



INDUSTRIAL TRAINING GUIDELINE

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SECTION I

INTRODUCTION

1.1 INDUSTRIAL TRAINING PHILOSOPHY

Industrial training is offered to students as a requirement for the completion of the undergraduate degree. Students are subjected to the University's rules and regulations inclusive of insurance coverage during the industrial training period. This course exposes students to each of the roles and the actual practice of an industry. The students will be assessed based on report from training supervisor, industrial training coordinator, academic supervisor report and presentation.

1.2 OBJECTIVES

- a. To expose students to the actual working environment.
 - b. To give students opportunities to apply the theoretical knowledge to the actual tasks in the challenging environment.
 - c. To provide opportunities to organizations and government/private sectors to transfer the relevant knowledge, skills and experience to the students.
 - d. To equip students to become part of the skillful professional workforce in the future.
 - e. To develop intellectual growth and emotional maturity of the students.
 - f. To create and enhance a close relationship between the university and the respective organizations for the benefits of both parties.
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1.3 COURSE AND PROGRAM LEARNING OUTCOMES

COURSE LEARNING OUTCOMES (CLOs)	PROGRAMME LEARNING OUTCOMES (PLOs)									ASSESSMENT METHOD
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	
Relate and apply the academic knowledge in real working environment (C4 – CT)	√					√				<ul style="list-style-type: none"> • Log book record • Seminar • Field Supervisor Evaluation Report
Adapt themselves in the real working environment (A3 – TS, ES, EM)				√	√			√		<ul style="list-style-type: none"> • Academic Supervisor Visiting Report • Field Supervisor Evaluation Report
Summarize the experiences and problems encounter during training and write in a report format and presentation (P4 – CS, LL, LS)		√			√		√		√	<ul style="list-style-type: none"> • Seminar • Industrial Training Report

PLO1: Knowledge

PLO3: Social skills and responsibilities

PLO5: Communication and team skills

PLO7: Lifelong Learning and information management

PLO9: Leadership skills

PLO2: Psycomotor/practical/technical skills

PLO4: Ethics, professionalism and humanities

PLO6: Scinetific methods, critical thinking and problem solving skills

PLO8: Enterpreneurship and management skills

1.4 SCOPE

The scope of the industrial training covers students' exposures of new knowledge, enhancement of existing knowledge and application of knowledge to workplace tasks and challenges. Students are allowed to do their industrial training at any **GOVERNMENT or PRIVATE** organizations. Students can suggest their preferred organizations for consideration. The final decision shall be made by the faculty.

1.5 DURATION

The duration of the training is minimum **4 MONTHS** and maximum **6 MONTHS**. The training starts from the date of reporting at the organization until the stipulated duration is met.

1.6 SUBSISTENCE

The provision of allowance, accommodation and transportation is the prerogative of the organization.

1.7 INSURANCE

All students undergoing the industrial training are covered under university's group insurance for **ONLY 4 MONTHS**.

1.8 TRAINING PLACEMENT

1.8.1 Choice of Training Placement

Students are required to apply for training placement in companies/organizations/institutions other than UMK via the faculty coordinators according to the procedures that have been predetermined. Students are also encouraged to apply at university (under MOU with UMK)/oversea companies/organizations/institutions.

If student prefers to determine his/her own placement, the criteria must met with the Training Requirement and carry out application procedure (Appendix A). The maximum numbers

of allowed applications are **ONLY 2 companies**. Students are allowed to apply two more companies only if the first two companies have rejected their applications.

1.8.2 Change of Placement

Students are **NOT ALLOWED** to change their placement except for a special case(s) approved by training supervisor, industrial training coordinator and the Faculty. Students are encouraged to find new placement as soon as possible before leaving the previous company. Changing of placement must be done within **TWO WEEKS**.

For overseas training at university (under MOU with UMK)/companies/organizations/institutions, changing of placement depends on industrial training coordinator.

1.9 DISCIPLINE MATTER

In general, students must adhere to all rules and regulations set by the respective organizations in order to prevent any arising problems in the future. Amongst the rules and regulations are:

- a. Students must work according to the agreed hours or time set by the organizations.
 - b. Students are **NOT ALLOWED** to take any leave **UNLESS** with the concrete reason and approved by the training supervisor. If students obtained leave because of any sickness, the copy of **Medical Certificate (MC)** must be faxed to the industrial training coordinator and must be attached in the final report. MC (max three days in four months) is **ONLY** considered valid if obtained from **Government Hospital** and endorsed by Training Supervisor.
 - c. Emergency leave (EL) is valid only for death of next of kin ie. biological parents, parents-in-law and wife/husband. EL can be **ONLY** obtained (max. two days) with approval by Training Supervisor and Industrial Training Coordinator must be informed immediately via letter/fax.
 - d. All MC and EL more than **FIVE DAYS** must be replaced during the Industrial Training period either by work after office-hour or during weekends. The Training Supervisor must
-

approve the replacement. The proof for attendance must be attached in final report. Failure to replace the MC and EL will cause the students to **FAIL**.

- e. Students must at all times behave ethically and portray a good image of the university.
- f. During the training period, students are subjected to the university's rules and regulations. Disciplinary action will be taken accordingly for any breach of rules.
- g. Students must adhere to all instructions, rules and procedures of the organizations.
- h. Students will be issued **TWO** warning letters/show cause letters by the faculty. If the discipline issue persist, the faculty have the right to **FAIL** the student.
- i. Any complaint from the organization dealing with student's disciplines matters (absence without permission more than **THREE (3)** days / no leave endorsement from training supervisor, civil crimes) will cause the student to **FAIL** Industrial Training course.

1.10 COURSE REGISTRATION

1.10.1 Registration for Industrial Training Subject

Students need to register the subject with faculty before leaving for the industrial training.

1.10.2 Registration for Additional Subject

Students are **NOT ALLOWED** to register any additional subject during the industrial training.

1.11 SUPERVISORY

1.11.1 Responsibilities of the Industrial Training Coordinator / Program Coordinator

- a. To ensure that the students has fulfilled the training requirements for industrial training as set by the faculty and program.
 - b. To guide the students to identify the skills and knowledge to be acquired during the industrial training.
 - c. To check the existence of the organization.
 - d. To encourage students to go to the established organizations and relevant to the program.
-

- e. To check the student's resumes and verify the application forms and documents.
- f. To conduct the briefing session for the students.
- g. To assign Academic Supervisors for the students.
- h. To coordinate the Academic Supervisor's Visits for the students.
- i. To coordinate the Industrial Training Presentation session for the students.
- j. To compile the Industrial Training marks and documents sent by the Academic Supervisors and Training Supervisor. The coordinator not responsible in finding the placement for students.**

1.11.2 Responsibilities of the Academic Supervisor

1. During the industrial training, the academic supervisor are responsible:
 - a. To act as student supervisor/advisor/mentor during the training.
 - b. To act as mediator between the Training Supervisor and the student. The Academic Supervisor should know to whom he/she will contact in the company/organization if there is any inquiry or problem regarding the student.
 - c. To monitor the progress of the student throughout the training period. The Academic Supervisor should ensure that the student has relevant work to do that will help him/her to reach the objectives.
 - d. To take actions on any complain against student (after consultation with the Industrial Training Coordinator).
 - e. To visit/call and discuss with the student and the Training Supervisor in the company/organization during the training. The Academic Supervisor must fill up the Academic Supervisor Visiting Report (Appendix J) and send it to Industrial Training Coordinator after the visits.
 - f. To complete the Academic Supervisor's visiting report and submit it to the Industrial Training Coordinator.

 2. After the industrial training, the Academic Supervisor are responsible:
 - a. To supervise and advise the student in preparing the industrial training report and presentation as well.
 - b. To ensure the student submit the report and necessary documents before the deadline.
 - c. To assess and evaluate the student's report and seminar presentation.
-

1.11.3 Responsibilities of the Examiner

1. After the industrial training, the Examiner are responsible:
 - a. To receive but not assess the Final Report.
 - b. To evaluate the student's seminar presentation.
 - c. To return the Final Report to the student after the seminar.

