



Universiti Malaysia
KELANTAN

**INDUSTRIAL TRAINING
GUIDELINE
2ND EDITION**

**FACULTY OF EARTH SCIENCE
UNIVERSITI MALAYSIA KELANTAN**

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SECTION I

INTRODUCTION

1.1 INDUSTRIAL TRAINING PHILOSOPHY

Students receive industrial training as a requirement for completing the undergraduate degree. Students are subjected to the University's rules and regulations, inclusive of insurance coverage during the industrial training period. This course introduces students to the various roles and the practical applications of the industry. The students will be assessed based on the report from the training supervisor, the industrial training coordinator, the academic supervisor's report, the examiner(s), and the presentation.

This guideline will be the reference point for undergraduates undertaking Industrial Training for work-based learning mode in the Faculty of Earth Science, Universiti Malaysia Kelantan. Students will undergo ONE (1) SEMESTER for the Industrial Training during the final year. For the 3+1 Programme offered in the Faculty of Earth Science, Universiti Malaysia Kelantan, the students will undergo TWO (2) SEMESTER of Industrial Training in September and February each semester, respectively.

1.2 OBJECTIVES

- a. To expose students to the actual working environment.
- b. To give students opportunities to apply theoretical knowledge to the actual tasks in a challenging environment.
- c. To provide opportunities to organisations and government/private sectors to transfer the relevant knowledge, skills and experience to the students.
- d. To equip students to become part of the skilful 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 organisations for the benefit of both parties.

1.3 SCOPE

The industrial training scope covers students' exposure to new knowledge, enhancement of existing knowledge and application of learned knowledge and entrepreneurial skill to workplace tasks and challenges. Students are allowed to do industrial training at any GOVERNMENT or PRIVATE organisation as long as the industry fulfils the requirements the respective programme needs. Students can suggest their preferred organisations for consideration. The faculty shall make the final decision.

1.4 DURATION

The duration of the training is a minimum of 4 MONTHS and a maximum of 6 MONTHS. Students can start earlier depending on the requirements of the industry.

As for the 3+1 Programme, the duration will be ONE (1) academic year or TWO (2) SEMESTER for an industrial training course in total (semester 7 and semester 8).

Nevertheless, the students MUST stay within the timeline given by the coordinator since the grading is needed to be given during the particular semester. If the students cannot fulfil the timeline by exceeding the timeline or undergo a lesser duration of industrial training, he or she will have to repeat the Industrial Training.

The training starts from the reporting date at the organisation until the stipulated duration is met.

1.5 SUBSISTENCE

The provision of allowance, accommodation and transportation is the organisation's prerogative. The faculty will not be responsible for the allowance, accommodation and transportation before, during or after the industrial training. The students will be fully accountable on this matter.

1.6 INSURANCE

All students undergoing the industrial training are covered under the University's group insurance for ONLY 4 MONTHS, regardless if the students extend their industrial training.

In the 3+1 Programme, the insurance coverage for students will be for ONE (1) academic year or TWO (2) SEMESTER during their industrial training.

Students can request the Industrial Coverage Letter from the University via the industrial training coordinator if the industry needs proof of Industrial Coverage.

1.7 TRAINING PLACEMENT

1.7.1 Choice of Training Placement

Students are required to apply for training placement in companies/organisations/ 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 / organisations / institutions.

If the student prefers to determine his/her placement, the criteria must be met with the Training Requirement and carry out the application procedure (Appendix A). The maximum numbers of allowed applications are ONLY 2 companies. Students can apply to two more companies only if the first two have rejected their applications.

1.7.2 Change of Placement

Students are NOT ALLOWED to change their placement except for a special case(s) approved by the training supervisor, industrial training coordinator and the Faculty. Students are encouraged to find new placements as soon as possible before leaving the previous company. Change of placement must be done within TWO WEEKS from the industrial training start date, while for 3+1 Programme, change of placement must be done within ONE MONTH from the industrial training start date. Students must take note that change of placement can only be done ONCE during the 4 Months of internship. For 3+1 Programme, change of placement is limited to TWICE during the overall 2 semesters. Disciplinary measures shall be enforced by the faculty should students exceed the permitted limits during the ongoing period internship.

Changing placement depends on the industrial training coordinator for overseas training at University (under MOU with UMK)/companies/organizations/institutions.

1.8 DISCIPLINE MATTER

In general, students must adhere to all rules and regulations set by the respective organisations to prevent future problems. Amongst the rules and regulations are the following:

- a. Students must work according to the agreed hours or time set by the organisations.
- b. Students are NOT ALLOWED to take any leave UNLESS with the concrete reason and approved by the training supervisor. Suppose students obtained leave because of any sickness. In that case, a copy of the Medical Certificate (MC) must be submitted to the industrial training coordinator and attached to the final report. MC (max three days in four months) is ONLY considered valid if obtained from Government Hospital or Government Clinic and endorsed by Training Supervisor.

- c. Emergency leave (EL) is valid only for the death of next of kin, i.e. 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 over FIVE DAYS must be replaced during the Industrial Training period by working after office hours or on weekends. The Training Supervisor must approve the replacement. The proof of attendance must be attached to the final report. Failure to replace the MC and EL will cause the students to FAIL.
- e. If female student is currently pregnant before the industrial training and going to deliver within the industrial timeline, she should inform the coordinator and must start earlier to complete her duration during the industrial training or working extra hours to replace the remaining hours. Nevertheless, she should discuss with the industrial training coordinator and supervisor (industry and academic) for more suitable approach.
- f. Students must always behave ethically and portray a good university image.
- g. During training, students are subjected to the university's rules and regulations. Disciplinary action will be taken accordingly for any breach of rules. Students must adhere to all organisational instructions, rules and procedures.
- h. Students will be issued TWO warning letters/show cause letters by the faculty. If the discipline issue persists, the faculty have the right to FAIL the student.
- i. Any complaint from the organisation dealing with student discipline matters (absence without permission more than THREE (3) days / no leave endorsement from training supervisor, civil crimes) will cause the student to FAIL the Industrial Training course.

1.9 COURSE REGISTRATION

1.9.1 Registration for Industrial Training Subject

Students must register the Industrial Training subject with faculty before leaving for the industrial training. Subject registration is similar to the other registration subjects of the previous semester.

Students enrolling on the 3+1 Programme must pass Latihan Industri I before registering for Latihan Industri II. Failing in Latihan Industri I require students to retake or repeat the subject before undergoing Latihan Industri II.

1.9.2 Registration for Additional Subject

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

1.10 SUPERVISORY

1.10.1 Responsibilities of the Industrial Training Coordinator / Program Coordinator

- a. To ensure that the students have 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 organisation.
- d. To encourage students to go to established organisations 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 the Academic Supervisors and Training Supervisor sent. The coordinator is not responsible for finding the placement for students.

1.10.2 Responsibilities of the Academic Supervisor

1. During the industrial training, the academic supervisor is responsible:

- a. To act as student supervisor/advisor/mentor during the training.
- b. To act as a mediator between the Training Supervisor and the student. The Academic Supervisor should know whom he/she will contact in the company/organisation 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 to help him/her reach the objectives.
- d. To take action on any complaint against the student (after consultation with the Industrial Training Coordinator).
- e. To visit/call and discuss with the student and the Training Supervisor in the company/organisation 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 for the following:

- a. To supervise and advise the student in preparing the industrial training report and presentation.
- b. To ensure the student submits the report and necessary documents before the deadline.
- c. To assess and evaluate the student's report and seminar presentation.

1.10.3 Responsibilities of the Examiner

After the industrial training, the Examiner are responsible:

- a. To receive and evaluate the Final Report.
- b. To evaluate the student's seminar presentation.
- c. To return the Final Report to the student after the seminar.

1.10.4 Responsibilities of the Training Supervisor

The responsibilities of the Training Supervisor are as the followings:

- a. To assign the task to the student as required in Training Requirements. 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 for leave during his/her training except for Medical Leave or official application, which 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) or 2 Semesters for the 3+1 Programme. The training supervisor may either fill in the form in softcopy or hardcopy. Industrial Training Coordinator will send the link softcopy through the official email of the 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 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).

1.10.5 Responsibilities of the Students

1. During the Industrial Training application process, the students are responsible for the following:
 - a. To register his/her name in the Industrial Training Online Database set up by Faculty Industrial Training Coordinator.
 - b. To prepare a 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 organisations 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 organisation 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 it to Industrial Training Coordinator before starting the Industrial Training. Failure to do so will cause the students to be unable to begin the internship.

1. If the student plans to do his/her industrial training overseas, it is his/her responsibility to resolve the necessary matters, i.e. visa application, flight tickets and lodging. The manager of its Human Resources must undersign a confirmation letter from the organisation using its letterhead, and a stamp must be submitted to the Industrial Training Coordinator.

2. During Industrial Training, each student will be supervised by two supervisors, one Academic Supervisor and one Training Supervisor, who will assess the student's performance.

