## **SATS Local Field Training Regulations**

- 1- All students must contact the field training officer before starting their training (preapproving is a must for all students).
- 2- SATS students can start their field training from the first academic year.
- **3-** Every student in SATS should complete their local training in a company that is working in a related field to the student major. **(field training is a pre-requisite of the German year)**
- 4- Default training period should be in **one company** (exceptional cases can be given for two companies depending on the case).
- 5- Accepted training has to fulfill the following criteria:

The training should consists of 160 hours, at least two weeks (80 hours) must be of continues training

> The training **should not take** place during a semester in which the student is registered.

> The approved company should not have any next of kin person (for example: parents, brothers or any blood relatives) of the student.

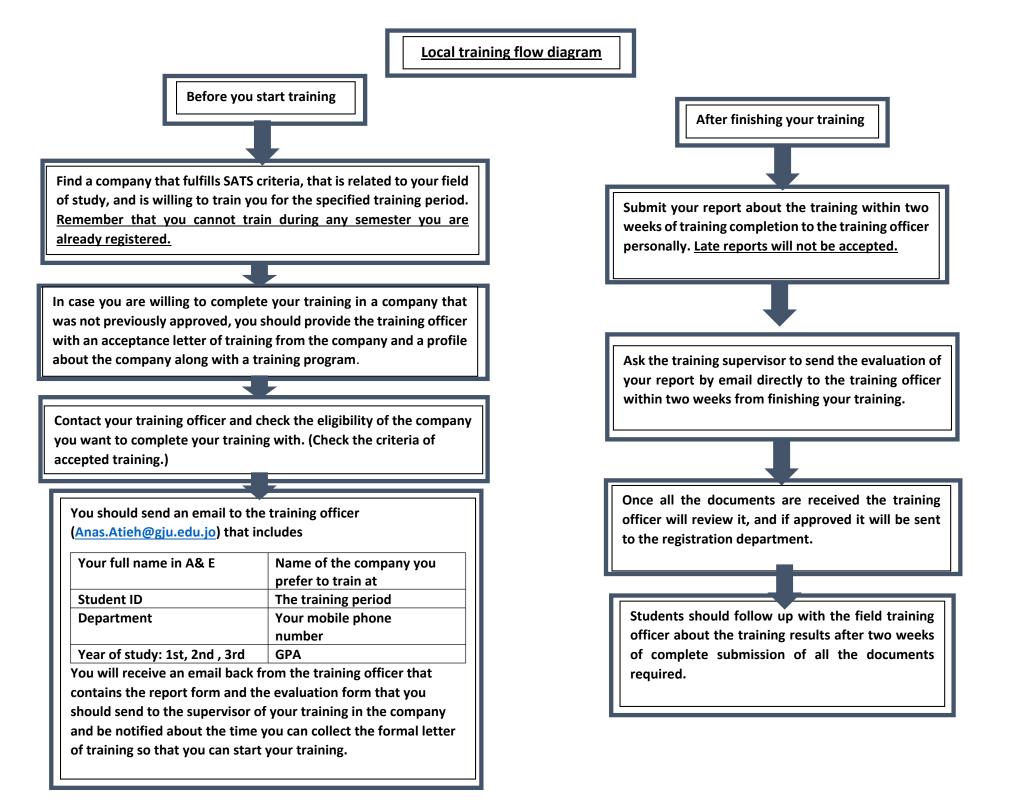
- > The training officer must agree on training period before the training starts.
- Contact from the training company must be provided before the training starts.

 $\succ$  Students will take the responsibility if any of the previous conditions was violated.

> After approving the training and before getting the formal authorization letter you should send an email to the training officer that includes (<u>Anas.Atieh@gju.edu.jo</u>):

- Your full name in Arabic
- Your full name in English
- Student ID s
- Department
- Year of study: 1st, 2nd , 3rd, 4th, 5th
- ≻ GPA
- > Name of company you prefer to train at.
- > The training period
- > Your mobile phone number
- 6- Upon the approval of the suggested company, the field training officer will send the student three forms:
  - 7.1. Official training letter
  - 7.2. Field training authorization form (Evaluation letter for student)
  - 7.3. Student report form
- 7- Upon the pre-approval of the company, field training authorization form must be handed to the training company before the beginning of training. ( to be obtained from the training officer)
- 8- Once the students completed their field training, they must submit their report about the training within a **maximum of two weeks**. Your final report must include (only 1 page) :
  - Brief job description.

- Supervisor name, phone number and email.
- Start and end dates.
- > Number of hours you worked per week.
- > Do you recommend your employer to other future students?
- 9- The field training evaluation form must be **emailed directly** from the company employee, within two weeks of the training ending date.
- 10- Once all documents are received the training officer will review them and if approved will be submitted to the registration.
- 11- Students have to follow up after two weeks of complete submission that all requirements are fulfilled.
- 12- In case the student is willing to complete their training in a company that was not approved, he or she should provide the training officer with an acceptance letter of training from the company and a profile about the company along with a training.



## Final Report (To be completed by student)

## List previously approved periods of training

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Write your final report for field training in one page only where your final report must include:

- Brief job description.
- Supervisor name, phone number and email.
- Start and end dates.
- Number of hours you worked per week.
- Do you recommend your employer to other future students?