

**UNIVERSITI TUNKU ABDUL RAHMAN**

**FACULTY OF BUSINESS AND FINANCE**

**INDUSTRIAL TRAINING  
APPENDICES**

(Revised on 05 June 2018)

## CURRENT SCHEDULES OF INDUSTRIAL TRAINING

## FBF (Perak Campus)

NO	PROGRAMME	DURATION	PROGRAMME COORDINATOR
1	Bachelor of Commerce (Hons) Accounting	Oct - Dec *(3 Months)	Mr. Tan Min Khen
2	Bachelor of Business Administration (Hons)	Oct - Dec (3 Months)	Mr. Tee Chee Wee
3	Bachelor of Business Administration (Hons) Banking and Finance	Oct - Dec (3 Months)	Ms. Yip Pick Schen
4	Bachelor of Business Administration (Hons) Entrepreneurship	Oct - Dec (3 Months)	Mr. Oon Kam Hoe
5	Bachelor of Economics (Hons) Financial Economics	Oct - Dec (3 Months)	Ms. Lim Shiau Mooi
6	Bachelor of Marketing (Hons)	Oct - Dec (3 Months)	Mr. Lee Weng Onn
7	Bachelor of Finance (Hons)	Oct - Dec (3 Months)	Pn. Noor Azizah Binti Sharri

\* The faculty reserves the right to make changes to the duration/industrial training coordinator stated in the schedules of industrial training

\* As per MOHE industrial training duration requirement.

**INDUSTRIAL TRAINING MARKING SCHEME**

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**FINAL REPORT ASSESSMENT**

<b>Industry based assessment through written final reports</b>	
<b>1. Final Report</b>	<b>40%</b>
a. Organization-related learning outcome - 10%	
b. Application of theory and soft skills - 10%	
c. References - 5%	
d. Presentation of report - 15%	
<b>2. Weekly and monthly work logs</b>	<b>10%</b>
<b>3. Oral Presentation</b>	<b>20%</b>
<b>4. Report from Industrial (Company) Supervisor</b>	<b>30%</b>
	<b>100%</b>

**SYNOPSIS OF PROGRAMME**

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**Bachelor of Commerce (Hons) Accounting**

The Bachelor of Commerce (Honours) in Accounting and the Bachelor of Business Administration (Honours) are specifically designed to produce qualified and trained personnel in the areas of accounting, finance and business administration and other related services/professions to support and promote the nation's growth and to achieve its goal as a developed nation by the year 2020.

This degree programme is primarily designed for those who are keen to seek a bright future in the field of finance, accounting or audit. It aims to produce accountants/auditors/financial specialists who are competent, dedicated and who also value the traits of professionalism, discipline and the pursuit of excellence.

**Bachelor of Business Administration (Hons)**

This degree programme caters to the rapidly changing environment in the business sector, domestic as well as global. With the increasing importance of information technologies, this programme has purposefully incorporated relevant units to ensure that the graduates are IT literate in their future undertakings without ignoring the significance of the traditional view on the importance of the human factor within a business environment. Thus, this programme is aimed to produce qualified managers who are not only well-equipped to face the challenges of the rapidly evolving business arena of the new millennium but also possess the highest level of integrity, discipline and professionalism.

**Bachelor of Business Administration (Hons) Banking and Finance**

This programme is designed to enhance students' knowledge in the field of banking and finance (B&F), to provide them with a strong foundation in the principles, theories and practices of modern banking (local and international) and finance, and to appreciate related policies and issues involved. It also equips students with analytical tools and new skills to form sound bases for financial decision making, besides enhancing their management effectiveness within the B&F field. Students will be capable of analysing and solving problems in B&F, communicating effectively and appreciating internal and external business environments as well as the interaction between legal, ethical, strategic and tactical contexts of business decisions.