1.11.4 Responsibilities of the Training Supervisor

Training Supervisor will be given Training Supervisor Guidelines. The responsibilities of Training Supervisor are as the followings:

- a. To assign task to the student as required in Training Requirement. Please refer to the student related program.
- b. To submit the student's Industrial Training Notification Form (Appendix G) upon the first day of the student reporting for his/her training.
- c. To verify the Student Attendance Form (Appendix H). For information, the student is not allowed to apply leave during his/her training except for Medical Leave or official application where by the company may consider.
- d. To record the training performance of the student in the Monthly Training Performance Report for all four (4) months (Appendix I). Training supervisor may either fill in the form by softcopy or hardcopy. The link of softcopy will be sent by Industrial Training Coordinator through official email of Training Supervisor.
- e. To be available during the Academic Supervisor Visit. The visit will be conducted between weeks 5-10 of the student's training. The appointed Academic Supervisor will contact both the Training Supervisor and the student to set the visit date.
- f. To evaluate the student's Industrial Training Report using the Training Supervisor Assessment Form (Appendix K).
- g. To endorse the student's Industrial Training Report upon completion of the training using Endorsement Sheet (Appendix M).

1.11.5 Responsibilities of the Students

1. During Industrial Training application process, the students are responsible:
-

- a. To register his/her name in the Industrial Training Online Database set up by Faculty Industrial Training Coordinator.
 - b. To prepare resume following the format set by the Faculty (Appendix E).
 - c. To obtain the Industrial Training Application Reference Letter from Faculty (Appendix C)
 - d. To follow up (call or email) with the Industrial Training organizations on the status of his/her placement and get the Placement Offer Form (Appendix F).
 - e. To write a formal acceptance/rejection letter to the Industrial Training organization after receiving their reply.
 - f. To submit the Placement Offer Form of his/her placement to the Industrial Training Coordinator.
 - g. To fill in the *Surat Perakuan Pelajar* and submit to Industrial Training Coordinator before starting the Industrial Training. Failure to do so will cause the students not to be able to begin the internship.
2. If the student plan to do his/her industrial training overseas, it is his/her own responsibility to resolve the necessary matters i.e. visa application, flight tickets and lodging. Confirmation letter from the organization using its letterhead and must be undersigned by the manager of its Human Resources and stamped must be submitted to the Industrial Training Coordinator.
3. During Industrial Training, each student will be supervised by two supervisors; one Academic Supervisor and one Training Supervisor who will be responsible in assessing the students' performance.
4. During Industrial Training, it is the student's responsibility:
- a. To submit the Industrial Training Notification Form (Appendix G) to the faculty within **ONE WEEK** upon the first day registration at the training organization.
 - b. To inform his/her Industrial Training Coordinator if he/she faces any problems during the training period.
 - c. To write to his/her Industrial Training Coordinator if he/she needs to change his/her placement with logical reason(s).
 - d. To record all the daily activities in the Log Book (Appendix Q) and to be commented by the Training Supervisor at the end of the month. This Log Book must be submitted as Report (2 copies) to the Industrial Training Coordinator at the end of the training period.
-

- e. To remind Training Supervisor to fill in Monthly Training Performance Report (Appendix I) and Student's Attendance Form (Appendix H).
- f. To ensure the Academic Supervisor Visiting Report (Appendix J) has been filled in by the Training Supervisor before the Academic Supervisor visit to industrial training organization.
- g. To ensure Training Supervisor have completed the Training Supervisor Assessment (Appendix K) at the end of industrial training period.
- h. To remind the Training Supervisor to send Training Supervisor Assessment (Appendix K) to Industrial Training Coordinator by post within **ONE WEEK** after industrial training period.
- i. To submit the Endorsement Sheet (Appendix M) to the Training Supervisor for the endorsement which will be then attached in the final report.

5. After the industrial training, the students are responsible:

- a. To complete the Final Report following the report format set by the faculty.
 - b. To submit the **TWO COPIES** of Final Report to **INDUSTRIAL TRAINING COORDINATOR** within the date set by the faculty.
 - c. To prepare a slide presentation for Industrial Training seminar
-

SECTION II

APPLICATION PROCEDURES

2.1 INTRODUCTION

The application procedures are divided to several stages. The application to the industrial training organization will start before Semester February.

2.2 BRIEFING

Along the application process, a series of briefing will be conducted by the Industrial Training Coordinator. The first briefing will be conducted on Semester September.

2.3 REGISTRATION

The Industrial Training Coordinator integrates the students' registration, application, announcement and reminder via online. The use interface is the Google Drive's database and E-learning. The ITC email : itc.fsb.umk@gmail.com

Therefore, the students must provide an official email for the registration. The official email should be using the students own name. Please take note that this official email address also will be used in the student's resume and corresponding with the industrial training organization.

2.4 RESUME PREPARATION

In order to apply for Industrial Training at a company, the student must provide a Reference Letter (Appendix C) from the faculty to be attached with the resume (see the example in Appendix E). Together with these, the following related documents must be included:

- All semester results
 - List of subject
-

- Relevant certificates and photocopy of professional membership card (which being mentioned in the resume)

2.5 COMPANY LIST

List of Company based on previous batch will be released by the Industrial Training Coordinator via E-learning after the online registration with the Industrial Training Coordinator. The students may apply to the company within the Company List. The students are also allowed to approach other company but should be related with the Training Requirement of program.

2.6 REFERENCE LETTER

Reference Letter (Appendix C) will be released and can be collected by the students at the faculty's office. The student should use this letter to approach company and be attached together with resume, current semester results and related certificates. This letter will be provided only in 2 original copies.

2.7 APPROACHING COMPANY

The students need to study the organization background before approaching them. If necessary, students may refer to the Industrial Training Coordinator for further discussion. It is imperative to ensure the training scope is covered in the training requirement set by the Faculty before agreeing to the training in a company.

SECTION III

REPORT FORMAT

3.1 INTRODUCTION

This guidelines will help students to prepare the Industrial Training Report. Students should report their assigned tasks, experiences, skills acquired, problems encountered and lessons learned during the industrial training period. Academic Supervisor and Training Supervisor will evaluate the report and marks will be given based on the marking scheme set by the faculty/department.

3.2 RULES OF WRITING

Industrial Training Report should be written in **ENGLISH** only.

3.2.1 Writing Consistency

Writing specification is as the following:

- Use font type (Times New Roman) and font size (12) including the topic titles.
- Use capital letter and bold for all titles.
- Use alignment *justify* for paragraph consistency.

3.2.2 Margin

The detail of the margin description is as the following:

- Left margin - 40 mm
 - Right margin - 25 mm
 - Top margin - 30 mm
 - Bottom margin - 25 mm
-

3.2.3 General Numbering

The paragraph must be divided into Section, Part title, heading and sub-heading. Structure of numbering is organized according to the staging of the sub-headings and it should not exceed 4 levels:

- First Stage : Section

Example : **SECTION A, SECTION B...**

- Second Stage : Part Title

Example : **PART I, PART II, PART III...**

- Third Stage : Sub-heading

Example :

1.1 INTRODUCTION

1.2 OBJECTIVES

- Fourth stage : Sub-sub-heading

Example :

1.1.1 Problems Encounter

1.1.2 Solving Approach

- Fifth stage : is only applied in text with sentence case

Example :

- i. Liquid limit
- ii. Plastic limit
- iii. Shrinkage limit

3.2.4 Spacing

- Single spacing :

- i. First page
- ii. Second page
- iii. Acknowledgement
- iv. Table of content
- v. List of Figure
- vi. List of Table
- vii. List of Abbreviations
- viii. References

- 1.5 spacing :

- i. Text in chapters
- ii. Captions for illustrations

3.2.5 Page Numbering.

- Use page numbers without dash (-), brackets ([]) etc.
 - Use Roman small letter (i, ii, iii) in early pages before Introduction Page.
 - Do not use number in Title page.
 - Numbering should start from first page in Introduction part, even though number cannot be shown in that page.
-

3.3 PAPER

- Use 70gm A4
- A4 size : 210mm x 297mm or 8.27” x 11.69”

3.4 BINDING

- Students are responsible to ensure before binding, the report is complete, accurate and endorsed by the Industrial Training Supervisor.
- Use comb binding with PVC plastic cover.

