

## Inquiry Form

Prince Sultan University is dedicated to the service of its students to provide the best possible education. Among the programs offered at PSU is the Cooperative Education Program (CO-OP). The duration of this program is 28 weeks, where students gain hands-on experience in a practical atmosphere. Your organization, being a leader in its field of operations, has been selected to cooperate in this educational program, which starts on \_\_\_\_\_.

The objectives of the CO-OP program are:

- To acquire important skills relevant to the field of study.
- To apply the academic knowledge in a practical work environment.
- To establish self discipline and confidence.
- To practice proper work ethics.

Please complete the following:

1. Would you be interested in training PSU students? yes no

If no, please give reason(s):

\_\_\_\_\_

\_\_\_\_\_

If yes, please answer the following questions:

### Contact Information

<b>Name</b>	
<b>Organization</b>	
<b>Title</b>	
<b>Department</b>	
<b>e-mail</b>	
<b>Phone</b>	

2. How many training positions are available in your organization?

Fields of Study in PSU <b>Men Section</b>	Training Positions Availabilities	Fields of Study in PSU <b>Women Section</b>	Training Positions Availabilities
Finance		Computer Sciences	
Marketing		Information Systems	
Computer Sciences			
Information Systems			

3. Where would the training take place?  Inside Riyadh \_\_\_\_\_  Outside Riyadh \_\_\_\_\_  Outside KSU \_\_\_\_\_

4. How many hours would you expect the trainee to work? \_\_\_\_\_

5. How many shifts will you require the trainee to work?  one  two

6. Are you willing to pay the trainee?  yes  no

7. What is the range of payment? \_\_\_\_\_

8. What are your criteria for selecting trainees?
- \_\_\_\_\_
- \_\_\_\_\_

Head of Training

Organization Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Seal: \_\_\_\_\_