**Bachelor of Business Administration (Hons) Entrepreneurship**

Entrepreneurship is an exciting and dynamic programme. It is geared towards not just producing qualified graduates but also cultivating in them the spirit of entrepreneurship. This is in tandem with the aspirations of our nation to develop business people who are entrepreneurial, innovative and versatile. This programme incorporates aspects such as the fundamentals of entrepreneurship and the management of a small enterprise that will culminate in an entrepreneurial business project in the final year of study. The syllabi will stress the application of real-life business and entrepreneurial skills as many of the teaching faculty members have vast corporate and industrial experience to add to the extra dimension of providing actual work experience to the programme.

## **Bachelor of Economics (Hons) Financial Economics**

This programme aims to provide students with not just the understanding of economic and finance theories and applications but also to expose them to the real-life economic happenings around the world. Students are trained to think critically and to develop their analytical skills on both domestic and global issues such as the Malaysian monetary and fiscal policies, the East Asian financial crisis, the phenomenon of the bubble economy, and the impact of terrorism on economies. This programme provides students with the exposure to the basic principles of microeconomics, macroeconomics, econometrics, financial management, investment, and international economics. This is integrated into the application of the students' formative learning towards their final year research project and the industrial training. It also aims to produce both sound theoretical and generative learning in which students apply their intellect to appraise and evaluate economic problems, generate viable solutions and help in policy formulation and management decision-making.

## **Bachelor of Marketing (Hons)**

Marketing is key organizational function in today's competitive global business environments. It is therefore, a significant and vital discipline to ensure the success of every business. This programme emphasises the development of professional knowledge and skills, and the latest marketing techniques and tools for successful implementation in a wide range of business scenarios. In addition to the classroom-based delivery of knowledge, students will be exposed to seminars other co-curriculum activities. These approaches will enable the students to enhance their academic knowledge and skills in a practical context. To cater to the increasing demands of a borderless international business scenario, students are also equipped with the relevant IT knowledge as well as a firm understanding of the nature of international marketing practices and operations.

## **Bachelor of Finance (Hons)**

This programme aims to provide students with specialist skills in finance and the ability to design financial management strategies, as well as provide top-level financial advice to governments, companies and individuals. It also focuses on the way finance managers make investment decisions and use financial derivatives and capital market instruments to allow firms to meet their objectives, plus enhance returns and manage risks. Additionally, this programme explores the growing and evolving financial services sector, in particular the services provided by commercial and investment banks (conventional and Islamic), brokerage firms, and insurance and fund management companies, and other financial institutions. The curriculum will provide students with fundamental financial management knowledge required to be successful in analysing, developing and executing financial strategies in non-profit, public and private entities. It further provides in-depth knowledge, training and exposure to international business, cash management, financial markets, credit policies, economics and investment planning. An additional plus point in this degree programme is the incorporation of 'Industrial Training' which serves to enhance students' skills, and to enrich their industrial knowledge by keeping them updated with the latest developments. It provides students an opportunity to observe real-life practices and implementation of theoretical lessons and principles, in addition to acquire practical skills and experience working on projects and alongside industry experts. Industrial training also provides an opportunity for the industry to identify potential employees from among the industrial trainees (students).

**ASSESSMENT OF INDUSTRIAL TRAINING**

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**Assessment of Industrial Training****Final Report**

A bounded copy of the final report together with a soft copy is required for assessment of your work. Bounded copies not sent for moderation and for MQA (formerly known as LAN) purposes will be returned to students.

The final bounded copy of the industrial training report for examination should include the following components:

1. A write-up on the learning experience and application of theory, which include some information about the company.
2. Appendices that include weekly and monthly reports, and where possible include samples of work done.
3. A final report from the Industrial (Company) Supervisor on a prescribed standard form (Appendix 7). *However, this would be attached into your Final Report by the Industrial Training Coordinator/Academic supervisor. The form will be sent by the Visiting Academic whom will collect it from your Industrial (Company) Supervisor during industrial visit(s).*

The Final Report documents your work experience throughout your appointment with the company. Details of your Final Report should include the following information:

1. Name of Company
2. Address of Company
3. Additional information on the Company
4. Industry of the Company
5. Name of Industrial (Company) Supervisor(s)
6. Name of Visiting & Academic Supervisor(s)
7. Assigned duties
8. Assigned responsibilities
9. Date of appointment - Date of completion
10. Special conditions/requirements
11. Skills required to perform tasks
12. Legal requirements, e.g. employment contract etc.
13. Language requirements/Interpersonal expectations

**Format and Style of Writing**

You are not restricted to any report format or style. You are free to present your own report format and style so long as you satisfy the stated requirements for reporting. You are encourage to use the provided report format in Appendix 8

Though the format and style of writing is open, it must detail the experience at work, like:

**Strengths**

Discuss your strengths at work.

**Weaknesses**

Discuss your weaknesses at work.

### Opportunities

Discuss the opportunities that you discovered while at work, e.g. because of your skills.

### Tasks performed

Detail all the duties/tasks performed. Identify and state given responsibilities, any shortcoming, and contributions from yourself to your work/company.

### General

Relate your working experience with what you have studied/realised thus far. You should explore and discuss the following:

- Courses that you attended during the period (if any)
- Analysis of your skills vs. training received (from the company and from degree courses)
- Constraints that you faced at work /during the period
- Lessons that you learned
- Suggestions on how you would improve on your shortcomings
- Is the duration sufficient? For a meaningful experience...
- Interpersonal skills
- Teamwork
- Writing skills
- Technical skills
- Business knowledge
- Other skills and knowledge requirements /necessary for work or career
- Specific directions of the company (public information)
- Work Culture of the company and also of the industry
- Work Ethics of the company/industry
- The industry and its markets
- The industry and its governing operation standards (if any)
- The industry remuneration standards and employment conditions
- Expectation of the company /industry in general on employees
- Technicalities on the project that you worked on without breaching any term of agreement with the company
- Your ambition/career aspiration now - on completion of industrial training
- Any information that you consider is useful for this report

The rationale of the open format for report writing:

1. To encourage development of personal style and approach to writing
2. Subjectivity in matching work with training/course/ambition/career
3. Subjectivity in grading

### **Submission of Final Report**

***Important:*** Attach your Weekly and Monthly Report with this Final Report and any other relevant material. The Monthly Report must be signed by your Industrial (Company) Supervisor(s) and ***send to your academic supervisor***. Discuss and verify your Final Report with your Industrial (Company) Supervisor(s).

Final Report must be handed in to the assigned Academic Supervisor (UTAR academic staff) on the final report presentation date provided by your faculty.

### **Final Report and Work Logs**

The Weekly and Monthly Work Logs records your work performed throughout your appointment with the company. The content of your work log should include the following information:

1. Name of Company
2. Address of Company
3. Background of Company
4. Name of Industrial (Company) Supervisor(s)
5. Name of Visiting & academic Supervisor(s)
6. General duties
7. Assigned responsibilities
8. Date of appointment - Date of completion
9. Special conditions/requirements

Summarise all the assigned tasks for the week. You should include any vital information pertaining to the development of the necessary skill sets, e.g. programming skills, analysis skills, writing skills, etc.

Weekly Summary: Week 1 (Date-to-date)

Weekly Summary: Week 2 (Date-to-date)

..... and so on.

### **Format and Style of Writing**

The content is up to you, i.e. open format. The rationale:

1. To encourage development of personal style and approach to writing
2. Subjectivity in matching work with training/course/ambition/career
3. Subjectivity in grading

Write down the task given to you by your Industrial (Company) Supervisor(s) for each week and if there is achievement (the part of the task you have completed) in the week, write it down too.

Summarise all the assigned and completed tasks for the month. Printout the monthly summary, discuss and verify it with your Industrial (Company) Supervisor(s) (i.e. your supervisor must sign the monthly summary).

Monthly Summary: MM-YYYY (January 2008)

Monthly Summary: MM-YYYY (February 2008)

..... and so on.