3.5 ORDER OF INDUSTRIAL TRAINING REPORT

Industrial Training Report consists of specific order. The following describe the sequence of the report.

3.5.1 Cover and Title page

Font type (Times New Roman) with font size (12) (Appendix L).

3.5.2 Endorsement Sheet

Students must prepare the Industrial Training Report, comb bind and attach together the Training Supervisor **endorsement sheet (Appendix M)** before submitting to the Industrial Training Coordinator.

3.5.3 Acknowledgement

Student should acknowledge his/her Industrial Training Supervisor, the organization and Academic Supervisor, Industrial Training Coordinator, the university and related person.

3.5.4 Table of Content

Example of the table of content can be seen in Appendix N:

3.5.5 List of Figures and List of Tables

All figures, tables and similar contents must be captioned and labelled. Every figure or table must be mentioned in the main text.

3.5.6 List of Abbreviation / Symbol

If the report contains notations and symbols, the full definition must be given when each notation or symbol first appeared in the main text. The list of notations and symbols with the full definitions can be placed after 'Table of Contents'.

3.5.7 Terminology

All scientific terms must be listed down and given proper definition/explanation.

3.5.8 Section A: Industrial Training Report

- Part I – Introduction
- Part II – Organization's Background
- Part III – Task Specification Summary
- Part IV – Conclusion & Recommendations

3.5.9 Section B : Supported Documents

- Copy of Notification Form (Appendix G)
 - Weekly Log Book (Appendix Q)
 - Copy of Student Attendance Form (Appendix H)
 - Government Hospital Medical Certificate / Emergency Leave Application Letter
 - Copy of International Passport, visa, flight tickets for international internship.
-

3.5.10 Section C : Appendices

Every appendix must have a title and be mentioned in the main text where appropriate. All page numbers for appendixes must be continual from the main text. Each appendix must be paginated. List of appendixes may include example of documents related to assigned tasks such as:

- Bill of Quantity (BQ) or Taking Off Form
- Project involved technical drawings and maps
- Additional sites photos

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SECTION IV

REPORT CONTENT

4.1 INTRODUCTION

After undergoing the industrial training, students are required to prepare an Industrial Training Report. This report is to fulfill partial requirement for the industrial training course. Therefore, the report must be written by following the faculty's guidelines.

This report consists of 3 section which includes:

- Section A – Industrial Training Report
- Section B – Supported Documents
- Section C – Appendices

4.2 SECTION A : Industrial Training REPORT

The Industrial Training report is divided into 5 parts.

4.2.1 Part I – Introduction

In this part, students may describe as the following:

- Training Organization Details

1. State the organization name and address where the training was done. Briefly describe the company's core business.

2. State the duration of the training.

- **Projects Involvement**

1. Describe general information on the projects that you involve during your training with the organization and the site posting area (if you were assigned to work at site).
2. Describe your contribution in the project or assigned task. Include the project's Gantt chart (project schedule).

4.2.2 Part II – Organization's Background

1. In this part, organization information such as history, mission, objectives, products or services as well as the organization's Management Structure and logo should be described.
2. Student need to show the parent organization and his/her assigned department/section in the Management Structure's flow chart.

4.2.3 Part III – Task Specification Summary

1. This part is the main focus on assessing the student understanding the Industrial Training philosophy as well as gaining its course outcomes. Therefore, students need to be specific and systematic on delivering the information.
2. Two main components that need to be included in this part:

- **Task Description**

a) In this part, student must describe in detail the assigned tasks given by the Training Supervisor / Organization that has been stated in Log Book. All illustrations (tables, figure, map, photos, etc) must be referred accordingly in the text of the report.

b) Student may also summarize their tasks in a Gantt Chart (Appendix P).

- **Task Problems Encounter & Solving Approach**

a) Student need to discuss on the problems encountered while handling the task and solving approaches to solve the problems in detail.

4.2.4 Part IV – Conclusion & Recommendations

1. This part will cover conclusion and recommendation of the training and the student's opinions and personal views on their training.

2. The conclusion part will have to include how the student uses their knowledge during the training and what they have gain. The recommendation will have to cover for three (3) parties: student, faculty and organization.

4.2.5 Part V – References

1. Reference must be placed at the end of the report. All references should be listed. Items in references and bibliography should follow the following format :

- Article from Journal, one writer

Example :

Bekerian, D. A. (1993). In search of the typical eyewitness. American Psychologist, 48, 574-576

- Article from Journal, two writers

Example :

Bekerian, D. A. & Palmer, S. (1993). In search of the typical eyewitness. American Psychologist, 48, 574-576

- Article from Journal, three to five writers

Example :

Bekerian, D. A., Palmer, S., Hanson, M. A., Oppler, S. H., & White, L. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576

- Article from Magazine

Published date – monthly or date and month and its bindery number

Example :

Posner, M.I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674

- Article From Daily Newspaper, Without Writer

List the article using first word of the article.

Use short title in brackets in the report. (“New Drug,” 1993)

Start newspaper’s page by “p.” or “pp.”

Example :

New drug appears to sharply cut risk of death from heart failure. (1993 July 15). New Straits Times, p. A12

- A Book

Example :

Ahmad Lofti Alam dan John Kuppusami. (1988). Potential for Agricultural Development in Kedah, Alor Setar, Universiti Utara Malaysia.

- Government Publication

Example :

Malaysia, Jabatan Perangkaan (1977). Malaysian fertility and family survey 1974: First country report. Kuala Lumpur: Jabatan Perangkaan.

4.3 Section B : Supported Documents

1. In this section, student must attach together Log Book and Student's Attendance Form. Documents must be verified by Training Supervisor.

2. The supported document is as the following:

- a) Copy of Notification Form (Appendix G)
- b) Weekly Log Book (Appendix Q)
- c) Copy of Student Attendance Form (Appendix H)
- d) Government Hospital Medical Certificate / Emergency Leave Application Letter
- e) Copy of International Passport, visa, flight tickets for international internship.

4.3.1 Log Book

Student must record daily activities during training in given Log Book in hand written (first copy) and get the Training Supervisor assessment on Monthly Training Performance. Details of the activities/procedures/method/guidelines can be discussed in the Industrial Training Report (Appendix Q).

4.3.2 Student's Attendance Form

1. Attach your Attendance Form (Appendix H) provided in this document in your Industrial Training Report.

2. Students must also attach Medical Certificate from Government Hospital only/ Emergency Leave Application Letter / Leave Approval from the faculty / Training Supervisor (if applicable).

3. For student who undergo Industrial Training oversea, a copy of International Passport and Air Flight Tickets must be attached.

4.4 Section C : Appendices

Attach your other supporting documents such as maps, pictures and laboratory manuals as Appendices in your Industrial Training Report.

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SECTION V

INDUSTRIAL TRAINING ASSESSMENT

5.1 INDUSTRIAL TRAINING ASSESSMENT

1. The assessment of Industrial Training will be divided to several parts based on:

No.	Assessment	Appendix	Marks (%)
1.	Academic Supervisor Visiting Report	J	10
2.	Monthly Training Performance Report	I	10
3.	Training Supervisor Assessment	K	10
4.	Seminar	S	20
5.	Report & Log Book Assessment Form	R	50
Total Marks			100

2. Based on the criteria above, the results of the Industrial Training is as follows:

- a. A total of minimal 60% marks must be achieved in order to be considered pass.
- b. The report must be **SUBMITTED ON TIME**.
- c. 1% will be deducted for each day and students will be **FAILED** after a week of delayed submission of Final Report.