3. 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 of registration at the training organisation.
- 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 the logical reason(s).

- d. To record all the daily activities in the Log Book (Appendix Q) and to be commented on by the Training Supervisor at the end of the month. This Log Book must be submitted as Report 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 visits the industrial training organisation.
- g. To ensure Training Supervisor have completed the Training Supervisor Assessment (Appendix K) at the end of the 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 the industrial training period.
- i. To submit the Endorsement Sheet (Appendix M) to the Training Supervisor for endorsement, which will then be attached to the final report.

4. After the industrial training, the students are responsible for the following:

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

1.11 COURSE LEARNING OUTCOMES

Table below is the Course Learning Outcomes (CLO) for Industrial Training subject.

This CLOs are applicable for all programmes including 3+1 Programme (Industrial Training I) only.

COURSE LEARNING OUTCOMES (CLOs)	PROGRAMME LEARNING OUTCOMES (PLOs)									ASSESSMENT METHOD
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	
Display the practical academic knowledge in real working environment under supervision (P4, PLO2)		/								Monthly Performance Report
Accept new ideas and knowledge in first class working culture: integrity and security management (A3, PLO7)							/			Training Supervisor Assessment
Demonstrate adaptability themselves in the real working environment and leadership qualities in carrying out assigned responsibilities (A3, PLO4)				/						Academic SV Visiting Report
Demonstrate leadership qualities and communication skills in carrying out assigned responsibilities by presentation (A3, PLO5)					/					Presentation Seminar
Explain the experiences and problems encountered during training and write in report format (C3, PLO6)						/				Logbook Final Report

These CLOs are for 3+1 Programme (Industrial Training II) only.

COURSE LEARNING OUTCOMES (CLOs)	PROGRAMME LEARNING OUTCOMES (PLOs)									ASSESSMENT METHOD
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	
Demonstrate team work skills towards the planning and coordination of the team's efforts (A2, TS2 – CLO1, PLO5)					/					Monthly Performance & Logbook Assessment
Integrate ideas and alternative solution in working environment as well as to make justified evaluations (A4, CT3 – CLO2, PLO6)						/				Project Proposal Final Report Presentation
Demonstrate the ability to work independently or in a team to meet customer needs in line with the business strategy (A3, ES1, ES4 – CLO3, PLO8)								/		Final Report

Starting September 2024/2025, all programmes will be using the reviewed PLOs as the new CLOs.

COURSE LEARNING OUTCOMES (CLOs)	PROGRAMME LEARNING OUTCOMES (PLOs)					ASSESSMENT METHOD
	PLO2	PLO3	PLO5	PLO9	PLO11	
Display the practical academic knowledge in real working environment under supervision	/					Monthly Training Performance Report
Accept new ideas and knowledge in first class working culture; integrity and security management		/				Training Supervisor Assessment
Demonstrate adaptability themselves in the real working environment and leadership qualities in carrying out assigned responsibilities				/		Academic Supervisor Visiting Report
Demonstrate leadership qualities and communication skills in carrying out assigned responsibilities by presentation			/			Seminar
Explain the experiences and problems encountered during training and write in report format					/	Final Report and Logbook Assessment

SECTION II

APPLICATION PROCEDURES

2.1 INTRODUCTION

The application procedures are divided into several stages. The application to the industrial training organisation will start before the industrial training starts on Semester February, which is in Semester September.

2.2 BRIEFING

Along the application process, a series of the briefing will be conducted by the Industrial Training Coordinator. The first and second briefings will be conducted on Semester September. The first briefing will introduce Industrial Training Procedures and stages. On the other hand, the second briefing will be more about the steps after students enrolled before, during and after the industrial training.

For the 3+1 Programme, the first briefing will be conducted on Semester September and Semester in February.

2.3 REGISTRATION

The Industrial Training Coordinator integrates the students' online registration, application, announcement and reminder. The user interface is Google Drive's database and e-campus.

Therefore, the students must provide an official email (UMK student email is preferred) for registration. The official email should use the student's name. Please note that this official email address will also be used in the student's resume and corresponding with the industrial training organisation.

2.4 RESUME PREPARATION

To apply for Industrial Training at a company, the student must provide a Reference Letter (Appendix C) from the faculty to be attached to 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 is mentioned in the resume)

2.5 COMPANY LIST

The Industrial Training Coordinator will release a list of Companies based on the previous batch via e-campus after the online registration with the Industrial Training Coordinator. The students may apply to the company within the Company List. The students can also approach other companies but should be related to the programme's Training Requirements.

2.6 REFERENCE LETTER

Reference Letter (Appendix C) will be released and can be collected by the students at the faculty. The Reference Letter usually contains the student's full name, matrix no, programme and internship duration. The student should use this letter to approach companies and be attached with a resume, current semester results and related certificates.

2.7 APPROACHING COMPANY

The students need to study the organisation background before approaching them. Students may refer to the Industrial Training Coordinator for further discussion if necessary. 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 guideline 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

The writing specification is as the following:

- Use font type (Times New Roman) and font size (12), including the topic titles.
- Use capital letters 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	- 25mm

3.2.3 General Numbering

The paragraph must be divided into Sections, Part titles, heading and sub-headings. The structure of numbering is organised according to the staging of the sub-headings, and it should not exceed four (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

The 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 the small Roman letter (i, ii, iii) in the early pages before Introduction Page.

Do not use a number on the Title page.

Numbering should start from the first page in the Introduction part, even though the number cannot be shown on 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 for ensuring, before binding, the report is complete, accurate and endorsed by the Industrial Training Supervisor.

Use comb binding with a PVC plastic cover.

3.5 ORDER OF INDUSTRIAL TRAINING REPORT

Industrial Training Report consists of a specific order. The following describes 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 the Training Supervisor endorsement sheet (Appendix M) before submitting it to the Industrial Training Coordinator.

3.5.3 Acknowledgement

The student should acknowledge his/her Industrial Training Supervisor, the organisation and Academic Supervisor, Industrial Training Coordinator, the university and a related person.

3.5.4 Table of Content

An 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 Abbreviations / Symbols

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

3.5.7 Terminology

All scientific terms must be listed down and given proper definitions/explanations.

3.5.8 Section A: Industrial Training Report

Part I – Introduction

Part II – Organisation'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, and flight tickets for an 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. The list of appendices may include an example of documents related to assigned tasks, such as:

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

3.6 ORDER OF INDUSTRIAL TRAINING PROPOSAL

Industrial Training Proposal consists of the specific order. The following describes the sequence of the proposal.

Depending on the programme's needs, the programme coordinator can ask the students to prepare for the industrial training proposal at the beginning of the internship.

3.6.1 Cover and Title page

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

3.6.2 Table of Content

An example of the table of content can be seen in Appendix N:

3.6.3 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.

3.6.4 List of Abbreviations / Symbols

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

3.6.5 Terminology

All scientific terms must be listed down and given proper definitions/explanations.

3.6.6 Industrial Training Proposal

Part I – Introduction

Part II – Literature Review

Part III – Material & Methodology

Part IV – Expected Outcome

Part V – Reference

Part VI – Flow Chart, Milestone & Gantt Chart

SECTION IV

REPORT CONTENT

4.1 INTRODUCTION

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

This **FULL REPORT** consists of **3 sections** which include:

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

4.2 SECTION A: INDUSTRIAL TRAINING REPORT

The Section A (Industrial Training report) can be divided into five (5) parts.

Part I – Introduction
Part II – Organisation's Background
Part III – Task Specification Summary
Part IV – Conclusion & Recommendations
Part V – References

4.2.1 Part I – Introduction

In this part, students may describe the following:

Training Organisation Details

1. State the organisation 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 in during your training with the organisation and the site posting area (if you were assigned to work at the site).
2. Describe your contribution to the project or assigned task. Include the project's Gantt chart (project schedule).

4.2.2 Part II – Organisation's Background

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

4.2.3 Part III – Task Specification Summary

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

Task Description

- a) In this part, the student must describe in detail the assigned tasks given by the Training Supervisor / Organization that has been stated in Log Book. All illustrations (tables, figures, maps, photos, etc.) must be referred to accordingly in the text of the report.
- b) Student may also summarise their tasks in a Gantt Chart (Appendix P).

Task Problems Encounter & Solving Approach

- a) Students need to discuss the problems encountered while handling the task and solving approaches to solve the issues in detail.

4.2.4 Part IV – Conclusion & Recommendations

1. This part will cover the conclusion and recommendation of the training and the student's opinions and personal views on their training.
2. The conclusion must include how the student uses their knowledge during the training and what they have gained. The recommendation must cover three (3) parties: student, faculty and organisation.

Example:

Lindenmayer, D., Burns, E., Thursgate, N., & Lowe, A. (2014). Yardley, B., Warren, C. (2021). Biodiversity and Environmental Change: Monitoring, Challenges and Direction. In A. Lowe, D. Lindenmayer, E., Burns & C.J. Brainerd (Eds.), *The value of long-term research and how to design effective ecological research and monitoring* (pp. 21-48). Australia: CSIRO PUBLISHING.