Remember there is also the Final Report that should be submitted when you complete your posting.



## **Assessment of the Final Report and Work Logs**

The standard grading (pass/Fail) applies for the assessment of your industrial training final report and work logs. Marks are allotted for the following components:

- |    |   |       |
|----|---|-------|
| a. | Organization-related learning outcome       | - 10% |
| b. | Application of theory and soft skills       | - 10% |
| c. | References                                  | - 5%  |
| d. | Presentation of report                      | - 15% |
| e. | Weekly and monthly work logs                | - 10% |
| f. | Oral Presentation                           | - 20% |
| g. | Report from Industrial (Company) Supervisor | - 30% |

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### **a. Organization-related Learning Outcome (10%)**

Marks will be allotted to each subsection discussed, i.e.

1. Introduction to the organization and training experience
2. Relate training experience to interest/ambition/career preparation
3. Identification of personal shortcomings and improvements taken/suggested

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### **b. Application of theory and soft skills (10%)**

Discuss the skill sets you have learned (hardware, software and soft skills) and how they are applied at your work place.

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### **c. References (5%)**

Marks will be allotted for appropriate references and citations.

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### **d. Presentation of report (15%)**

Breakdown in grading presentation of the final report:

1. Proper use of terms and grammar
2. Effective use of diagrams/tables/graphs/data sheets/work samples
3. Logical and coherent report structure, format and content
4. Appropriate report summary/conclusion

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### **e. Weekly and monthly work logs (10%)**

Breakdown in grading submission of weekly and monthly reports:

1. Daily or weekly logs and monthly reports are complete
2. Writing readability and relevance to the course
3. Discussions of experience

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### **f. Oral Presentation (20%)**

Breakdown in grading oral presentation:

1. Introduction, content and conclusion
2. Preparation, tools, and materials
3. Skill, grooming, and attire

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### **g. Report from Industrial (Company) Supervisor (30%)**

The standard form report (Appendix 7) records the evaluation of your work by your Industrial (Company) Supervisor.

This Report will be collected by the Visiting Academic during industrial visit(s) and shall be returned to the Industrial Training Coordinator, whom will attach it into your Final Report.

Student can discuss the feedback from your Industrial (Company) Supervisor with your Visiting Academic or Industrial Training Coordinator for future improvement.

**SYLLABUS OF INDUSTRIAL TRAINING**

Detailed Information on Every Subject (Year 3 Trimester 3)

No	Information on Every Subject (BAC)	
1.	Unit Name: Industrial Training	
2.	Code: UBAF3376	
3.	Status: Major	
4.	Credit Hours: 6	
5.	Trimester/ year Offered: 3/3	
6.	Pre-requisite (if any): Earned 56 credit hours (Not including University wide and MQA subjects) or Effective October 2011 Intake onwards - Earned 50 credit hours (Not including University wide and MQA subjects)	
7.	Mode of Delivery: Workplace training	
8.	Assesment Systems and Breakdown of Marks:	
	Industrial Training Report	100%
	Industry based assessment through written final reports	
	(i) Final report	40%
	a) Organisation-related learning outcome (10%)	
	b) Application of theory and soft skills (10%)	
	c) References (5%)	10%
	d) Presentation of report (15%)	20%
	(ii) Weekly and monthly work logs	30%
	(iii) Oral presentation	
	(iv) On-site supervisor report	
9.	Academic Staff Teaching Unit: All Lecturers	
10.	Objective of Unit: The main objective of industrial training program is to enable students to develop their understanding of the main methods and applications of the accounting theoretical and conceptual frameworks in the real working environment.	
11.	Learning Outcomes of Unit: After completing this unit, students should be able to: i) Recognize the dynamic of working culture. ii) Comprehend and distinguish the relationship between accounting function and other business functional areas. iii) Demonstrate high interpersonal skills in the working environment. iv) Apply university's accounting lessons in the real working place. v) Analyze relationships between different financial statements items and different financial statements periods. vi) Devise approaches in solving simple and complex accounting solutions. vii) Evaluate, argue, criticize and defend accounting transactions in light of Accounting Framework, Financial Reporting Standards and other statutes. viii) Display oral presentation skills.	
12.	Synopsis of Unit: During this period, students are encouraged to apply and integrate the accounting principles with other principles (such as management, accounting, economic, communication skills, etc) that have been learned in UTAR to a practical dilemma or problem faced.	
	Credit Value	6