5.1.1 Academic Visitor Report

Academic Visit will be conducted between weeks 5 – 7 of the training duration. Students will be emailed by the Industrial Training Coordinator on the Academic Visit information before the visit commence. During the visit, there will be a meeting between :

a) Academic Visitor– Training Supervisor

The Academic Visitor will discuss on the student(s) training performance, problem or any related issue to be reported in the Academic Visitor Report.

b) Academic Visitor – Student

The students need to show their Log Book and draft of Industrial Training Report to the Academic Visitor during the visit assessment. Student(s) may briefly describe on their training progress as well as shows their training task documents. Student(s) can discuss with their Academic Visitor if any problem arise during the training.

5.1.2 Training Supervisor Report

1. The report should comprise the complete evaluation of the student's training performance and Log Book (Appendix Q).

5.1.3 Industrial Training Report

1. The report must include the 4 months of Industrial Training experiences and all the documents in **Section IV**

5.1.4 Presentation

1. The presentation will be conducted on week 20-22.
2. Academic Supervisor and Examiner will be appointed to assess the Industrial Training Report (see Appendix R for the Report & Log Book Assessment Form) and presentation (see Appendix S for Seminar Assessment Form) respectively.
3. Students will be allocated 10 minutes presentation and 5 minutes for Q&A session.

5.1.5 Training Supervisor Assessment

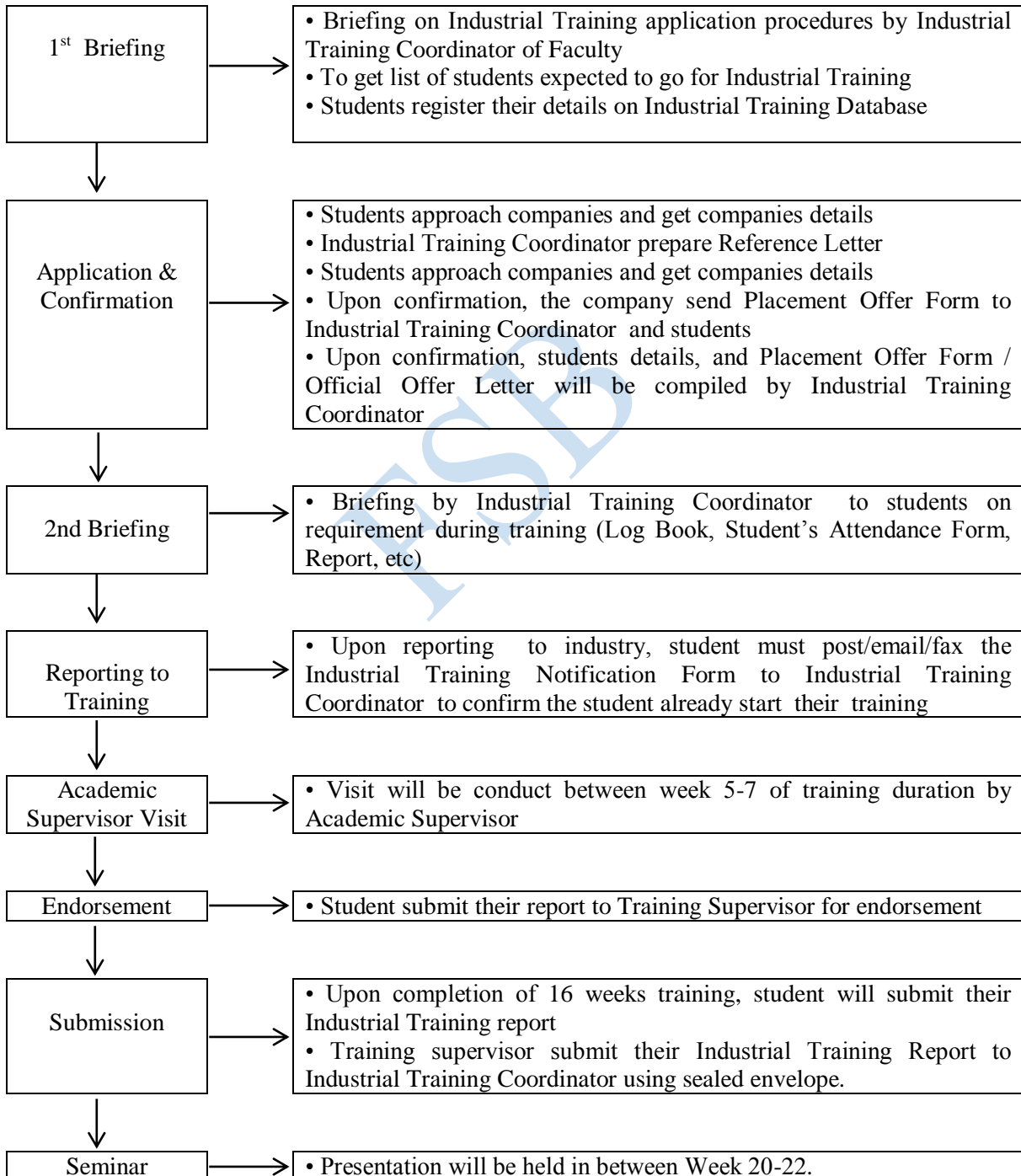
Upon completion of a training period, the Training Supervisor Assessment **MUST** be sent to Industrial Training Coordinator.

5.2 Submission

1. All student whose underwent Industrial Training need to submit their Industrial Training Report by Friday on week 17 of the semester.
 2. 1% Mark will be deducted for each day on late submission of Industrial Training Report. Industrial Training Report submitted after a week of the deadline will be rejected totally.
 3. For students who undergo Industrial Training overseas :
 - a) Students need to submit their Industrial Training Report to the Industrial Training Coordinator at the same time frame given to students whose underwent Industrial Training in Malaysia.
 - b) They need to report to Industrial Training Coordinator upon arrival at UMK to confirm on presentation date. Mark on the Presentation will be given 0 if the students fail to do so.
 - c) There is no specialty treatment will be given to them in term of extra submission time.
-

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**INDUSTRIAL TRAINING
TIMELINE**

WEEK	ACTIVITIES	ACTION BY			
		S	TS	ITC	AS
1	Industrial training report duty	√	√	√	
	Submission of Notification Form	√	√	√	
	Daily Log Book record	√	√		
4	Circulation of Academic Visit schedule			√	
5 – 7	Academic Visit/Call	√		√	√
8	Submission of Academic Visitor Report			√	√
13	Circulation of presentation schedule			√	
14	End of training	√			
15	Completion of training report	√	√		
	Submission of Training Supervisor Report		√		
16	Submission of training report	√			√
20	Training presentation	√		√	√
21	Compilation of marks			√	√
22	Key in marks in the system			√	

Legend:

- S : Student
 TS : Training Supervisor
 ITC : Industrial Training Coordinator
 AS : Academic Supervisor

To

Whom It May Concern

Dear Sir / Madam,

REFERENCE LETTER ON INDUSTRIAL TRAINING APPLICATION

With reference to the above, this is to certify that **Ahmad Fadhli Bin Kamarollzaman (Matric No : B10A006)**, is currently pursuing **Bachelor of Applied Science in (Geoscience)**. In order to complete his/her program, the student is required to undergo Industrial Training for **4 months** from **1/2/2015 – 31/5/2015**.

The student has indicated his/her interest with your company to undergo his/her Industrial Training. In order to submit his/her Industrial Training application to the Coordinator, the student is required to submit general information on company's contact. Therefore, we would like to request your cooperation to provide the student with your company's contact detail in the **Interest Company Details Form** and relevant information of your company background (brochure, leaflet, Annual Report) for our reference.