Article from Magazine

Finlay, L. (2023, September 29). Soothe the Sunday scaries. *Reader's Digest, August/September*, 18-19.

Proceedings published regularly online

Herculano-Houzel, S., Collins, C. E., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Science* 105, 245-249. doi:10.1073/pnas.0805417105.

Article from an Online Periodical/ Database

Article without DOI:

Bernstein, M. (2002). 10 tips on writing the living Web. A List Apart: For People Who Make Websites, 149. Retrieved from http://www.alistapart.com/articles/cite_living

Article with DOI:

Gelkopf, M., Ryan, P., Cotton, S., & Berger, R. (2008). The impact of “training the trainers” for helping tsunami-survivor children on Sri Lankan disaster volunteer workers. *International Journal of Stress Management*, 15(2), 117-135. Doi:10.1037/1072-5245.15.2.117

4.3 SECTION B: SUPPORTED DOCUMENTS

1. The student must attach Log Book and Student's Attendance Form in this section. Training Supervisor must verify documents.
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, and flight tickets for an international internship.

4.3.1 Log Book

Students must record daily activities during training in the given Log Book in soft copy and get the Training Supervisor's assessment of Monthly Training Performance. Details of the activities/procedures/methods/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. A copy of the International Passport and Air Flight Tickets must be attached for the student who undergoes Industrial Training oversea.

4.4 SECTION C: APPENDICES

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

4.5 Plagiarism

Any type of writing (Logbook and Report) should be original work while acknowledging the sources in references. The plagiarism is a serious academic misconduct. The plagiarism percentage must be only **below 20 percent**. The student can be given **FAIL** if plagiarism the report writing.

Declaration (Appendix Q) of original work must be submitted in the Industrial Training Report.

SECTION V

INDUSTRIAL TRAINING ASSESSMENT

4.1 INDUSTRIAL TRAINING ASSESSMENT

1. The assessment of Industrial Training will be divided into several parts based on the following:
 - Programme which only conducted 1 semester of Industrial Training in the industry (Table 1)
 - The 3+1 Programme that conducted 1 year or 2 semesters of Industrial Training in the industry (Table 2)

Table 1: Programme that conducted 1 semester of Industrial Training in the industry

No.	Assessment	Appendix	Marks (%)
1.	Monthly Performance Report	J	20
2.	Training SV Assessment	I	10
3.	Academic Visiting Assessment	K	10
4.	IT Seminar	S	20
5.	Final & Log Book Report	R	40
Total Marks			100

Table 2: The 3+1 Programme that conducted 1 year or 2 semesters of Industrial Training in the industry

3+1 Programme Industrial Training I			3+1 Programme Industrial Training II		
Type of Assessment	Weightage		Type of Assessment	Weightage	
	UMK	Industry		UMK	Industry
Bi-Monthly Report		20%	Training Supervisor Assessment		20%
Training Supervisor Assessment		10%	Project Proposal	10%	10%
Academic Supervisor Visiting Report	10%		Final Report	20%	20%
Presentation	20%		Final Report Presentation	10%	10%
Logbook	10%				
Final Report	20%	10%			
Total	60%	40%	Total	40%	60%

2. Based on the criteria above, the results of the Industrial Training are as follows:
 - a. A **total of minimal 60%** marks must be achieved to be considered a 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 the Final Report.

4.1.1 Academic Visitor Report

Academic Visits will be conducted between weeks 5 – 7 of the training duration. The Industrial Training Coordinator will post on the e-campus or e-learning website to the students regarding 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 the student(s) training performance, problem or any related issue to be reported in the Academic Visitor Report.

b) Academic Visitor – Student

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

4.1.2 Training Supervisor Report

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

4.1.3 Industrial Training Report

The report must include the four (4) months of Industrial Training experience and all the documents in Section IV.

4.1.4 Presentation

1. The presentation will be conducted on weeks 20-22. For 3+1 Programme will be held on weeks 15-19.
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 of presentation and 5 minutes for the Q&A session.

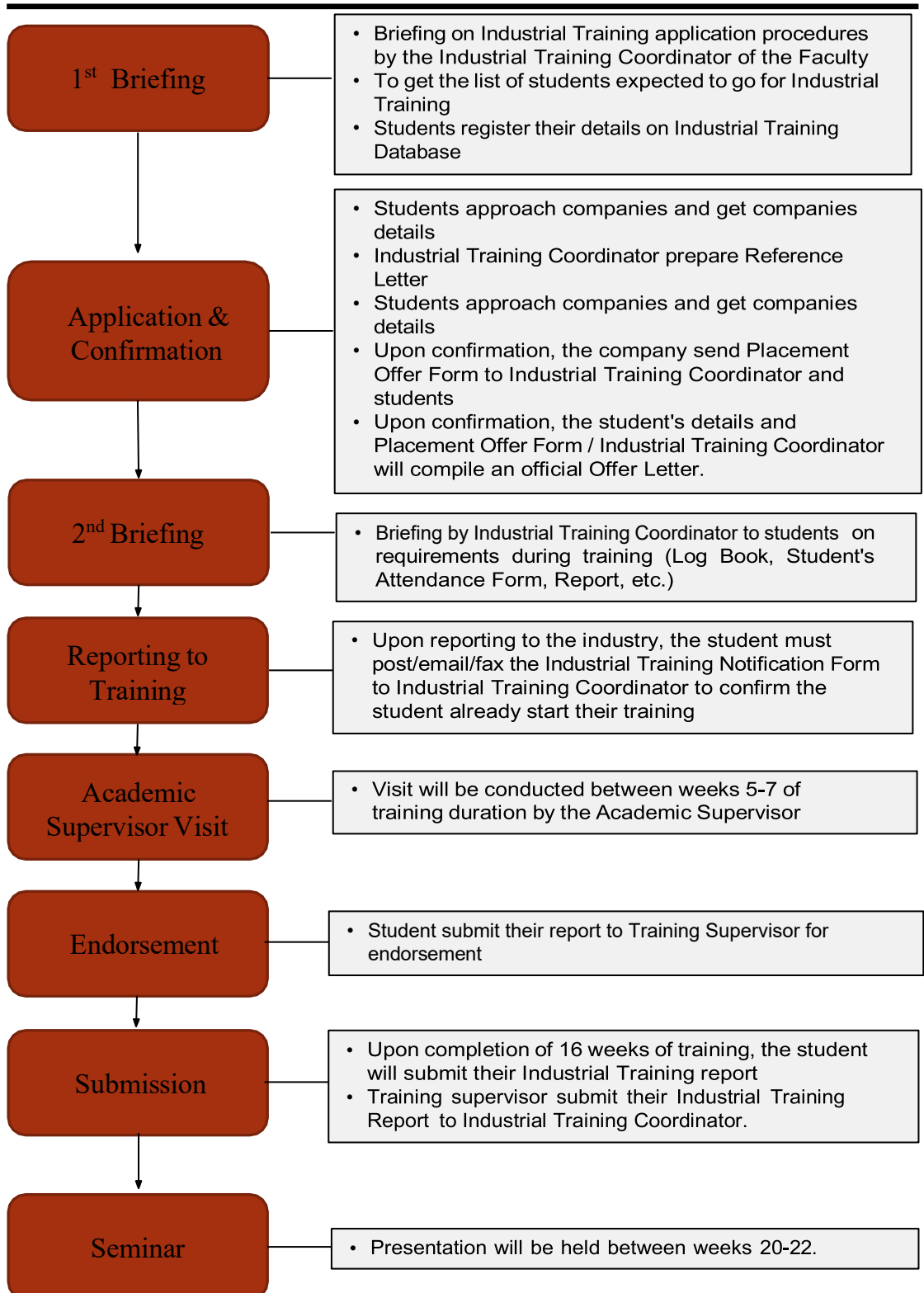
4.1.5 Training Supervisor Assessment

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

4.2 SUBMISSION

1. All students who have completed Industrial Training must submit their Industrial Training Report by Friday of week 17 of the semester.
2. 1% Mark will be deducted for each day of late submission of the Industrial Training Report. Industrial Training Report submitted after a week of the deadline will be rejected totally.
3. For students who completed Industrial Training overseas :
 - a. Students must submit their Industrial Training Report to the Industrial Training Coordinator within the same time frame given to students who underwent Industrial Training in Malaysia.
 - b. They need to report to Industrial Training Coordinator upon arrival at UMK to confirm their presentation date. Marks for the presentation will be given 0 should the students fail to do so.
 - c. No special treatment will be given in terms of extra submission time.