No	Information on Every Subject (BFE, BBF, BFN)	
1.	Unit Name: Industrial Training	
2.	Code: UBFF3376	
3.	Classification: Major	
4.	Credit Value: 6	
5.	Trimester/Year Offered: 3/3	
6.	Pre-requisite (if any): Earned 56 credit hours (Not including University wide and MQA subjects) or Effective October 2011 Intake onwards - Earned 50 credit hours (Not including University wide and MQA subjects)	
7.	Mode of Delivery: Workplace training	
8.	Assesment Systems and Breakdown of Marks:	
	Industrial Training Report	100%
	Industry based assessment through written final reports	
	(i) Final report	40%
	a) Organisation-related learning outcome (10%)	
	b) Application of theory and soft skills (10%)	
	c) References (5%)	10%
	d) Presentation of report (15%)	20%
	(ii) Weekly and monthly work logs	30%
	(iii) Oral presentation	
	(iv) On-site supervisor report	
9.	Academic Staff Teaching Unit: All Lecturers	
10.	<p>Objective of Unit: The Industrial Training programme aims to:</p> <ul style="list-style-type: none"> <li>• Provide an opportunity for students to discover, learn about, and familiarize with the industry of their discipline, and with organisations within the industry. Students will also acquire interpersonal skills through meeting with professionals in their field of study</li> <li>• Provide an opportunity for students to observe real-life practices and implementation of theoretical lessons and principles. Students will acquire practical skills and experience working on projects and alongside industry experts</li> <li>• Provide an opportunity for the industry to identify potential employees from among the industrial trainees or students, and to feedback comments on the degree programme at large. Students will benefit from coursework tailored to meet training expectations of the industry</li> <li>• Highlight the relevant degree coursework and training programmes are conducted according to the expectations of the industry, to ensure the subject contents are relevant and up to date</li> </ul>	
11.	<p>Learning Outcomes of Unit: After completing this unit, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Display oral presentation skills</li> <li>2. Compile and compose an industrial training report</li> <li>3. Use their knowledge relevant to the industry of their discipline</li> <li>4. Adapt and compose soft skills like leadership, problem-solving, and interpersonal and communication in a work environment</li> <li>5. Apply and demonstrate the knowledge and skills in the real working place</li> </ol>	
12.	<p>Synopsis of Unit: Industrial training provides the impetus for students to appreciate what they discovered and learnt through real-life working experience and direct participation in industry. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides them the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialize in niche areas.</p>	
Credit Value		6

