

Universiti Tunku Abdul Rahman
Faculty of Business & Finance
Industrial Training
Weekly, Monthly and Final report Submission Checklist (Student)

Please put a tick ✓ on the tasks that you have completed

During Internship

- Submit **weekly report** to **Company supervisor for verification on every end of the week. (Only signature. No company stamp required)**
- Submit **monthly report** to **company supervisor for verification on every end of the month. (Only signature. No company stamp required)**
- Upload **verified weekly and monthly report** to **WBLE** on **every beginning of the month. (File naming convention ---Tan Ah Gao BBF 1009999 Jan 201x)**
- Scan and Email** your **verified weekly and monthly reports** to **academic supervisor on every end of the week (weekly report) and beginning of the month (monthly report)**
- Submit your **final report** to your **company supervisor** for verification at least **3 days before completion** of your internships. **(Only signature. No company stamp required)**

Before coming for Presentation

- Double confirm your **presentation time and date before** coming to campus. Check your **presentation schedule in WBLE.**
- Check the **sample report uploaded in WBLE** to ensure you **have all the required contents** (you can refer to the **table of content in sample report**).
- Make sure **all weekly, monthly and final reports** are **verified and signed** by your **company supervisor before submission.**
- Ensure you have a **cover page in front of your final report. Final report mark sheet and oral presentation mark sheet** have been **included in your report.**
- Attach a **CD/DVD** with **softcopy of power point presentation slides** and your **final report** (in **ONE single Ms-word file**). Put your **CD/DVD** into an **envelope** and **attach this at the back page of your final report.**
- Complete your industrial training feedback form.**
- Bind** your final report using **fastener.**

During Presentation

- Submit this report together with your feedback form to your **academic supervisor before you start your presentation.**
- Wear formal attire for your presentation.

Note**

Please ensure you have put all tick in this checklist to ensure that you will not omit any items that can cause your marks being deducted due to omitted items.