STANDARD OF PROCEDURES (SOP)



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



Surat Perakuan Pelajar



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 2017 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.*



REFERENCE LETTER EXAMPLE

UMKA08.600-4/7/1(10)
xx NOVEMBER 2022

To Whom It May Concern

Dear Sir / Madam,

APPLICATION FOR AN INDUSTRIAL TRAINING ATTACHMENT

2. With reference to the above matter, our Final Year students of Geoscience Programme (SEG), Faculty of Earth Science, Universiti Malaysia Kelantan are required to undergo an industrial training. Industrial Training is a credited course programme, therefore it is compulsory in order to satisfy the degree coursework requirements for graduation. This industrial training is a human capital formation programme through industrial attachment for which students are expected to have practical experiences on the basis of theories and principles acquired in the teaching-learning process and deepen their skills. It aims to let students learn through meaningful work assignments/ specific tasks and industry exposure.

3. Here to, we are seeking an opportunity for collaboration from your respected organization to provide a relevant workplace attachment for our undergraduate <<NAME>> (Matric No.:<<Student_ID>>) who is currently pursuing **Bachelor of Applied Science (Geoscience) Hons.** as an industrial trainee. As a set of time, student must complete his/her industrial training in your organization, starting from **19th March 2023 until 08th July 2023.**

4. Students must satisfy all the requirements stipulated by the Industrial Training course syllabus. Kindly refer to an attachment of the **Training Requirement** for your reference and guidance. Herewith, enclosed are the student's resume and related documents, Training Requirement and Industrial Training Placement Offer Form for your perusal.

5. We would be grateful for your prompt feedback within 2 weeks. You may fax or email the **Industrial Training Placement Offer Form** to us. Kindly be informed that the student is covered by the university's group insurance during his/her industrial training period. Should there be any further enquiries about his/her academic programme, please do not hesitate to contact Industrial Training Coordinator **Dr. Elvaene James** through line **019-808 xxxx** or an email **xxxx@umk.edu.my**.

Thank you.

Yours faithfully,

PROF. MADYA. TS. DR. MOHAMAD FAIZ BIN MOHD AMIN
Dean



ACCEPTANCE LETTER EXAMPLE

XXXX (Nama Pelajar) (E19Axxx),
Ijazah Sarjana Muda Sains Gunaan (XXX) Dengan Kepujian,
Fakulti Sains Bumi,
Universiti Malaysia Kelantan

Kepada

Agensi Nuklear Malaysia,
43000 Bangi,
Selangor.
(Perhatian: YM Raja Jamal bin Raja Hedar)

20 Mac 202X

Melalui

XXX (Nama Program) Program Koordinator Latihan Industri
Fakulti Sains Bumi,
Universiti Malaysia Kelantan,
17600 Jeli,
Kelantan

YBrs. Tuan,

PENERIMAAN UNTUK TAWARAN LATIHAN INDUSTRI

Perkara di atas dirujuk.

2. Melalui rujukan surat yang bertarikh **27 Februari 202X**, saya dengan berbesar hati untuk menerima tawaran tempat latihan industri yang ditawarkan kepada saya oleh **Agensi Nuklear Malaysia** bermula tarikh **20 Mac 202X sehingga 08 Julai 202X**.

3. Saya akan melapor diri di syarikat pada **20 Mac 202X** seperti yang dinyatakan dalam surat tawaran. Sebarang pertanyaan boleh berhubung dengan saya pada **013-483 XXXX**. Segala perhatian dan kerjasama yang diberikan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian,

"ALLAH DITAATI, RAJA DISANJUNGI, RAKYAT DIKASIHI"
"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

Yang benar,

Disokong oleh,

XXX BINTI XXX
000113-XX-02XX
E19A00XX

DR. ELVAENE JAMES
Koordinator Latihan Industri
Fakulti Sains Bumi



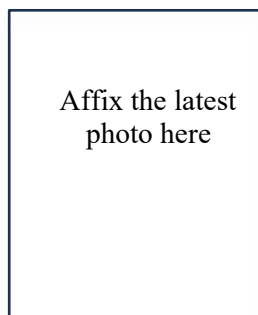
INDUSTRIAL TRAINING APPLICATION CHECKLIST

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



INDUSTRIAL TRAINING RESUME SAMPLE

RESUME SAMPLE



AHMAD BIN ALI

Address : Lot 242, Jalan Serdang Baru, Taman Astakona 43000, Kajang, Selangor

Hp : 012-222 xxxx

Email : ahmadali@gmail.com

PERSONAL PARTICULARS

University Matric No : E24Axxx

IC / Passport No. : 000401-02-xxxx

Age : 23 years old

Date/place of birth : 1 April 20xx / 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

2024 – Current : **Universiti Malaysia Kelantan**
Bachelor of Honors in Geoscience (Expecting year to graduate – 20xx)
Current CGPA – 3.9
Dean’s List Award – Semester June 20xx

2022 – 2023 : **Kuala Lumpur Infrastructure University College (KLIUC), Selangor**
Diploma in Geoscience
CGPA – 3.7

2016 – 2021 : **Secondary School**
SPM certificate
Grade



INDUSTRIAL TRAINING RESUME SAMPLE

EXTRACURRICULAR ACTIVITIES, TRAINING & CERTIFICATION

- 2023** : Sijil Penyertaan Kursus Asas Kontraktor Binaan, UKM dan Builders Info Centre Sdn Bhd
Civil engineering Club - Treasurer
- 2022** : Sijil Latihan Industri, Politeknik Port Dickson, Negeri 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

1st Referee's Name (*Must be either your Mentor (PA) or Final Year Project Supervisor or Industrial Training Supervisor*)

Position
Full address
Tel :
Fax :
Email :

2nd Referee's Name (*Must be either your Mentor (PA) or 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 Environmental Sustainability Science Natural Resources Science
 Environmental Analytics Others: _____
Tel / Hp : _____
Email : _____

COMPANY DETAIL

Company Name : _____
Company Main : _____
Activities : _____
Address : _____
Telephone : _____
Fax : _____
Website : _____
Email : _____
Company stamp :



INDUSTRIAL TRAINING PLACEMENT OFFER FORM

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 : _____

ALLOCATION FOR STUDENT

Allowance : _____
Accommodation : _____
Transportation : _____
Food Allowance : _____
Overtime Allowance : _____
Others Allowance : _____

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 :



INDUSTRIAL TRAINING STUDENT'S ATTENDANCE FORM

STUDENTS DETAIL

Name : _____
Matric No : _____
Program : [] Geoscience [] Environmental Sustainability Science [] Natural Resources Science
 [] Environmental Analytics [] Others:

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		



INDUSTRIAL TRAINING STUDENT'S ATTENDANCE FORM

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		
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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		



INDUSTRIAL TRAINING STUDENT'S ATTENDANCE FORM

INSTRUCTIONS :

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

MEDICAL CERTIFICATE



MONTHLY TRAINING PERFORMANCE REPORT :
JAN/FEB/MARCH/APRIL/MAY/JUN/
JULY/AUGUST/SEPT/NOV/DEC

PART A: STUDENT

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 proper dress code	
Punctuality	< 90% on time	90 - 95% on time	> 95% on time	
Communication	Unable to request or deliver information among staffs	Partially able to request or deliver information among staffs	Able to request or deliver information among staffs	
Adaptability	Unable to adapt with working environment	Partially able to adapt with working environment	Able to adapt with working environment	
Performance and time management	Unable to complete given task within the time frame	Partially able to complete given task within the time frame	Able to complete given task within the time frame	
Responsibility	Unable to complete given task	Partially able to complete given task	Able to complete given task	
Teamwork	Lack collaboration within the organisation	Partial or adequate collaboration within the organisation	Good collaboration within the organisation	
Participation and involvement	Lack participation and involvement during the internship	Partial or adequate participation and involvement during the internship	Good participation and involvement during the internship	
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 =				() / 30



MONTHLY TRAINING PERFORMANCE REPORT :
JAN/FEB/MARCH/APRIL/MAY/JUN/
JULY/AUGUST/SEPT/NOV/DEC

PART B: TASKS

DESCRIPTION COMPONENTS	MARKS SCALE			MARKS EARN
	POOR	MEDIUM	GOOD	
	1	2	3	
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/ Figures	Very few photos or figures provided without explanation	Provide photos or figures but lack of explanation	Provide good photos or figures with details explanation	
TOTAL MARKS EARN FOR PART B =				() / 18
MARKS EARN FOR PART A = MARKS EARN FOR PART B = TOTAL MARKS (A+B) =			() / 48	
TRAINING SUPERVISOR'S COMMENTS ON THE STUDENT'S TRAINING PERFORMANCE				
TRAINING SUPERVISOR DETAIL:				
Signature	:			
Name	:			
Position	:			
Date	:			
Stamp	:			



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VISITATION ON SITE / PHYSICAL**

VISIT DETAIL:

Date : _____
Time : _____

ACADEMIC VISITOR DETAIL:

Name : _____
 Programme : Please tick (/) where applicable:
 Geoscience Environmental Sustainable Science
 Natural Resources Science Environmental Analytics
 Others: _____

STUDENT DETAIL:

Name : _____
 Matric No. : _____
 Programme : Please tick (/) where applicable:
 Geoscience Environmental Sustainable Science
 Natural Resources Science Environmental Analytics
 Others: _____

Training duration : Semester Feb 20__/20__ (Duration: _____)
 Semester Feb 20__/20__ (Duration: _____)
 Others, please specify: _____

Tel/ Hp : _____
 Email : _____

TRAINING SUPERVISOR DETAIL:

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



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VISITATION ON SITE / PHYSICAL**

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. Student

2. Faculty



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VISITATION ON SITE / PHYSICAL**

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 box

1. Bachelor of Applied Science (Geoscience) with Honours
2. Bachelor of Applied Science (Environmental Sustainable Science) with Honours
3. Bachelor of Applied Science (Natural Resources Science) with Honours
4. Bachelor of Applied Science (Environmental Analytics) with Honours
5. Others: _____

Bachelor of Applied Science (_____) with Honours		
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 and whether it suits with your program

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

[] Satisfactory [] Not satisfactory



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VISITATION ON SITE / PHYSICAL**

3. Does the industry give student any allowance, accommodation, or transportation?

[] Allowance : please specify: _____

[] Accommodation : please specify: _____

[] Transportation : please specify: _____

STUDENTS'S COMMENTS

1. How many students are conducting industrial training at this company (including you and only UMK students?)
_____ 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. Is the organization interested in accepting students for Industrial Training? Please provide your comments.