No	Information on Every Subject (BEN/BBA/BMK)	
1.	Unit Name: Industrial Training	
2.	Code: UBFF3376	
3.	Classification: Major	
4.	Credit Value: 6	
5.	Trimester/Year Offered: 3/3	
6.	Pre-requisite (if any): Earned 56 credit hours (Not including University wide and MQA subjects) or Effective October 2011 Intake onwards - Earned 50 credit hours (Not including University wide and MQA subjects)	
7.	Mode of Delivery: Workplace training	
8.	Assesment Systems and Breakdown of Marks:	
	Industrial Training Report	100%
	Industry based assessment through written final reports	
	(i) Final report	40%
	a) Organisation-related learning outcome (10%)	
	b) Application of theory and soft skills (10%)	
c) References (5%)		
d) Presentation of report (15%)		
(ii) Weekly and monthly work logs	10%	
(iii) Oral presentation	20%	
(iv) Report from Industrial (company) Supervisor	30%	
9.	Academic Staff Teaching Unit: All Lecturers	
10.	<p>Objective of Unit:</p> <p>The Industrial Training programme aims to:</p> <ul style="list-style-type: none"> <li>• Provide an opportunity for students to discover, learn about, and familiarize with the industry of their discipline, and with organisations within the industry. Students will also acquire interpersonal skills through meeting with professionals in their field of study</li> <li>• Provide an opportunity for students to observe real-life practices and implementation of theoretical lessons and principles. Students will acquire practical skills and experience working on projects and alongside industry experts</li> <li>• Provide an opportunity for the industry to identify potential employees from among the industrial trainees or students, and to feedback comments on the degree programme at large. Students will benefit from coursework tailored to meet training expectations of the industry</li> <li>• Highlight the relevant degree coursework and training programmes are conducted according to the expectations of the industry, to ensure the subject contents are relevant and up to date</li> </ul>	
11.	<p>Learning Outcomes of Unit:</p> <p>After completing this unit, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate practical knowledge as a result of their short experience with the company and industry;</li> <li>2. Demonstrate their improved skills and confidence in interpersonal communication and relationship;</li> <li>3. Apply their acquired knowledge to the work and business environments;</li> <li>4. Display oral presentation skills</li> </ol>	
12.	<p>Synopsis of Unit:</p> <p>Industrial training provides the impetus for students to appreciate what they discovered and learnt through real-life working experiences and direct participation in industry. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides them the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialize in niche areas.</p>	
		Credit Value
		6



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## UNIVERSITI TUNKU ABDUL RAHMAN

Faculty of Business & Finance

Perak Campus, Jalan University, Bandar Barat, 31900, Kampar, Perak

Tel: 05-4688888 Fax: 05-4667407

### CONFIDENTIAL

**Department of Commerce & Accountancy / Finance / Marketing / Business /  
Economics / Entrepreneurship** *(delete where appropriate)*

### UTAR Industrial Training: Visitation Report on the Student

#### Instructions:

- This form should be completed by the Visiting supervisor. Submit this form to academic supervisor immediately after visitation.

Name of Student: \_\_\_\_\_

Company Address:

#### Comments on the Student:

1. Student's current assigned tasks

2. Student's self evaluation performance on the assigned tasks

3. Student's opinion on company supervisor

4. Student's opinion on the company's work environment and training tasks

Name of Visiting Supervisor: \_\_\_\_\_

Visiting Supervisor's Signature: \_\_\_\_\_

Date of Visit: \_\_\_\_\_



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# UNIVERSITI TUNKU ABDUL RAHMAN

**Faculty of Business & Finance**

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Tel: 05-4688888 Fax: 05-4667407

## CONFIDENTIAL

**Department of Commerce & Accountancy / Finance / Marketing / Business / Economics / Entrepreneurship** *(delete where appropriate)*

### **UTAR Industrial Training: Visitation Report on the Company**

#### Instructions:

- This form should be completed by the Visiting supervisor. Submit this form to academic supervisor immediately after visitation.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Comments on the Company:

1. Staff Size of company & company nature of business
2. Working environment and suitability
3. Company's supervisor support (willingness of sharing interns' working performance and comments)
4. Others

Name of Visiting Supervisor: \_\_\_\_\_

Visiting Supervisor's Signature: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

## STUDENT APPRAISAL FORM OF INDUSTRIAL TRAINING



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## FACULTY OF BUSINESS AND FINANCE

## STUDENT APPRAISAL FORM FOR INDUSTRIAL TRAINING

All interns are required to ensure their immediate company supervisor evaluates their performance based on the evaluation document provided. If there is more than company supervisor, please ensure that ALL the company supervisors evaluate their work performance. The maximum scores of 100 marks will then be averaged out. The scores obtained in this assessment will then be scaled down to 30% of the overall industrial training assessment mark.

Name of Intern:	
Programme:	
Name of Company :	:
Department:	Evaluation Period:
Academic Supervisor in-charge:	

Please assess the performance of our student trainee with your company based on the following criteria.