Upon approval of the student's Industrial Training application, we will provide an official Application Letter to the company together with all relevant documents (student's resume, all semester result, etc).

We would be grateful if you could consider him/her to serve your organization as a trainee. Should there be any further enquiries about his/her academic program, please do not hesitate to contact me.

Thank you.

Yours faithfully,

DR. SUGANTHI A/P APPALASAMY

Industrial Training Coordinator
Faculty of Earth Science
University Malaysia Kelantan
Jeli Campus
Locked Bag No 100
17600 Jeli
Kelantan, Malaysia
Tel : +6 09-9477000
Fax : +609 - 947 7032
Email : suganthi.a@umk.edu.my



**INDUSTRIAL TRAINING
APPLICATION CHECKLIST**

No.	Item	Mark (/)	
		Yes	No
1.	Reference Letter		
2.	Resume		
3.	All semesters results		
4.	List of subjects		
5.	Relevant supporting documents		

RESUME SAMPLE



AHMAD BIN ALI

Address : Lot 242, Jalan Serdang Baru, Taman Astakona 43000
KajangSelangor

Hp : 012-222 3333

Email : ahmadali@gmail.com

PERSONAL PARTICULARS

University Matric No : B12A204
IC / Passport No. : 860401-02-5543
Age : 23 years old
Date/place of birth : 1 April 1986 / Kuala Lumpur, Malaysia
Gender : Male
Marital status : Single
Nationality : Malaysian
Health : Excellent
Height / weight : 170 cm / 65 kg
Languages spoken : English (Advanced) / Malay (Intermediate) / Japan (Basic)
Languages written : English / Malay

EDUCATIONAL BACKGROUND & CERTIFICATION

2008 – Current : **Universiti Malaysia Kelantan**
Bachelor of Honors in Geoscience (Expecting year to graduate – 2010)
Current CGPA – 3.9
Dean’s List Award – Semester June 2009

2005 – 2007 : **Kuala Lumpur Infrastructure University College (KLIUC), Selangor, Msia**
Diploma in Geoscience
CGPA – 3.7

2003 – 2004 : **Secondary School**
SPM Certificate
Grade

MEMBERSHIP

2011 : Geological Society Malaysia (GSM) Malaysia – student member

EXTRACURRICULAR ACTIVITIES, TRAINING & CERTIFICATION

- 2009** : Sijil Penyertaan Kursus Asas Kontraktor Binaan, UKM dan BUILDER'S
Info
Centre Sdn Bhd
Civil Engineering Club – Treasurer
- 2008** : Sijil Latihan Industri, Politeknik Port Dickson, N. Sembilan
Library – Assistant Computer Bureau
-

SPECIAL SKILLS

- Able to operate Microsoft Office including Microsoft Project and Microsoft Access
 - Familiar with special software : _____
 - Able to operate special instrument in the lab/field : _____
-

REFEREES

Referees Name *(Must be either your Mentor, Final Year Project Supervisor or Industrial Training Supervisor)*

Position
Full address
Tel :
Fax :
Email :



**INDUSTRIAL TRAINING
PLACEMENT OFFER FORM**

Our company/organization would like to offer the student the industrial training placement. The following is the information for the placement's offer:

STUDENT DETAIL

Name : _____
Matric No : _____
Program : [] Geoscience [] Sustainability [] Natural Resources [] Material Technology
Tel / Hp : _____
Email : _____

COMPANY DETAIL

Company Name : _____
Company Main : _____
Activities : _____
Address : _____

Telephone : _____
Fax : _____
Website : _____
Email : _____
Company stamp : _____

PERSON IN CHARGE DETAIL

Name : _____
Designation : _____
Tel / Hp : _____
Fax : _____
Email : _____

TRAINING SUPERVISOR DETAIL (IF DIFFERS FROM PERSON IN CHARGE)

Name : _____
Designation : _____
Tel / Hp : _____
Fax : _____
Email : _____
Date : _____
Time : _____
Placement / Div / : _____
Dept / Unit : _____

DESCRIPTION OF THE EXPOSURE THAT WILL BE GIVEN TO THE STUDENT

THE STUDENT'S ACCEPTANT FORM

Please tick (√) where applicable :

[] Provided (The student's need to fill up the acceptance form)

[] Not provided

~ WE THANK YOU ON THE ACCEPTANCE ~



**INDUSTRIAL TRAINING
NOTIFICATION FORM**

Student Name : _____
Matric No : _____
Tel / Hp : _____
Email : _____
Company's Name : _____
Company : _____
Address : _____

Tel : _____ **Fax** : _____
Signature : _____ **Date** : _____

NOTIFICATION COMMENTS

I certify that the above named student has registered for the industrial training at our organization commencing from : _____ to _____

Name : _____
Designation : _____
Email : _____
Tel / Hp : _____
Signature : _____
Date : _____
Company stamp :

Note : Please fax this form at +609-9477032



**INDUSTRIAL TRAINING
STUDENT'S ATTENDANCE FORM**

STUDENTS DETAIL

Name : _____

Matric No : _____

Program : [] Geoscience [] Sustainability [] Natural Resources [] Material Technology

TRAINING SUPERVISOR'S VERIFICATION

Name : _____


Designation : _____

Tel / hp no : _____

Email : _____

Signature : _____

Date : _____

Stamp : 

Codes use : Please fill in the form using the following code :

Day		Attendance Status (ATT)	
Monday	Mon	Present	P
Tuesday	Tue	Absent	A
Wednesday	Wed	Medical Leave	ML
Thursday	Thu	Public Holiday	PH
Friday	Fri	Official Leave	OL

Saturday	Sat	(with official application and the company consideration)	
Sunday	Sun		

MONTH NO. 1			MONTH NO. 2			MONTH NO. 3			MONTH NO. 4			MONTH NO. 5		
DATE	DAY	ATT	DATE	DAY	ATT	DATE	DAY	ATT	DATE	DAY	ATT	DATE	DAY	ATT
1			1			1			1			1		
2			2			2			2			2		
3			3			3			3			3		
4			4			4			4			4		
5			5			5			5			5		
6			6			6			6			6		
7			7			7			7			7		
8			8			8			8			8		
9			9			9			9			9		
10			10			10			10			10		
11			11			11			11			11		
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26			26			26			26			26		
27			27			27			27			27		
28			28			28			28			28		
29			29			29			29			29		
30			30			30			30			30		
31			31			31			31			31		

Training Supervisor Verification

Signature & Date	Signature & Date	Signature & Date	Signature & Date	Signature & Date

INSTRUCTIONS :

Please attach your Medical Certificate in the provided box and/or attach your supported documents for your Official Leave.

MEDICAL CERTIFICATE

FSB



MONTHLY TRAINING PERFORMANCE REPORT

FOR MONTH : FEB / MARCH / APRIL & MAY

DESCRIPTION COMPONENTS	MARKS SCALE			MARKS EARN
	POOR	MEDIUM	GOOD	
	1	2	3	
Dress Code	Do not comply proper dress code	Partially comply proper dress code in the office and at site	Completely comply proper dress code	
Punctuality	< 90% on time	90 – 95% on time	> 95% on time	
Communication	Unable to request/deliver information among staffs	Partially able to request/deliver information among staffs	Able to request/deliver information among staffs	
Adaptability	Unable to adapt with working environment	Partially able to adapt with working environment	Able to adapt in with working environment	
Performance	Unable to complete given task within time frame	Partially able to complete given task within time frame	Able to complete given task within time frame	
Responsibility	Unable to complete the given task	Partially able to complete the given task	Able to complete the given task (

DESCRIPTION COMPONENTS	MARKS SCALE			MARKS EARN
	POOR	MEDIOCRE	GOOD	
	1	2	3	
Knowledge Application	Unable to apply theoretical knowledge	Partially able to apply theoretical knowledge	Able to apply theoretical knowledge	
Leadership	Unable to lead and manage team members	Partially able to lead and manage team members	Able to lead and manage team members	
TOTAL MARKS EARN FOR PART A =				/24

