

### SATS Local Field Training Regulations

- 1- All students must contact the field training officer before starting their training (**pre-approving 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 consist of 160 hours, at least two weeks (80 hours) must be of continuous 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.
  - 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 ([Anas.Atieh@giu.edu.io](mailto:Anas.Atieh@giu.edu.io)):

  - 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.

## Local training flow diagram

### Before you start training

Find a company that fulfills SATS criteria, that is related to your field of study, and is willing to train you for the specified training period. Remember that you cannot train during any semester you are already registered.

In case you are willing to complete your training in a company that was not previously approved, you should provide the training officer with an acceptance letter of training from the company and a profile about the company along with a training program.

Contact your training officer and check the eligibility of the company you want to complete your training with. (Check the criteria of accepted training.)

You should send an email to the training officer ([Anas.Atieh@gju.edu.jo](mailto:Anas.Atieh@gju.edu.jo)) that includes

Your full name in A& E	Name of the company you prefer to train at
Student ID	The training period
Department	Your mobile phone number
Year of study: 1st, 2nd , 3rd	GPA

You will receive an email back from the training officer that contains the report form and the evaluation form that you should send to the supervisor of your training in the company and be notified about the time you can collect the formal letter of training so that you can start your training.

### After finishing your training

Submit your report about the training within two weeks of training completion to the training officer personally. Late reports will not be accepted.

Ask the training supervisor to send the evaluation of your report by email directly to the training officer within two weeks from finishing your training.

Once all the documents are received the training officer will review it, and if approved it will be sent to the registration department.

Students should follow up with the field training officer about the training results after two weeks of complete submission of all the documents required.

## **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?