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VISITATION ON SITE / PHYSICAL**

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

6. Do you encounter any problems so far? (e.g. task given, working environment, allowance, transportation etc.). 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 evidence related to their training (e.g. Logbook, report, photos, map, software analysis/result, etc.)

2. Assess the Logbook based on the criteria as shown in the table below:

Description Components	Marks Scale			Marks Earn
	Poor	Medium	Good	
	1 - 3	4 - 6	7 - 10	
Task description	Very general description of given daily task	Summarize the given daily task	Summarize in detail given daily task (e.g. 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 (e.g. sketches, drawing, photos, etc.) with detail explanation	
Total Marks Earn				() / 30

REPORT COMPLETED BY THE ACADEMIC VISITOR

Signature and stamp:

Name :

Date :

REMINDER TO ACADEMIC VISITOR

Please submit this report to the Industrial Training Programme Coordinator after visitation



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VIRTUAL VISITATION / ONLINE**

VISIT DETAIL:

Date : _____
Time : _____

ACADEMIC VISITOR DETAIL:

Name : _____
 Programme : Please tick (/) where applicable:
 Geoscience Environmental Sustainable Science
 Natural Resources Science Environmental Analytics
 Others: _____

STUDENT DETAIL:

Name : _____
 Matric No. : _____
 Programme : Please tick (/) where applicable:
 Geoscience Environmental Sustainable Science
 Natural Resources Science Environmental Analytics
 Others: _____

Training duration : Semester Feb 20__/20__ (Duration: _____)
 Semester Feb 20__/20__ (Duration: _____)
 Others, please specify: _____

Tel/ Hp : _____
 Email : _____

TRAINING SUPERVISOR DETAIL:

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



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VIRTUAL VISITATION / ONLINE**

ORGANIZATION DETAIL:

Name : _____
Address : _____

Tel : _____
Fax : _____
Email : _____
Web : _____
Core business : _____

TRAINING SUPERVISOR COMMENTS

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

1. Student

2. Faculty



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VIRTUAL VISITATION / ONLINE**

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 box

1. Bachelor of Applied Science (Geoscience) with Honours
2. Bachelor of Applied Science (Environmental Sustainable Science) with Honours
3. Bachelor of Applied Science (Natural Resources Science) with Honours
4. Bachelor of Applied Science (Environmental Analytics) with Honours
5. Others: _____

Bachelor of Applied Science (_____) with Honours		
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 and whether it suits with your program

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

[] Satisfactory [] Not satisfactory



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VIRTUAL VISITATION / ONLINE**

3. Does the industry give student any allowance, accommodation, or transportation?

[] Allowance : please specify: _____

[] Accommodation : please specify: _____

[] Transportation : please specify: _____

STUDENTS'S COMMENTS

1. How many students are conducting industrial training at this company (including you and only UMK students?)
_____ 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. Is the organization interested in accepting students for Industrial Training? Please provide your comments.



**INDUSTRIAL TRAINING
ACADEMIC VISITATION REPORT
VIRTUAL VISITATION / ONLINE**

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

6. Do you encounter any problems so far? (e.g. task given, working environment, allowance, transportation etc.). 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 evidence related to their training (e.g. Logbook, report, photos, map, software analysis/result, etc.)

2. Assess the Logbook based on the criteria as shown in the table below:

Description Components	Marks Scale			Marks Earn
	Poor	Medium	Good	
	1 - 3	4 - 6	7 - 10	
Task description	Very general description of given daily task	Summarize the given daily task	Summarize in detail given daily task (e.g. 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 (e.g. sketches, drawing, photos, etc.) with detail explanation	
Total Marks Earn				() / 30

REPORT COMPLETED BY THE ACADEMIC VISITOR

Signature and stamp:

Name :

Date :

REMINDER TO ACADEMIC VISITOR

Please submit this report to the Industrial Training Programme Coordinator after visitation



INDUSTRIAL TRAINING TRAINING SUPERVISOR ASSESSMENT

Student Name							
Matric No.							
Measurement	Guide Mark	Scale					TOTAL
		POOR 1	FAIR 2	SATISFACTORY 3	GOOD 4	EXCELLENT 5	
Report Content	5	Most of the report contents is described in general	The overall report is described in general	The overall report described is not related with the Logbook	The overall is described well and being with the Logbook	The report content is very well described and being related with the Logbook	
Report Originality	5	The report content is described in general without being related with the Logbook	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 STUDENT'S REPORT:							
TRAINING SUPERVISOR				Stamp			
Signature :							
Name :							
Date :							



**INDUSTRIAL TRAINING
COVER AND TITLE PAGE FORMAT**



UNIVERSITI
MALAYSIA
KELANTAN

INDUSTRIAL TRAINING REPORT (subject code)

Organization Name
Organization Address

Full Name
Matric No

A proposal/ 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



**INDUSTRIAL TRAINING
ENDORSEMENT EXAMPLE**

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 :



**INDUSTRIAL TRAINING
DECLARATION EXAMPLE**

DECLARATION

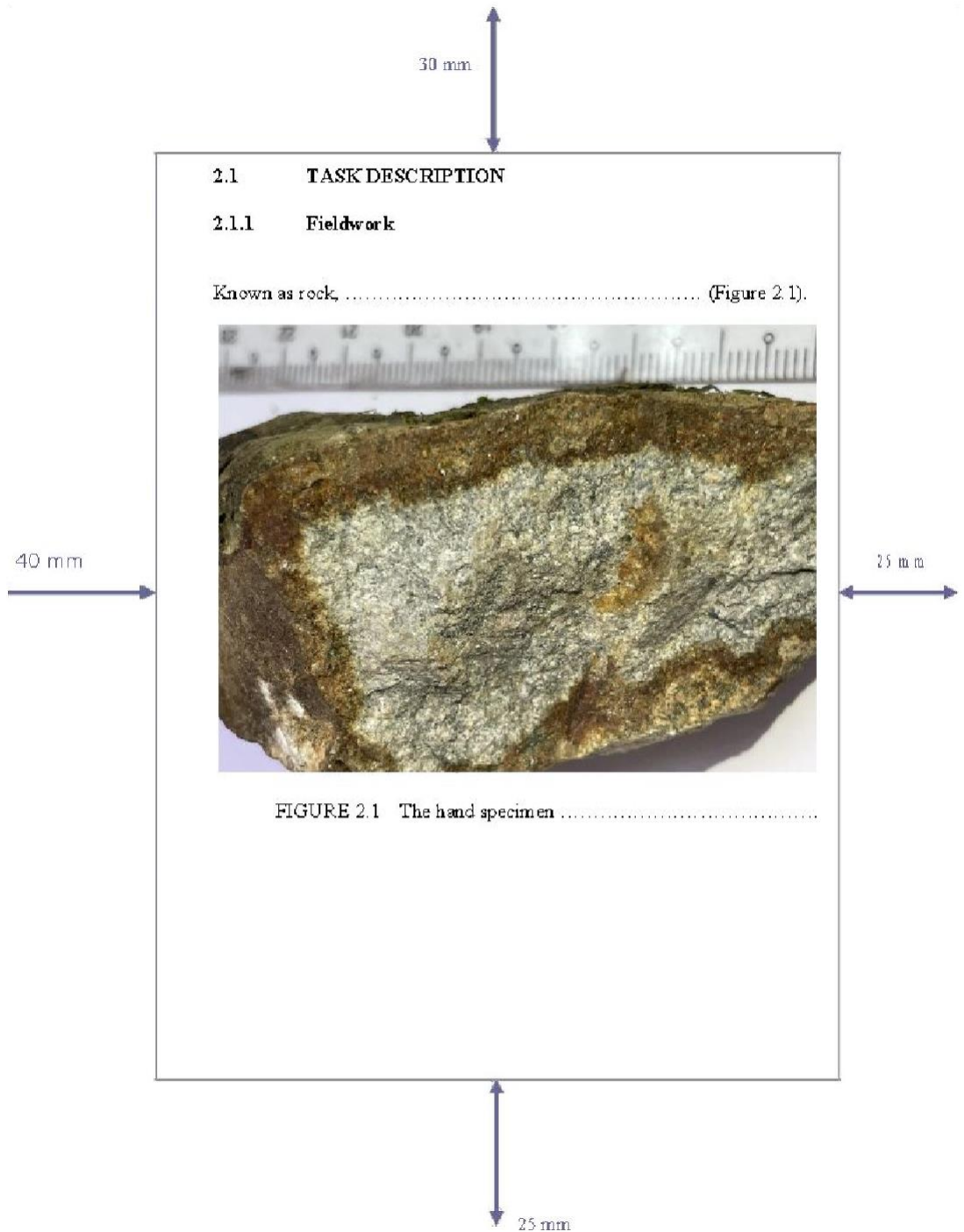
I hereby declare that this is my original work, and the information is correct. I am fully aware that if I intentionally or inadvertently break any copyright with this report, the Universiti Malaysia Kelantan will take legal action against me and/or take other appropriate measures.