DESCRIPTION COMPONENTS	MARKS SCALE			MARKS EARN
	POOR	MEDIUM	GOOD	
	1-2	3-4	5-6	
Task description	Incomplete description on daily task	Partially complete description on daily task	Complete description on daily task	
Illustration	Very little illustration provided without explanation	Provide illustration but lack of explanation	Provide relevant illustrations	
Photos	Very few photos provided without explanation	Provide few photos but lack of explanation	Provide sufficient photos with detail explanation	
TOTAL MARKS EARN FOR PART B =				/18

MARKS EARN FOR PART A =	
MARKS EARN FOR PART B =	
TOTAL MARKS (A+B) =	42

TRAINING SUPERVISOR'S COMMENTS ON THE STUDENT'S TRAINING PERFORMANCE :

TRAINING SUPERVISOR DETAIL

Signature : _____

Name : _____

Position : _____

Date : _____

Stamp : _____



**INDUSTRIAL TRAINING
ACADEMIC VISITOR REPORT**

VISIT DETAIL

Date : _____

Time : _____

ACADEMIC VISITOR DETAIL

Name : _____

Program : Please tick (√) where applicable :

Geoscience Sustainability Natural Resources Material Technology

STUDENT DETAIL

Name : _____

Matric No : _____

Program : Geoscience Sustainability Natural Resources Material Technology

Training duration : 1 Feb – 31 May 2014

Other, please specify : _____

Tel / Hp : _____

Email : _____

TRAINING SUPERVISOR DETAIL

Name : _____

Designation : _____

Tel / Hp : _____

Email : _____

ORGANIZATION DETAIL

Name : _____

Address : _____


Tel : _____

Fax : _____

Email : _____

Web : _____

Core Business : _____

Stamp : 

TRAINING SUPERVISOR COMMENTS

Comments from Training Supervisor that need immediate action to be taken by the :

1. Students

2. Faculty :

ASSESSMENT ON THE TRAINING EXPOSURES (filled by Academic Visitor)

Based on your discussion with the Training Supervisor, please write down the training exposures given to the student in the appropriate boxes :

1. Bachelor of Science (Hons) in Geoscience
2. Bachelor of Science (Hons) in Natural Resources
3. Bachelor of Applied Science (Hons) in Sustainability
4. Bachelor of Applied Science (Hons) in Material Technology

Bachelor of Applied Science (Hons) in Geoscience		
No	Training Given	
1.	Fieldwork	
2.	Laboratory work	
3.	Soft skill / design	
4.	Project management	

Bachelor of Applied Science (Hons) in Natural Resources		
No	Training Given	
1.	Fieldwork	
2.	Laboratory work	
3.	Soft skill / design	
4.	Project management	

Bachelor of Applied Science (Hons) in Sustainability		
No	Training Given	
1.	Fieldwork	
2.	Laboratory work	
3.	Soft skill / design	
4.	Project management	

Bachelor of Applied Science (Hons) in Material Technology		
No	Training Given	
1.	Fieldwork	
2.	Laboratory work	
3.	Soft skill / design	
4.	Project management	

ASSESSMENT ON THE ORGANIZATION (filled by Academic Visitor)

1. Give your general comments on the organization whether it suits with your program or not.

2. Evaluation on organization (in terms of the exposure in all related field, guidance and support given to the student). Please provide your justification.

Satisfactory Not satisfactory

STUDENT COMMENTS

1. How many students are conducting their industrial training at this company (including you)?

_____ student(s)

2. Do you think that curriculum in UMK is applicable to your training? Please provide your justification.

Yes No

3. What areas of specialty can you participate in the training at this company?

4. Do you think that the organization is interested in accepting students for Industrial Training? Please provide your comments.

5. What kind of facilities does the company provide for you during this training? (Eg. computer, internet, allowance, transportation, etc).

6. Do you encounter any problems so far? (Eg. Task given, working environment, allowance, transportation, ect). How do you solve the problem?

Yes No

7. How do you assess your overall training?

Challenging Fulfill training objectives Boring

8. Would you recommend your juniors to undergo their training with this company? Please provide your justification.

Yes No

9. Other comments :

ASSESSMENT ON STUDENT TRAINING PROGRESS (filled by Academic Visitor)

1. Describe the student's training progress. Academic Visitor may request evidences related to their training (Eg. Log Book, report, photos, map, software analysis/result, etc).

2. Assess the Log Book based on the criteria as shown in the table :

Description Components		Marks Scale			Marks Earn
		Poor	Medium	Good	
		1-3	4-6	7-9	
Task description		Very general description of given daily task	Summarize briefly the given daily task	Summarize in detail given daily task (eg. time/venue/ type of task)	
Equipment / system used		Very general description of equipment / system used	A brief description on the equipment or system being used	Describe in detail on the equipment or system being used	
Illustration		Very little illustration provided without explanation	Provide illustration but lack of explanation	Provide relevant illustrations (eg. sketches, drawing, photos, etc) with detail explanation	
		Total Marks Earn			27

REPORT COMPLETED BY THE ACADEMIC VISITOR

Signature : _____

Name : _____

Date : _____

REMINDER TO ACADEMIC VISITOR

Please submit this report to the Industrial Training Coordinator after visiting.



INDUSTRIAL TRAINING REPORT

TRAINING SUPERVISOR'S ASSESSMENT

STUDENT'S NAME							
MATRIC NO.							
DATE							
MEASUREMENT	GUIDE MARKS	SCALE					TOTAL
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1	2	3	4	5	
Report Content	5	Most of the report content is described in general	The overall report is described in general.	The overall report described is not related with the Log Book	The overall report is described well and being related with the Log Book.	The report content is very well described and being related with the Log Book.	
Report Originality	5	The report content is described in general without being related with the Log Book.	The report content is described in general	The report content described only major exposed activities	The report content and illustration is described as per activities exposed/given by the Training Supervisor.	The report content and illustration is detailed/described as per activities exposed/given by the Training Supervisor	
TOTAL MARKS							/10

TRAINING SUPERVISOR COMMENTS ON THE STUDENTS REPORT :

TRAINING SUPERVISOR

SIGNATURE : _____

NAME : _____

DATE : _____

STAMP



UNIVERSITI
MALAYSIA
KELANTAN

INDUSTRIAL TRAINING REPORT (subject code)

Organization Name
Organization Address

Full Name
Matric No

A report submitted in fulfillment of the requirements for the degree of
Bachelor of Applied Science **Name of Program** with Hons

FACULTY OF EARTH SCIENCE
UNIVERSITI MALAYSIA KELANTAN

Year

This report is prepared as a partial requirement for Industrial Training.

STUDENT SIGNATURE

Name : _____

Matric No : _____

Date of submission : _____

ENDORSEMENT

I hereby endorse that this student had submitted the appropriate Industrial Training Report content which had been given during his/her training under my supervision.

TRAINING SUPERVISOR SIGNATURE

Name : _____

Email : _____

Designation : _____

Date : _____

Company Stamp

:

TABLE OF CONTENT

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PART III TASK SPECIFICATION SUMMARY	
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30 mm

Appendix O

2.1 TASK DESCRIPTION

Appendix 2.1.1 Piling Work

Known as piles, (Figure 2.1).



40 mm

25 mm

FIGURE 2.1 A concrete

25 mm



INDUSTRIAL TRAINING LOGBOOK

WEEK NO : _____

**GENERAL DESCRIPTION OF FIGURES / PHOTOS
ATTACHED**

Empty space for general description of figures/photos attached.

