

Dear respected Engineering Supervisor:

Hope this finds you well.

As part of our national responsibility to our students, and because of a cooperative relationship between Saudi universities and the government and private sectors and based on what the academic system at Qassim University requires, the College of Architecture and Planning requires students to participate in a training program, develop their skills, and enhance their knowledge of architecture in a scientific, practical, and practical sense. During the period of 15/06/2025 to 14/08 /2025, the student will be evaluated academically by his academic supervisor at the university and in the field by your field supervisor, assuming the training period is not less than 8 weeks. Students are treated as employees in terms of commitment and working hours. Summer training (2) is offered in the hopes that you will accept it. We aim to provide students with professional experience as trainees at work and construction sites so they can practice architecture in the field (receiving the site, implementing, finishing, technical office on site, reviewing executive drawings, and preparing engineering reports).

We would appreciate it if you could specify the training site and city along with the documents required before you and any privileges the student will be granted (a reward, housing, transportation, ...) and send them to us via e-mail, fax, or postal mail.

Our appreciation goes out to you.



Dean of the College of Architecture and Planning

Dr. Essam Salem ALmahmoud

Student applicant:

University number:

Level:

Student signature:

Through your direct supervision, the student must meet the following requirements:

1. Dealing with at least two projects (one project per month) direct within the executive site only and according to the project size and availability within the office.

2. Become familiar with the office/department and its divisions.
3. A working knowledge of the project designs and executive drawings in the technical office within the sites.
4. Make sure you are familiar with the project's quantities and technical specifications.
5. Assisting with five tasks in the first month of training, including excavation, foundations, buildings, casting columns and structural ceilings, plastering, painting, insulation work, finishing, and electrical and sanitary work.
6. A minimum of three finishing works will be completed during the second month of training, including external wall cladding - air conditioning and suspended ceilings, and their overlaps with electrical and drainage, if any - flooring, fire and civil defense, borrowed ceilings, interior finishes for project spaces.
7. Keep a periodic report with pictures and explanations for all the work and clarify the benefits.
8. **The student must comply with the professional safety requirements for summer training, which are attached [here](#).**

Required data from the Field supervisor

Section	training	field of training	Number of opportunities if any -	Notes
Architecture	Summer training (2)	Field work (supervision and follow-up of site work)		

Field supervisor approval:

Name:

Mobile number:

E-mail:

To coordinate and communicate

Director of the summer training unit at the college

Dr. Ahmed AbdelMonteleb Mohammed Ali

Telephone / 0163010632 Ext. 10632

Fax / 0163801799 Mobile/ 0532490093

Email: ahm.ali@qu.edu.sa

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