Signed by:

Full name :
Matrix No :
Date of Submission :

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**INDUSTRIAL TRAINING
GANTT CHART EXAMPLE**

TITLE OF GANTT CHART

NO.	TASK DESCRIPTION	JAN				FEB				MAR				APR				MAY				JUNE				JULY				AUG			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Briefing no. 1	x																															
2	Releasing company list		x																														
3	Releasing			x																													
4	Study week																																
5	Exam week																																
6	Approaching company		x	x																													
7	Register in interest company database to claim Application Letter from faculty		x	x																													
8	Send the Application Letter to company and conduct follow up with the company				x	x	x	x	x																								
9	Register in confirmation company database							x	x																								
10	Briefing no. 2 Conducting Industrial Training				x						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				



**INDUSTRIAL TRAINING
LOGBOOK EXAMPLE**

The cover of the Industrial Training Logbook is orange with a white wavy border on the right side. It features the Universiti Malaysia Kelantan logo and text.

UNIVERSITI
MALAYSIA
KELANTAN

INDUSTRIAL
TRAINING

LOGBOOK

Name

Matric No

Company Name

FACULTY OF EARTH SCIENCE



**INDUSTRIAL TRAINING
LOGBOOK EXAMPLE**



INDUSTRIAL TRAINING LOGBOOK

WEEK No:

Day/Date	Description of Tasks / Figures/ Photo	Training SV Sign

**INDUSTRIAL TRAINING
LOGBOOK ASSESSMENT FORM**

PART	PERCENTAGE (%)	SECTION	RUBRIK BUKU LOG LATIHAN INDUSTRI (PENASIHAT AKADEMIK) INDUSTRIAL TRAINING RUBRIC FOR LOG BOOK (ACADEMIC SUPERVISOR)				
			POOR -1	WEAK - 2	MODERATE - 3	GOOD - 4	EXCELLENT - 5
LOG BOOK	5.0	TASK DESCRIPTION	Log Book description is too general and 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 described in detail (eg. time/venue/ type of task) and the description relates to report explanation and Gantt Chart. Log book is recorded clearly with neat hand writing.
	5.0	EQUIPMENT /SYSTEM USED	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.
	2.5	ILLUSTRATION	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.

INDUSTRIAL TRAINING SEMINAR ASSESSMENT FORM

		RUBRIK SEMINAR LATIHAN INDUSTRI (PEMERIKSA) INDUSTRIAL TRAINING RUBRIC FOR SEMINAR (EXAMINER)					
PART	PERCENTAGE (%)	SECTION	RATING				
			POOR - 1	WEAK - 2	MODERATE - 3	GOOD - 4	EXCELLENT - 5
SEMINAR	2.5	INTRODUCTION	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.
	2.5	ORGANIZATION BACKGROUND	Partial component of the company being described without showing company's organization chart.	Partial component of the company being described with general company organization chart	All components are clearly stated about the company. Discussed and showed the company's organization in detail but showed general organization chart.	All components are clearly stated about the company. Discussed the HQ, the Dept/Unit/Project assigned to student and the student position in detail but only showed general company's organization chart.	All components is clearly stated about the company. Discussed the HQ, the Dept/Unit/Project assigned to student and the student position in detail and also showed in the organization chart.
	2.5	TASK SPECIFICATION (TASK DESCRIPTION)	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.
	2.5	TASK SPECIFICATION (PROBLEM ENCOUNTER)	Explanation on the problem and causes of the problem generally without supporting	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
	2.5	TASK SPECIFICATION (SOLVING APPROACH)	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.
	2.5	CONCLUSION & RECOMMENDATIONS	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
	5	PRESENTATION & DELIVERY	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.

INDUSTRIAL TRAINING FINAL REPORT ASSESSMENT FORM

		RUBRIK LAPORAN AKHIR LATIHAN INDUSTRI INDUSTRIAL TRAINING RUBRIC FOR FINAL REPORT					
PART	PERCENTAGE (%)	SECTION	RATING				
			POOR - 1	WEAK - 2	MODERATE - 3	GOOD - 4	EXCELLENT - 5
REPORT	2.5	REPORT FORMAT	More than 5 components are missing and arranged properly or not arranged properly	Less than 4 components are missing and not arranged properly.	Less than 4 components are missing and arranged properly	All component provided and complete but not arranged in order.	All components are provided, complete and arranged in order.
	5.0	INTRODUCTION	Introduction does not reflect understanding of the students on the industrial training philosophy, training detail and project involvement.	Introduction is presented in a concise way and does not reflect the understanding of the students on the industrial training philosophy. However, the introduction leads the minor discussion towards training details and project involvement.	Introduction is presented in a concise way and does not reflect the students understanding on the industrial training philosophy. However, the introduction leads the discussion towards training details and project involvement.	Introduction presented shows the understanding of the students on the philosophy of industrial training and lead the sufficient discussion towards training details and project involvement.	Introduction presented shows the understanding of the students on the philosophy of industrial training and lead the discussion towards training details and project involvement.
	2.5	ORGANIZATION BACKGROUND	Partial component of the company being described without showing company's organization chart.	Partial components are clearly stated about the company but discuss and show the company's organization chart in general.	All components are clearly stated about the company but discuss and show the company's organization chart in general	All components are clearly stated about the company and discuss the background of HQ, the Dept/Unit/ Project assigned to student and the student position in detail but only shows general company's organization chart.	All components are clearly stated about the company and discuss the HQ, the Dept/Unit/ Project assigned to student and the student position in detail and shows in the organization chart.
	5.0	TASK SPECIFICATION (TASK DESCRIPTION)	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.
	5.0	TASK SPECIFICATION (PROBLEMS ENCOUNTER)	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.
	5.0	TASK SPECIFICATION (SOLVING APPROACH)	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.
	2.5	CONCLUSION & RECOMMENDATIONS	Gives little conclusion without re-recommendation	Conclude experiences too much but do not provide any re-recommendation	Conclude experiences gained and re-recommendation in general on the exposure of the training.	Conclude experiences gained and re-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 re-recommendation with excellent explanation on the exposure of the training and able to indicate potentials to be excellent professional in the future
	2.5	REFERENCES	Very few 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.
	5.0	SUPPORTED DOCUMENT	Certain form is missing and Attendance. Form is attached without Field Supervisor verification.	All forms are provided and Attendance Form is attached without Field Supervisor verification.	All forms are provided and Attendance Form is attached with Field Supervisor verification but without official document on requested leave	All forms are provided and Attendance Form is attached with Field Supervisor verification with official document on requested leave.	All forms are provided and Attendance Form is attached with Field Supervisor verification with full attendance (or with Medical Certificate).