FSB

*** One copy of Log Book must be submitted in hand written and this form's format cannot be changed.**



INDUSTRIAL TRAINING

REPORT & LOG BOOK ASSESSMENT FORM

STUDENT NAME		ACADEMIC SUPERVISOR NAME	
MATRIC NO.		SIGNATURE	
PROGRAM		DATE & STAMP	

REPORT ASSESSMENT							
MEASUREMENT	WEIGHTAGE	SCALE					MARKS
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1	2	3	4	5	
Format of Table of Content <ul style="list-style-type: none"> • First page • Endorsement Sheet • Acknowledgement • Table of Content 	5	Table of Content is incomplete.	Table of Content provided without full details of Endorsement Sheet.	Partial Table of Content is completed and arranged properly.	Table of Content provided and complete but not arranged in order.	All components of Table of Content is provided and complete.	
Section A : Report Content <ul style="list-style-type: none"> - Chapter 1 Introduction - Chapter 2 Company Background - Chapter 3 Tasks Specification Summary - References 	5	Report is not poorly written, most of the chapters are incomplete.	Report is written but some chapters are incomplete.	Report is averagely written as per the requirement with major grammatical errors.	Report is written as per the requirement but with minor grammatical errors.	Report is well written and easy to comprehend.	

<ul style="list-style-type: none"> • Section B : Supported Documents -Appendix G - Log Book - Attendance Form - MC/EL • Section C : Appendix 	5	1	2	3	4	5	
		Most of the required supporting documents and appendix are not inserted in the report.	Supporting documents and appendix are incomplete/no authorized signatures/no MC from Government Hospital.	A few of the supporting documents and/or appendix are not inserted/incomplete and with major grammatical errors.	All supporting documents and/or appendix are inserted but with minor grammatical error.	All supporting documents and appendix are inserted, well organized and complete.	

MEASUREMENT	WEIGHTAGE	SCALE					EARN MARKS
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	
Introduction <ul style="list-style-type: none"> • Introduction • Training details • Projects involvement 	15	Introduction is more like a summary.	Introduction is presented in a concise way that lead the discussion towards training details and project involvement without supported illustrations (map / technical drawing / photos of site) and does not reflect the understanding of the students on the industrial training philosophy.	Introduction is presented in a concise way that lead the discussion towards training details and project involvement with supported illustrations (map / technical drawing / photos of site) but does not reflect the students understanding on the industrial training philosophy.	Introduction presented shows the understanding of the students on the philosophy of industrial training and lead the discussion towards training details and project involvement with supported illustrations (map / technical drawing / photos of site). Minor grammatical errors detected.	Introduction presented shows the understanding of the students on the philosophy of industrial training and lead the discussion towards training details and project involvement with supported illustrations (map / technical drawing / photos of site).	
Organization Background <ol style="list-style-type: none"> 1. History 2. Mission 3. Objectives 	10	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
		Partial component of the company being	Partial components is clearly stated about	All components is clearly stated about the company but discuss and show	All components is clearly stated about the	All components is clearly stated about the company.	

4. Product /services 5. Management structure		described without showing company's organization chart.	the company but discuss and show the company's organization chart in general.	the company's organization chart in general.	company. Discuss the mother company, the Dept/Unit/ Project assigned to student and the student position in detail but only shows general company's organization chart.	Discuss the mother company, the Dept/Unit/ Project assigned to student and the student position in detail and also shows in the organization chart.	
MEASUREMENT	WEIGHTAGE	SCALE					MARKS
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Tasks Specification Summary <ul style="list-style-type: none"> • Tasks description • Problems encounter • Solving approaches 	10	Gantt Chart is not presented in chart form and without timeline.	Partial tasks were summarized in a Gantt Chart generally.	All tasks were summarized in a Gantt Chart similar in the Log Book record but different from tasks specification in the Report.	All tasks were summarized in a Gantt Chart similar as described in tasks specification report but different from Log Book record.	All tasks were summarized in a Gantt Chart similar as described in tasks specification report and Log Book record.	
	15	Partial tasks, supported illustrations and appendices were described in the report generally without relating to Log Book.	Partial tasks, supported illustrations and appendices were described in the report generally and were referred with Log Book.	All tasks, supported illustrations and appendices were described in the report generally and were referred with Log Book.	All tasks were described in the report with excellent explanation and were referred with relevant supported illustrations and appendices but without relating with Log Book.	All tasks were described in the report with excellent explanation and were referred with Log Book with relevant supported illustrations and appendices.	

	10	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
	5	Discussed the problems, causes and solving approach in general without supporting illustrations.	Discussed the problems, causes and solving approach in general and shows general supporting illustrations.	Discussed the problems in detail with relevant supported illustrations but discussed the solving approach generally.	Discussed the problems, causes and solving approach in detail but showing general supporting illustrations.	Discussed the problems, causes and solving approach in detail with relevant supporting illustrations.	
		1	2	3	4	5	
		No additional references were added in the tasks.	The description of partial tasks were described with general additional references.	The description of all tasks were described with general additional references.	The description of partial tasks described with detailed additional references.	The description of all tasks were described with detailed additional references.	
MEASUREMENT	GUIDE MARKS	SCALE					EARN MARKS
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Conclusion & Recommendations • Conclusion • Recommendations	10	Gives little conclusion without recommendation.	Conclude experiences too much but do not provide any recommendation	Conclude experiences gained and recommendation in general on the exposure of the training.	Conclude experiences gained and recommendation with excellent explanation on the exposure of the training but did not indicate potential to be an excellent professional in the future.	Conclude experiences gained and recommendation with excellent explanation on the exposure of the training and able to indicate potentials to be excellent professional in the future.	
References	5	1	2	3	4	5	
		No references stated.	General references stated, did not follow the references format with many reference missing.	General references stated following the references format but many references missing.	Full references stated but do not follow the references format.	Full references stated and follows the references format.	

Supported Documents <ul style="list-style-type: none"> • Application Letter • Acceptance Letter • Attendance Form 	5	1	2	3	4	5		
		Certain form is missing. Attendance Form is attached without Field Supervisor verification.	All forms are provided. Attendance Form is attached without Field Supervisor verification.	All forms are provided. Attendance Form is attached with Field Supervisor verification but without official document on requested leave.	All forms are provided. Attendance Form is attached with Field Supervisor verification with official document on requested leave.	All forms are provided. Attendance Form is attached with Field Supervisor verification with full attendance (or with Medical Certificate).		
TOTAL EARN MARKS							100	
TOTAL 50%							50	

LOG BOOK ASSESSMENT							
MEASUREMENT	GUIDE MARKS	SCALE					EARN MARKS
		POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Log Book <ul style="list-style-type: none"> • Task description • Equipment and system used • Illustration 	10	Log Book description is too general. Log book is written with computer.	Log Book is described briefly without connecting it with report explanation and Gantt Chart. Log book is recorded with hand writing but messy.	Log Book is described briefly and is supported with very general illustrations and the description is not connected with report explanation and Gantt Chart. Log book is recorded with hand writing but messy.	Log Book is described briefly but the descriptions is not connected with report explanation and Gantt Chart. Log book is recorded clearly with neat hand writing.	Log Book is described in detail (eg. time/venue/ type of task) and the description is connected with report explanation and Gantt Chart. Log book is recorded clearly with neat hand writing.	