	Very Poor	Poor	Fair	Good	Excellent
1. Ability to apply acquired fundamental knowledge of course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Possess the relevant skills in course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to identify, formulate and solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to apply to learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to function effectively as an individual and in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to understand and commit to prevailing professional and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Be aware of the current good practices of course for sustainable development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Recognize the importance of and be able to engage in life-long learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Be aware that a professional's work having social, cultural, global and environmental ramifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Industrial Training Student Appraisal**

Name of Student: \_\_\_\_\_

Company: \_\_\_\_\_

Please assess the performance of our student trainee with your company.

**A. General impression**

Very ----- Poor ----- Fair ----- Good ----- Very  
Poor Poor Good Good

Interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. Attitude**

Very ----- Poor ----- Fair ----- Good ----- Very  
Poor Poor Good Good

Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. General knowledge**

Very ----- Poor ----- Fair ----- Good ----- Very  
Poor Poor Good Good

Business understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning and discovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Contribution to the company**

Very ----- Poor ----- Fair ----- Good ----- Very  
Poor Poor Good Good

Completion of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution/work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**E. General comments:** \_\_\_\_\_

\_\_\_\_\_

<b>Company Supervisor's name</b>	:	
<b>Designation</b>	:	
<b>Tel / Hp. no.</b>	:	
<b>Company Supervisor's Signature</b>	:	
<b>Date</b>	:	
<b>Official stamp of the organization</b>	:	

**Thank you for your kind cooperation and valuable feedback.**

NB: Kindly revert this form thru fax/email to UNIVERSITI TUNKU ABDUL RAHMAN in the last internship week .

FACULTY OF BUSINESS AND FINANCE

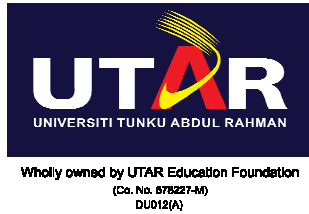
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak, Malaysia

Tel: 05-4688888 ext. 1023 Fax: 05-4667407

(Attention: Deputy Dean – Student Development and Industrial Training)

Or directly hand it to our Visiting Supervisor in a sealed envelope during his/her visitation,





# UNIVERSITI TUNKU ABDUL RAHMAN

Faculty of Business & Finance

Perak Campus, Jalan University, Bandar Barat, 31900, Kampar, Perak

Tel: 05-4688888 Fax: 05-4667407

## UTAR Industrial Training: STUDENT WEEKLY REPORT

<b>Programme</b>	BAC / BBA / BMK / BBF / BEN / BFE / BFN (delete where appropriate)
<b>Week No</b>	
<b>Week Begin</b>	___ / ___ / ___
<b>Week End</b>	___ / ___ / ___

<b>Name of Company</b>	
<b>Address of Company</b>	
<b>Student's Name</b>	
<b>Date of appointment</b>	
<b>Date of completion</b>	
<b>Special conditions/requirements</b>	

### Assigned duties and responsibilities

--

Verified by

Company Supervisor's Signature: \_\_\_\_\_

Name of Company Supervisor: \_\_\_\_\_

Verified Date: \_\_\_\_\_



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# UNIVERSITI TUNKU ABDUL RAHMAN

**Faculty of Business & Finance**

Perak Campus, Jalan University, Bandar Barat, 31900, Kampar, Perak

Tel: 05-4688888 Fax: 05-4667407

## UTAR Industrial Training: STUDENT MONTHLY SUMMARY

<b>Programme</b>	BAC / BBA / BMK / BBF / BEN / BFE / BFN (delete where appropriate)
<b>Month No</b>	

<b>Name of Company</b>	
<b>Address of Company</b>	
<b>Student's Name</b>	
<b>Date of appointment</b>	
<b>Date of completion</b>	
<b>Special conditions/requirements</b>	