INDUSTRIAL TRAINING PROJECT PROPOSAL ASSESSMENT FORM (3+1 PROGRAMME)

PROPOSAL: 20.0 %

Category	Excellent (5)	Good (4)	Moderate (3)	Weak (2)	Poor (1)	Very Poor (0)
Title	<ul style="list-style-type: none"> Excellent wording and concise 	<ul style="list-style-type: none"> Relevant and concise 	<ul style="list-style-type: none"> Relevant but not concise 	<ul style="list-style-type: none"> Vague, not concise 	<ul style="list-style-type: none"> Irrelevant & poorly expressed. 	<ul style="list-style-type: none"> No title
Introduction	<ul style="list-style-type: none"> Excellent coverage of research background. Problem statements, objectives and variables clearly defined. 	<ul style="list-style-type: none"> Good coverage of research background Problem statements, objectives, and variables are adequately defined. 	<ul style="list-style-type: none"> Moderate coverage of research background. Problem statements, objectives and variables are identified but not clearly defined. 	<ul style="list-style-type: none"> Poor coverage of research background. Problem statements and objectives are identified but not defined. 	<ul style="list-style-type: none"> Inadequate coverage of research background. Problem statements and objectives are not identified. 	<ul style="list-style-type: none"> Research background, problem statement and objectives are omitted.
Literature review	<ul style="list-style-type: none"> Excellent literature review Sources are properly cited & in standardized / APA format 	<ul style="list-style-type: none"> Good literature review Sources are properly cited. 	<ul style="list-style-type: none"> Adequate literature review Source from limited number of documents. 	<ul style="list-style-type: none"> Minimal literature review Source from single document. 	<ul style="list-style-type: none"> Very little or fail to provide previous research background supporting issue/ problem, objectives, theory and methods. No sources quoted. 	<ul style="list-style-type: none"> Literature reviews are omitted
Materials and Methods	<ul style="list-style-type: none"> Valid and appropriate methods with sound justifications. Instruments and observation protocols 	<ul style="list-style-type: none"> Valid and appropriate methods but with limited justifications. Instruments and observation protocols 	<ul style="list-style-type: none"> Valid and appropriate methods and without justifications. Instruments or observation protocols 	<ul style="list-style-type: none"> Valid but inappropriate methods without justifications. Description of the 	<ul style="list-style-type: none"> Invalid and inappropriate methods and justifications. Instruments and observation protocols 	<ul style="list-style-type: none"> Procedures, data analysis in the proposal are omitted.
	were clearly described in detail.	were clearly identified and described.	description was incomplete or of little relevance to the research objectives.	instruments is incomplete or lacked relevance to the research objectives.	for data collection were not identified nor described.	
Flowchart	<ul style="list-style-type: none"> Display clear visual or graphic illustration of a process or system used to solve a problem or produce a product. 	<ul style="list-style-type: none"> Display most complete visual or graphic illustration of a process or system used to solve a problem or produce a product. 	<ul style="list-style-type: none"> Display lacking visual or graphic illustration of a process or system used to solve a problem. 	<ul style="list-style-type: none"> Insufficient information in flowcharts to communicate the logic involved in a system. 	<ul style="list-style-type: none"> Flow charts seem not reproducible due to students fail to displays original synthetic thinking. 	<ul style="list-style-type: none"> Omitted
Gantt Chart & Milestone	<ul style="list-style-type: none"> Gantt chart & milestone are very clear, realistic and reflect the timeline. 	<ul style="list-style-type: none"> Gantt chart & milestone are realistic and reflect the timeline. 	<ul style="list-style-type: none"> Gantt chart & milestone are too closely tied to the timeline. 	<ul style="list-style-type: none"> Gantt chart & milestone are unrealistic, inflated, or inaccurate. 	<ul style="list-style-type: none"> Gantt chart & milestone are unclear, unrealistic, inflated, or inaccurate. 	<ul style="list-style-type: none"> Omitted
References	<ul style="list-style-type: none"> All the sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Most of the sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Only a few sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Many sources are missing from the reference list and did not follow recommended style. 	<ul style="list-style-type: none"> Most of the sources are missing from the reference list and did not follow recommended style. 	<ul style="list-style-type: none"> No list of references.

1



INDUSTRIAL TRAINING FINAL REPORT PRESENTATION FORM (3+1 PROGRAMME)

FINAL REPORT PRESENTATION: 20.0 %

Category	Excellent (5)	Good (4)	Moderate (3)	Weak (2)	Poor (1)	Very Poor (0)
Contents of Presentation	<ul style="list-style-type: none"> Major points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation) strongly supported with suitable detail. 	<ul style="list-style-type: none"> All major points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation) covered and explained clearly and correctly. 	<ul style="list-style-type: none"> Covers important points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation). A few inaccurate or irrelevant points. 	<ul style="list-style-type: none"> Important points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation) covered only superficially. No major error and misconception. 	<ul style="list-style-type: none"> Loss of important points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation) and covered only superficially. Major error and misconception. 	<ul style="list-style-type: none"> All points (title, research background, problem statement, objectives, literature review, methodology, result & discussion, conclusion & recommendation) are omitted.
Presentation Skill	<ul style="list-style-type: none"> Excellent organization and preparation (eye contact, clear voice, pronunciation skill, well dressed, good time management). Confident and relaxed in the whole presentation. Engaging with audience. 	<ul style="list-style-type: none"> Good organization and preparation (eye contact, clear voice, pronunciation skill, well dressed, good time management). Confident in most parts of the presentation. Attractive to audience. 	<ul style="list-style-type: none"> Moderate organization and preparation (eye contact, clear voice, pronunciation skill, well dressed, good time management). Confident in only some parts of the presentation. 	<ul style="list-style-type: none"> Basic organization and preparation (eye contact, clear voice, pronunciation skill, well dressed, good time management). Lack of confidence in some parts of the presentation. 	<ul style="list-style-type: none"> Unorganized and lack of preparation (eye contact, clear voice, pronunciation skill, well dressed, good time management). Very much lacking in confidence on the whole presentation. 	<ul style="list-style-type: none"> No confidence and eye contact, voice, pronunciation skill, dressed, time management are omitted.
Communication	<ul style="list-style-type: none"> Handle difficult question with ease and confidence. Illustrative explanation. 	<ul style="list-style-type: none"> Answer all questions correctly and concisely. Answers are uniformly good, and show knowledge beyond presentation. 	<ul style="list-style-type: none"> Answer most questions correctly. Answers are uniformly good, both in substance and delivery. 	<ul style="list-style-type: none"> Answer half of question correctly. Sometimes need clarification. Answers are inconsistent, both in substance or delivery. 	<ul style="list-style-type: none"> Answer at least one question correctly. Need clarification. Answers are low in quality, either in substance or delivery. 	<ul style="list-style-type: none"> Unable to answer all the questions.
Overall Evaluation	<ul style="list-style-type: none"> Able to generate new ideas that have potential to be applied, have depth, quality and novel in nature in the project. 	<ul style="list-style-type: none"> Able to generate new ideas that are relevant and appropriate in the project 	<ul style="list-style-type: none"> Able to generate new ideas with some help from lecturer or colleagues in the project 	<ul style="list-style-type: none"> Able to generate a simple idea independently in the project. 	<ul style="list-style-type: none"> Not able to generate any new idea in research project. 	<ul style="list-style-type: none"> No idea.

**INDUSTRIAL TRAINING
FINAL REPORT FORM
(3+1 PROGRAMME)**

FINAL REPORT: 40.0 %

Category	Excellent (5)	Good (4)	Moderate (3)	Weak (2)	Poor (1)	Very Poor (0)
Title	<ul style="list-style-type: none"> Informative, concise & clearly expressed. 	<ul style="list-style-type: none"> Relevant, concise & clearly expressed 	<ul style="list-style-type: none"> Relevant but not concise & good expression 	<ul style="list-style-type: none"> Vague, not concise & poorly expressed. 	<ul style="list-style-type: none"> Irrelevant & poorly expressed. 	<ul style="list-style-type: none"> Omitted.
Introduction	<ul style="list-style-type: none"> Excellent coverage of research background. Problem statements, objectives and variables are specific and clearly and precisely defined. All elements are supported by literature. 	<ul style="list-style-type: none"> Good coverage of research background Problem statements, objectives, and variables are specific and adequately defined. Connections are established with the literature. 	<ul style="list-style-type: none"> Moderate coverage of research background. Problem statements, objectives are identified but not clearly defined. Connections to the literature are unclear or debatable. 	<ul style="list-style-type: none"> Poor coverage of research background. Problem statements and objectives are identified but not defined. 	<ul style="list-style-type: none"> Inadequate coverage of research background. Problem statements and objectives are not identified. 	<ul style="list-style-type: none"> Research background, problem statement, scope of the study, and objectives are omitted.
Literature review	<ul style="list-style-type: none"> Excellent literature review covers essential aspects related to issue/ problem, objectives, theory and methods. Source from multiple, research based documents. 	<ul style="list-style-type: none"> Good literature review covers essential aspects related to issue/ problem, objectives, theory and methods. Source from multiple documents. 	<ul style="list-style-type: none"> Adequate literature review covers generally essential aspects related to issue/ problem, objectives, theory and methods. Source from limited number of documents. 	<ul style="list-style-type: none"> Minimal literature review, covers minimally on essential aspects related to issue/ problem, objectives, theory and methods. Source from single document. 	<ul style="list-style-type: none"> Very little or fail to provide previous research background supporting issue/ problem, objectives, theory and methods. No sources quoted. 	<ul style="list-style-type: none"> Literature reviews are omitted
1						
Material and Methodology	<ul style="list-style-type: none"> Analytical methods (descriptive, inferential test, and significance level) were sufficiently specific, clear and appropriate. 	<ul style="list-style-type: none"> Descriptive and inferential methods were identified. Level of significance was stated. 	<ul style="list-style-type: none"> Descriptive or inferential methods were confusing, incomplete or lacked relevance to the research objectives. 	<ul style="list-style-type: none"> Analytical methods (descriptive, inferential test, and significance level) were inappropriately aligned with data and research objectives. 	<ul style="list-style-type: none"> Invalid and inappropriate methods and justifications. Wrong methodology. 	<ul style="list-style-type: none"> Research design, sampling, instruments, procedures, data analysis based on the issues, the objectives of the study, and what to achieve are omitted.
Results and Discussions	<ul style="list-style-type: none"> Excellent presentation, explanation and evaluation of results. Have a very good quality and trustworthy data, with excellent presentation. Excellent discussions on findings and data interpretations. 	<ul style="list-style-type: none"> Good presentation, explanation and evaluation of results. Have good quality and mostly trustworthy data, with good presentation. Good discussions on findings and data interpretations. 	<ul style="list-style-type: none"> Sufficient quality of presentation, explanation and evaluation of results. Insufficient and slightly doubtful data, with moderate presentation. Sufficient discussions on findings and data interpretations. 	<ul style="list-style-type: none"> Moderate presentation, explanation and evaluation of results. Insufficient and mostly doubtful data with poor presentation. Moderate discussions on findings and data interpretations. 	<ul style="list-style-type: none"> Poor presentation, explanation and evaluation of results. Insufficient and non-trustworthy data, with inappropriate presentation. Poor discussions on findings and data interpretations. 	<ul style="list-style-type: none"> No explanation or evaluation of the results. No worthy data, and bad presentation No discussion on findings and very poor data interpretation.
Conclusion	<ul style="list-style-type: none"> Conclusion addresses the research objectives and based on the work done. Conclusions were supported by relevant results, and presented concisely in logical sequence. 	<ul style="list-style-type: none"> Conclusion addresses the research objectives and based on the work done. Conclusions were supported by relevant results, but not presented in logical sequence. 	<ul style="list-style-type: none"> Conclusion addresses the research objectives and based on the work done. Conclusions were mostly concise but with some vagueness in wording. 	<ul style="list-style-type: none"> Conclusion addresses the research objectives and based on the work done. Some conclusions are not supported by results or merely repeat results 	<ul style="list-style-type: none"> Conclusion addresses the research objectives and based on the work done. Conclusions merely repeat the results. 	<ul style="list-style-type: none"> Conclusion was omitted.