	5	1	2	3	4	5	
		Described very little the equipment or system being exposed during training.	Described the equipment or system being exposed during training in general without supporting illustrations.	Described the equipment or system being exposed during training in general with irrelevant supporting illustrations.	Described the equipment or system being exposed during training in general with relevant supporting illustrations.	Described the equipment or system being exposed during training in detail with relevant supporting illustrations.	
	5	1	2	3	4	5	
		Provided irrelevant illustrations.	Provided general illustrations without caption explained.	Provided relevant illustrations but without caption explained.	Provided relevant illustrations but irrelevant caption explained.	Provide relevant illustrations (eg. sketches, drawing, photos, etc) with correct explanation.	
TOTAL MARKS							20
TOTAL 10%							10

NAME			
(√) WHERE APPLICABLE	ACADEMIC SUPERVISOR		EXAMINER
STUDENT NAME			
MATRIC NO.			
PROGRAM			

DESCRIPTION COMPONENTS	GUIDE MARKS	SCALE					MARKS
		FAIL	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Introduction 1. Training details 2. Projects involvement	10	Fail to discuss the introduction component.	Information is too general.	Introduction is presented in general for all components. The explanation for projects involvement is without supported illustrations.	Introduction is presented clearly for all components. The explanation for projects involvement is without supported illustrations.	Introduction is presented clearly for all components. The explanation for projects involvement is supported with illustrations (map / technical drawing / photos of site) that lead the discussion into the detail report.	
Organization Background 6. History 7. Mission 8. Objectives 9. Product / services 10. Management structure	10	1 - 2 Partial component of the company being described without showing company's organization chart.	3 - 4 Partial component of the company being described with general company organization chart	5 - 6 All components is clearly stated about the company. Discussed and showed the company's organization in detail but showed general organization chart.	7 - 8 All components is clearly stated about the company. Discussed the mother company, the Dept/Unit/Project assigned to student and the student position	9 - 10 All components is clearly stated about the company. Discussed the mother company, the Dept/Unit/Project assigned to student and the student position	

					in detail but only showed general company's organization chart.	in detail and also showed in the organization chart.	
DESCRIPTION COMPONENTS	GUIDE MARKS	SCALE					MARKS
		FAIL	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Task Specification Summary 1. Task description 2. Problems encounter 3. Solving approach	10	Described partial tasks given generally without supporting documents or photos	Described all task given generally with supporting documents or photos.	Described all task given generally with supporting documents or photos.	Described all tasks in detail with excellent explanation but with general supporting documents or photos.	Described all tasks in detail with excellent explanation and supported with relevant documents or photos.	
		10	Explanation on the problem and causes of the problem generally without supporting evidences	Explanation on the problem and causes of the problem generally without supporting evidences	Explanation on the problem and causes of the problem clearly without supporting evidences	Explanation on the problem and causes of the problem generally with supporting evidences	Explanation on the problem and causes of the problem clearly with supporting evidences
	10	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
		No discussion on the solving method of the problem.	No discussion on the solving approach of the problem; just a list of solving approach in point form.	Discussed the solving approach of the problem generally.	Discussed the solving approach of the problem with minimal solution.	Discussed the solving approach of the problem in detail with a few types of approach.	

DESCRIPTION COMPONENTS	GUIDE MARKS	SCALE					MARKS
		FAIL	FAIR	SATISFACTORY	GOOD	EXCELLENT	
		1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Conclusion & Recommendations 1. Conclusion 2. Recommendations	10	Conclude experience gained generally without recommendation	Conclude experience gained generally with minimum recommendation	Conclude experience gained and give general recommendation on the exposure of the training	Conclude experience gained with excellent explanation and give general recommendation on the exposure of the training	Conclude experience gained and recommendation with excellent explanation on the exposure of the training	
Presentation & Delivery	10	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
		Poor eye contact, volume and pronunciations. Did not answer the questions.	Poor eye contact, volume and pronunciations. Answers are low in quality, either in substance or delivery.	Inconsistent eye contact, volume and pronunciations. Answers are inconsistent in quality, either in substance or delivery.	Good eye contact, no distracting gestures, appropriate volume, overall clear pronunciations. Answers are uniformly good, both in substance and delivery.	Excellent eye contact, no distracting gestures, appropriate volume, clear and consistent pronunciations. Answers are uniformly good, and show knowledge beyond presentation.	
TOTAL EARN MARKS							70

COMMENTS :

SIGNATURE & STAMP

DATE

FSB



Surat Perakuan Pelajar

Saya, bernombor kad pengenalan dengan nombor pelajar telah membaca, meneliti dan memahami peraturan Latihan Industri yang telah ditetapkan dalam Buku Garis Panduan Latihan Industri 2015/2016 oleh Fakulti Sains Bumi, Universiti Malaysia Kelantan dan **bersetuju / tidak bersetuju** untuk mematuhi segala peraturan yang ditetapkan sepanjang tempoh Latihan Industri.

Tanda Tangan Pelajar

Disahkan oleh

.....
Nama:
Nombor Pelajar:
Tarikh:

.....
Nama:
Jawatan:
Tarikh:

**Sila lengkapkan borang ini dan hantarkan kepada Program Kordinator sebelum menjalani latihan industri.*

We wish that you could provide guidance and training according to the tasks as shown below:

Bachelor of Science (Hons) in Geoscience		
No	Task Description	Percentage (%)
1.	Fieldwork <ul style="list-style-type: none"> • Mapping • Measuring fault, geophysical equipment • Application of using compass, GPS, azimuth, LIDAR • Exposure to mapping technique and data collection. 	30
2.	Laboratory work <ul style="list-style-type: none"> • Conducting rock /soil sample testing or analysis • Conducting on rock slide preparation / thin section • Mineralogy • Lithology log analysis 	20
3.	Soft skill / design <ul style="list-style-type: none"> • Exposure to professional software; Rock Ware, Surfer, ArcGis, PETREL, Kingdom, Oasis Montaj • Apply current techniques • Presentation and sharing session related to Geoscience 	20
4.	Project management <ul style="list-style-type: none"> • Project coordination – scheduling, monitoring and progress works • Development of Gant chart • Expose to risk management • Prepare project progress / evaluation / supervision report • Paperwork and presentation • Attending related meeting/seminar/ training / conferences 	30

We wish that you could provide guidance and training according to the tasks as shown below:

Bachelor of Science (Hons) in Materials Technology	
No	Task Description
1	Fieldwork <ul style="list-style-type: none"> • Collecting materials (eg: clay (singgora, mambong), natural fibres (kenaf, bamboo) etc) • Characterizations of the collected materials
2	Laboratory work <ul style="list-style-type: none"> • Materials synthesis, processing, processing and blending technique, materials formulation, welding techniques, analysis and characterizations.
3	Softskill / design <ul style="list-style-type: none"> • Exposure to professional software (eg: autoCad, solidwork, etc) • Apply current techniques • Presentation and sharing session (knowledge on materials)
4	Project management <ul style="list-style-type: none"> • Manage /assist any project related to materials / application of materials (eg: Manage any project related to processing of plastic/composite materials) • Quality control management • Expose to risk management • Prepare project progress / evaluation / supervision report • Paper work and presentation • Attending related meeting / seminar / training / conferences



We wish that you could provide guidance and training according to the tasks as shown below:

Bachelor of Science (Hons) in Natural Resource	
No	Task Description
1.	Laboratory work <ul style="list-style-type: none">• Testing of products• Quality assurance
2.	Softskill <ul style="list-style-type: none">• Presentation and sharing session• Problem finding and solution
3.	Operation and Maintenance <ul style="list-style-type: none">• Operation and Maintenance manual• Flow process• Safety and health• Evaluation/monitoring report
4.	Project management/ Product development <ul style="list-style-type: none">• Project coordination – scheduling, monitoring and progress works• Development of Gant chart• Prepare project progress / evaluation / supervision report• Paperwork and presentation• Attending related meeting/seminar/ training / conferences

We wish that you could provide guidance and training according to the tasks as shown below:

Bachelor of Science (Hons) in Sustainability Sciences	
No	Task Description
1.	Fieldwork <ul style="list-style-type: none"> • Inventory, sampling or monitoring • Handling of equipment
2.	Laboratory work <ul style="list-style-type: none"> • Analyzing of environmental parameters
3.	Softskill / design <ul style="list-style-type: none"> • Exposure to professional software- and other related software • Apply current techniques • Presentation and sharing session
4.	Project management <ul style="list-style-type: none"> • Project coordination – scheduling, monitoring and progress works • Development of Gant chart • Expose to risk management • Prepare project progress / evaluation / supervision report • Paper work and presentation • Attending related meeting / seminar / training / conferences • Report writing, Cost estimation, Site inspection • Standard and Compliance