### Assigned duties and responsibilities

**Verified by**

**Company Supervisor's Signature:** \_\_\_\_\_

**Name of Company Supervisor:** \_\_\_\_\_

**Verified Date:** \_\_\_\_\_

## DETAILED MARKING SCHEME OF INDUSTRIAL TRAINING



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FACULTY OF BUSINESS AND FINANCE

## OVERALL DETAIL INDUSTRIAL TRAINING MARK SHEET

<b>Student's Name:</b>	<b>ID No:</b>
<b>BACHELOR PROGRAMME (BAC/BBA/BBF/BFE/BMK/BEN/BFN)</b> <i>Please circle your programme</i>	
<b>Academic Supervisor's Name :</b>	
<b>Company:</b>	

**ASSESSMENT CRITERIA**

Criteria	Marks allocated (%)	Marks awarded (%)	Comments (if any)
<b>Assessment by the University</b>			
1. Organization-related Learning Outcome <ul style="list-style-type: none"> <li>Introduction to the organization and training experience</li> <li>Relate training experience to interest/ ambition/career preparation</li> <li>Identification of personal shortcomings and improvements taken/suggested</li> </ul>	10		
2. Application of theory and soft skills <ul style="list-style-type: none"> <li>Discuss the skill sets you have learned (hardware, software and soft skills) and how they are applied at your work place</li> </ul>	10		
3. References <ul style="list-style-type: none"> <li>Marks will be allotted for appropriate references and citations</li> </ul>	5		
4. Presentation of report <ul style="list-style-type: none"> <li>Proper use of terms and grammar</li> <li>Effective use of diagrams/tables/graphs/ data sheets/work samples</li> <li>Logical and coherent report structure, format and content</li> <li>Appropriate report summary/conclusion</li> </ul>	15		
5. Weekly and monthly work logs <ul style="list-style-type: none"> <li>Daily or weekly logs and monthly reports are complete</li> <li>Writing readability and relevance to the course</li> <li>Discussions of experience</li> </ul>	10		
<b>Sub Total (1+2+3+4+5)</b>	<b>50</b>	<b>/50</b>	
6. Oral Presentation <ul style="list-style-type: none"> <li>Introduction, content and conclusion</li> <li>Preparation, tools, and materials</li> <li>Skill, grooming, and attire</li> </ul> (Marks Transfer from Oral Presentation Marksheet)	20		
<b>Assessment by Industrial Training Company</b>			
7. Report from Industrial (Company) Supervisor [Refer to attached Appendix 7 UTAR Industrial Training: Student Evaluation Form for details.]	30		
<b>TOTAL(Sub Total + 6+7)</b>	<b>100</b>	<b>/100</b>	<b>Grade Awarded : Pass / Fail</b>

Assessed by(Academic Supervisor):

Academic Supervisor's Signature:

AssessDate:



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**UNIVERSITI TUNKU ABDUL RAHMAN  
FACULTY OF BUSINESS AND FINANCE  
INDUSTRIAL TRAINING  
ORAL PRESENTATION MARK SHEET**

<b>Student's Name:</b>	<b>ID No:</b>
<b>Subject Code : UBAF / UBFF /UBMM 3376 Industrial Training</b>	
<b>BACHELOR PROGRAMME (BAC/BBA/BBF/BFE/BMK/BEN/BN) Please circle your programme</b>	
<b>Academic Supervisor's Name :</b>	

**ASSESSMENT CRITERIA**

Criteria	Marks allocated (%)	Marks awarded (%)	Comments (if any)
<b>Assessment by the University</b>			
<i>Introduction</i>	10		
<i>Content</i>	30		
<i>Conclusion</i>	10		
<i>Preparation</i>	10		
<i>Tools and materials</i>	10		
<i>Presentation skills</i>	20		
<i>Grooming and attire</i>	10		
<b>TOTAL</b>	100		
<b>Course work weightage</b>	/ 20		

**Academic Supervisor's Name:**

\_\_\_\_\_

**Academic Supervisor's Signature:**

\_\_\_\_\_

**Assess Date:**

\_\_\_\_\_