INDUSTRIAL TRAINING FINAL REPORT FORM (3+1 PROGRAMME)

Recommendation	<ul style="list-style-type: none"> ▪ Recommendations are to the-point, well-linked to the conclusions, original and are extensive enough to serve as project description for a new project. 	<ul style="list-style-type: none"> ▪ Recommendations are to-the point, well-linked to the conclusions and original. 	<ul style="list-style-type: none"> ▪ Recommendations are well-linked to the conclusions 	<ul style="list-style-type: none"> ▪ Some recommendations are given, but the link to the conclusions is not always clear. 	<ul style="list-style-type: none"> ▪ Recommendations are absent or trivial. 	<ul style="list-style-type: none"> ▪ No Recommendations.
References	<ul style="list-style-type: none"> All the sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Most of the sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Only a few sources used are cited in the reference list, which follows the recommended style. 	<ul style="list-style-type: none"> Many sources are missing from the reference list and did not follow recommended style. 	<ul style="list-style-type: none"> Most of the sources are missing from the reference list and did not follow recommended style. 	<ul style="list-style-type: none"> ▪ No list of references.
Format, Structure and Grammar	<ul style="list-style-type: none"> ▪ Well organized, demonstrates logical sequencing and structure. ▪ All paragraphs within a section flow well from one to the next. ▪ No grammatical, spelling or punctuation errors. 	<ul style="list-style-type: none"> ▪ Organized and demonstrates logical sequencing and structure. ▪ Paragraphs within a section generally flow well from one to the next. ▪ Very little grammatical, spelling or punctuation errors. 	<ul style="list-style-type: none"> ▪ Organized but demonstrates illogical sequencing or structure. ▪ Paragraphs within a section flow somewhat from one to the next. ▪ Few grammatical, spelling or punctuation errors 	<ul style="list-style-type: none"> ▪ Weakly organized with no logical sequencing or structure. ▪ Paragraph within a section were disconnected. ▪ Many grammatical, spelling, or punctuation errors. 	<ul style="list-style-type: none"> ▪ No organization, sequencing, or structure. ▪ Paragraphs within a section do not clear. ▪ Too many grammatical, spelling, or punctuation errors. 	<ul style="list-style-type: none"> ▪ No paragraphs within a section. ▪ Too many grammatical, spelling, or punctuation errors.
Clarity and Continuity in Writing	<ul style="list-style-type: none"> ▪ Able to write very well, concisely and clearly. ▪ Elegantly organized with respect to both the whole report and the coherence and continuity of paragraphs. ▪ Accommodates the complexity of the argument imaginatively. 	<ul style="list-style-type: none"> ▪ Able to write well and clearly. ▪ Well organized throughout but without elegance and complexity. ▪ Accommodates the argument satisfactorily. 	<ul style="list-style-type: none"> ▪ Able to write clearly but require some improvements. ▪ Well organized on the whole but occasionally needing work on individual paragraph coherence or continuity. ▪ Accommodates the argument moderately. 	<ul style="list-style-type: none"> ▪ Writing is not clear and requires further improvements. ▪ Organization is haphazard and the argument is difficult to follow. ▪ Paragraph coherence and continuity need work. 	<ul style="list-style-type: none"> ▪ Writing is not clear and requires a lot of improvements. ▪ No continuity in writing. 	<ul style="list-style-type: none"> ▪ Unable to write ideas and no continuity in writing.

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

Bachelor of Applied Science (Geoscience) with Honours	
No.	Task Description
1.	Fieldwork Example: <ul style="list-style-type: none"> ▪ Mapping ▪ Measuring fault, geophysical instrument ▪ Application of using compass, GPS, azimuth, LIDAR ▪ Exposure to mapping technique and data collection
2.	Laboratory work Example: <ul style="list-style-type: none"> ▪ Conducting rock/ soil sample testing analysis ▪ Conducting on slide preparation/ thin section ▪ Mineralogy ▪ Lithology analysis
3.	Soft skill/ design Example: <ul style="list-style-type: none"> ▪ Exposure to professional software,; Rock Ware, Surfer, ArcGis, PETREL, Kingdom, Oasis Montaj ▪ Apply current technique ▪ Presentation and sharing session related to Geoscience
4.	Project management/ Product development Example: <ul style="list-style-type: none"> ▪ Project coordination – scheduling, monitoring and progress works ▪ Development of Gantt Chart ▪ Exposure to risk management ▪ 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 Applied Science (Environmental Sustainability Science) with Honours	
No.	Task Description
1.	Fieldwork Example: <ul style="list-style-type: none"> ▪ Inventory, sampling or monitoring ▪ Handling of equipment
2.	Laboratory work Example: <ul style="list-style-type: none"> ▪ Analyzing of environmental parameters
3.	Soft skill/ design Example: <ul style="list-style-type: none"> ▪ Exposure to professional software and other related software ▪ apply current techniques ▪ presentation and sharing session
4.	Project management/ Product development Example: <ul style="list-style-type: none"> ▪ Project coordination – scheduling, monitoring and progress works ▪ Development of Gantt Chart ▪ Exposure to risk management ▪ Prepare project progress/ evaluation/ supervision report ▪ Paperwork and presentation ▪ Attending related meeting/ seminar/ training/ conferences ▪ Report writing, cost estimation, site inspection ▪ Standard and compliance

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

Bachelor of Applied Science (Natural Resources Science) with Honours	
No.	Task Description
1.	Laboratory work Example: <ul style="list-style-type: none"> ▪ Testing of products ▪ Quality assurance
2.	Soft skill Example: <ul style="list-style-type: none"> ▪ Presentation and sharing session ▪ Problem finding and solution
3.	Operation and Maintenance Example: <ul style="list-style-type: none"> ▪ Operation and maintenance manual ▪ Flow process ▪ Safety and health ▪ Evaluation/ monitoring report
4.	Project management/ Product development Example: <ul style="list-style-type: none"> ▪ Project coordination – scheduling, monitoring and progress works ▪ Development of Gantt 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 Applied Science (Environmental Analytics) with Honours	
No.	Task Description
1.	Laboratory work Example: <ul style="list-style-type: none"> ▪ Testing of products ▪ Quality assurance
2.	Soft skill Example: <ul style="list-style-type: none"> ▪ Presentation and sharing session ▪ Problem finding and solution
3.	Operation and Maintenance Example: <ul style="list-style-type: none"> ▪ Operation and maintenance manual ▪ Flow process ▪ Safety and health ▪ Evaluation/ monitoring report
4.	Project management/ Product development Example: <ul style="list-style-type: none"> ▪ Project coordination – scheduling, monitoring and progress works ▪ Development of Gantt Chart ▪ Prepare project progress/ evaluation/ supervision report ▪ Paperwork and presentation ▪ Attending related meeting/ seminar/ training/ conferences