to the department.
- Facilitate the task of the department faculty member who is supervising the student when visiting the student's work site and discuss ways of cooperation that achieve the purpose of training and its developments.
- The maximum period allowed for the absence of the student is **five working days**, whether excused or unexcused and it should not be consecutives.
- **At the end of the training period and before 17/8/2023, The training organisation is expected to send the attendance list, the weekly performance reports, the weekly tasks forms, and the student performance evaluation form to the Head of The Department of Islamic Architecture in PDF format by E-mail to: (arch.dep.adm@gmail.com)**

Secondly: Department Faculty member (Student's Supervisor):

- Each faculty member will hold a meeting with the group of students who supervises them, explaining the purpose of the training and encouraging them to perform the tasks which they are entrusted to perform and make the greatest outcomes of this training period.
- Coordinating with the different training organisations and agreeing on the dates of visits to follow up the training of the student. However, two visits are needed to be taken throughout the training period for each trainee.



- During the field visit to the student in the training site, the supervisor reviews the weekly report forms to ensure that the student performs his work optimally, and review the weekly report forms prepared by the training organisation.
- Follow-up and review the preparation of the student's interim reports sequently **at the end of the second week on -----, at the end of the fourth week on ----- and at the end of the sixth week on -----**, so that the student could submit the final report appropriately.
- Fill the evaluation form of the student at the end of the training period and submit it to the department during the last week of the training period to complete the student evaluation process before the end of the summer semester of the academic year 20--.
- Contribute with the rest of the faculty members who are supervising the summer training for the rest of the students in students' reports evaluations, training organisation correspondence, and the completion of grading the trainees.

Thirdly: The Student (the trainee):

- The commitment of the official training period at training organisation (one or two shifts, including Saturdays) and signing the Attendance list at the training supervisor Office.
- Fill the weekly tasks form with all the tasks done by the trainee and are approved by the training supervisor.
- Pay attention to the training place prepared by the training organisation and look after the private and public property. in addition, try to provide some of your training needs personally.
- Ask for technical information, drawings and data from your training supervisor so that you can prepare the final report to the department accordingly.
- **Submit the final report during the last week of the training period to complete the evaluation process before the end of the summer semester of the academic year 20-- at -----.** In addition, submit the interim report to the faculty member (department supervisor) three times: **The first time at the end of the 2nd week on -----, the second time at the end of the 4th week on ----- and the third time at the end of the 6th week on -----.**



The final report should be submitted from an original and a copy, including: cover page, table of contents, general information about the training organisation, field of work and the name of the training supervisor (one page only), summary of each work undertaken or done by the trainee, the knowledge acquired, the results obtained from the training, along with the necessary images, drawings and other works carried out by or participated trainees, any other information, and finally the sources of information which the student included in the report.

Fourthly: Grading the second summer training course:

Activity	Grade
Interim reports in the second, fourth and sixth weeks	30 Marks (10 Marks for Each Report)
Student's weekly tasks form sent to faculty member supervisor	4 Marks
Final Report	28 Marks
The draft copy of the final report	6 Marks
Training Organisation Forms	22 Marks
Follow-up	10 Marks

Sincerely,

Important Dates:-

- -----: Introductory meeting of students with professors supervising of training, and taking summer training envelopes.
- -----: The first day of work at training organisation.
- -----: The last day of work at training organisation.
- -----: The deadline for receiving the summer training reports by the students, in addition to receiving the weekly work performance reports and the final evaluation prepared by the training organisation and the supervisor of the training.

General Training Instructions



Attendance List (Page1)

Student Name: ----- ID No.: -----
Training Organisation: ----- City of Training: -----
Date of commencement:----- Date of conclusion: -----

week	Day	Date	Trainee Signature (Arrival)	Time	Trainee Signature (Departure)	Time	Notes
First Week	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Second Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Third Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Fourth Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						

Training Supervisor: _____ Signature: _____ Seal



Attendance List (Page2)

Student Name: -----	ID No.: -----
Training Organisation: -----	City of Training: -----
Date of commencement:-----	Date of conclusion: -----

week	Day	Date	Trainee Signature (Arrival)	Time	Trainee Signature (Departure)	Time	Notes
Fifth Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Sixth Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Seventh Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
Eighth Week	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						

Training Supervisor: _____

Signature: _____

Stamp



Student's Performance Evaluation

(Filled by the Training Supervisor)

Student Name: ----- ID No.: -----

Training Organisation: ----- City of Training: -----

Date of commencement:----- Date of conclusion: -----

Number of absence's (days): Excused: _____ Unexcuse: _____

Has the student been provided with technical information and required data: Yes__ No__

Evaluation Schedule				
Seq.	Evaluation Criteria	Grade	Grade	Notes
1	Committed to attendance	30		
2	Ability to analyze and apply	30		
3	knowledge of the profession	30		
4	Desire to learn and acquire information	30		
5	Student productivity	30		
6	Efficient at communication and discussion	30		
7	Creativity	30		
8	Cooperat with other trainees at work	30		
9	Committed to the system	30		
10	Attention to the training site	30		
Total		300		

Training Supervisor: _____ Job Title: _____

Mobile No.: _____ Signature: _____ Date: / / 20--

Seal

Please turn and complete the second page

المرفقات:

التاريخ:

الرقم:



• Please write a brief summary about the following:

• Tasks which the student was trained for:

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

• Tasks which the student perfected during the training:

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

• The student's weaknesses during the training:

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

• The issues that raised the student's interest during the training:

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

• Is your organisation convinced to recruit trainee after graduation:

Yes__ No__

Kindly explain the reasons:

.....
.....

Training Supervisor: _____

Signature: _____

Seal



Student's Weekly Performance Report

(Filled by Training Supervisor)

Student Name: -----	ID No.: -----
Training Organisation: -----	City of Training: -----
Date of commencement:-----	Date of conclusion: -----

Please, select the week and then write the dates

Week	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	
Day	Date	Attendant	Absent	Late	Summary of daily work				
Saturday	/ / 20--								
Sunday	/ / 20--								
Monday	/ / 20--								
Tuesday	/ / 20--								
Wednesday	/ / 20--								
Thursday	/ / 20--								
Weekly student achievement	Excellent		Very Good		Good		Acceptable		Weak

Genral Notes:

.....

.....

.....

Training Supervisor:

Name: _____

Job Title: _____

Signature: _____

Date: / / 20--

Seal



Student's Weekly Tasks Form

(Filled by The Trainee)

Student Name: -----	ID No.: -----
Training Organisation: -----	City of Training: -----
Date of commencement: -----	Date of conclusion: -----

Please, select the week and then write the dates

Week	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
Day	Date	Summary of weekly work						
Saturday	/ / 20--							
Sunday	/ / 20--							
Monday	/ / 20--							
Tuesday	/ / 20--							
Wednesday	/ / 20--							
Thursday	/ / 20--							

Supervisor Notes:

Training Supervisor:

Name: _____

Job Title: _____

Signature: _____

Date: / / 20--

Seal

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