Faculty of Science

Industrial Training Briefing for May 2018 Trimester

Date: 1 March 2018 (Thursday)

Time: 2 pm

Venue: E104

Dr. Sit Nam Weng
Deputy Dean (SD&IT)

Industrial Training

- a 6-credit course, requirements for graduation
- Pre-requisites:
  - Earned at least 44 credit hours,
  - CGPA of 2.00 or above, and
  - GPA of 2.00 or above

  The above pre-requisites shall apply to the students upon the pre-registration of internship (one trimester before internship trimester).

Period: 1 Jun 2018 – 31 Aug 2018 (3 months)

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

IT Action Plan

No.	Action Required	Deadline/Date/Duration
1.	Briefing to students	1 Mar 2018
2.	Pre-registration at Industrial Training Management Portal	1 Mar 2018 – 11 May 2018
3.	Final confirmation of IT placement • Submission of indemnity letters to FGO & offer letter to deputy dean	11 May 2018
4.	Release of IT supervisor list	28 May 2018 (tentative)
5.	IT period	1 Jun 2018 – 31 Aug 2018 (3 months)

IT Action Plan

No.	Action Required	Deadline/Date/Duration
6.	Release of IT visitation list	2 Jul 2018
7.	IT visitation by visiting academic staff	16 Jul 2018 – 15 Aug 2018
8.	Oral presentation	7 Sep 2018
9.	Submission of final report, company appraisal form & survey on student interns form to university supervisor	7 Sep 2018

Safety Precaution

- Students are extremely required to observe "SAFETY FIRST" in all compliance of the assignments at the company.
- Female students are highly encouraged to take extra precaution and extra reasonable care for themselves to make sure for safer environment.
- Seek assistance if you encounter any problem relating to your training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) & communicate directly as soon as possible with company supervisor & university supervisor.

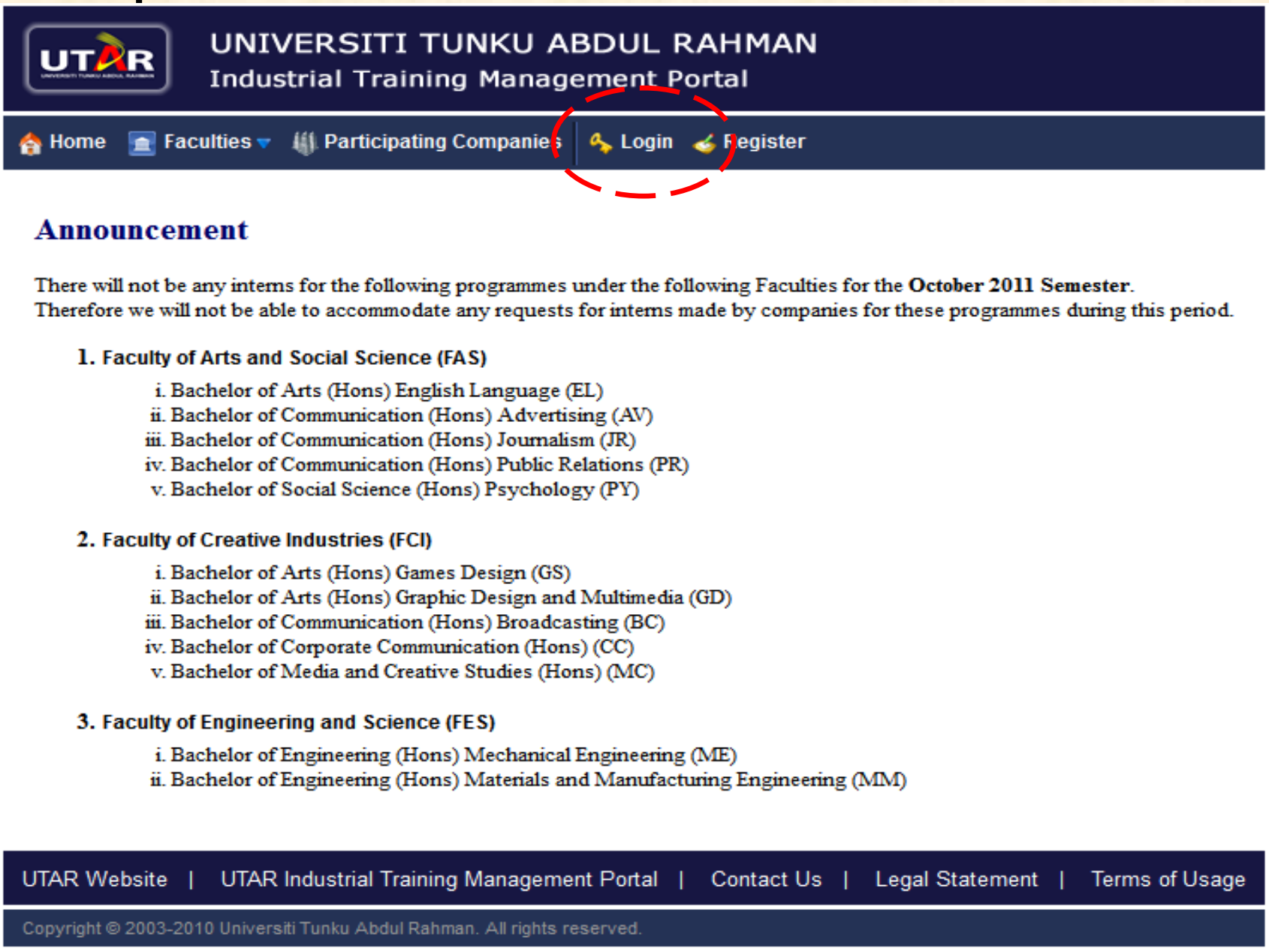
UTAR Industrial Training Management Portal

- **pre-registration – COMPULSORY for every student going for IT**
- **at http://indtrng.utar.edu.my**
- **login using:**

  username: 0912345 (student's ID)

  password: 880324-14-3668 (student's IC number, including dashes)
- **for FSc students, open for pre-registration from 1 Mar 2018 and close on 11 May 2018**
- **If your name is not in the portal, inform or email us at sitnw@utar.edu.my**

http://indtrng.utar.edu.my



UNIVERSITI TUNKU ABDUL RAHMAN
Industrial Training Management Portal

Home | Faculties | Participating Companies | Login | Register

Announcement

There will not be any interns for the following programmes under the following Faculties for the **October 2011 Semester**.
Therefore we will not be able to accommodate any requests for interns made by companies for these programmes during this period.

1. Faculty of Arts and Social Science (FAS)

i. Bachelor of Arts (Hons) English Language (EL)
ii. Bachelor of Communication (Hons) Advertising (AV)
iii. Bachelor of Communication (Hons) Journalism (JR)
iv. Bachelor of Communication (Hons) Public Relations (PR)
v. Bachelor of Social Science (Hons) Psychology (PY)

2. Faculty of Creative Industries (FCI)

i. Bachelor of Arts (Hons) Games Design (GS)
ii. Bachelor of Arts (Hons) Graphic Design and Multimedia (GD)
iii. Bachelor of Communication (Hons) Broadcasting (BC)
iv. Bachelor of Corporate Communication (Hons) (CC)
v. Bachelor of Media and Creative Studies (Hons) (MC)

3. Faculty of Engineering and Science (FES)

i. Bachelor of Engineering (Hons) Mechanical Engineering (ME)
ii. Bachelor of Engineering (Hons) Materials and Manufacturing Engineering (MM)

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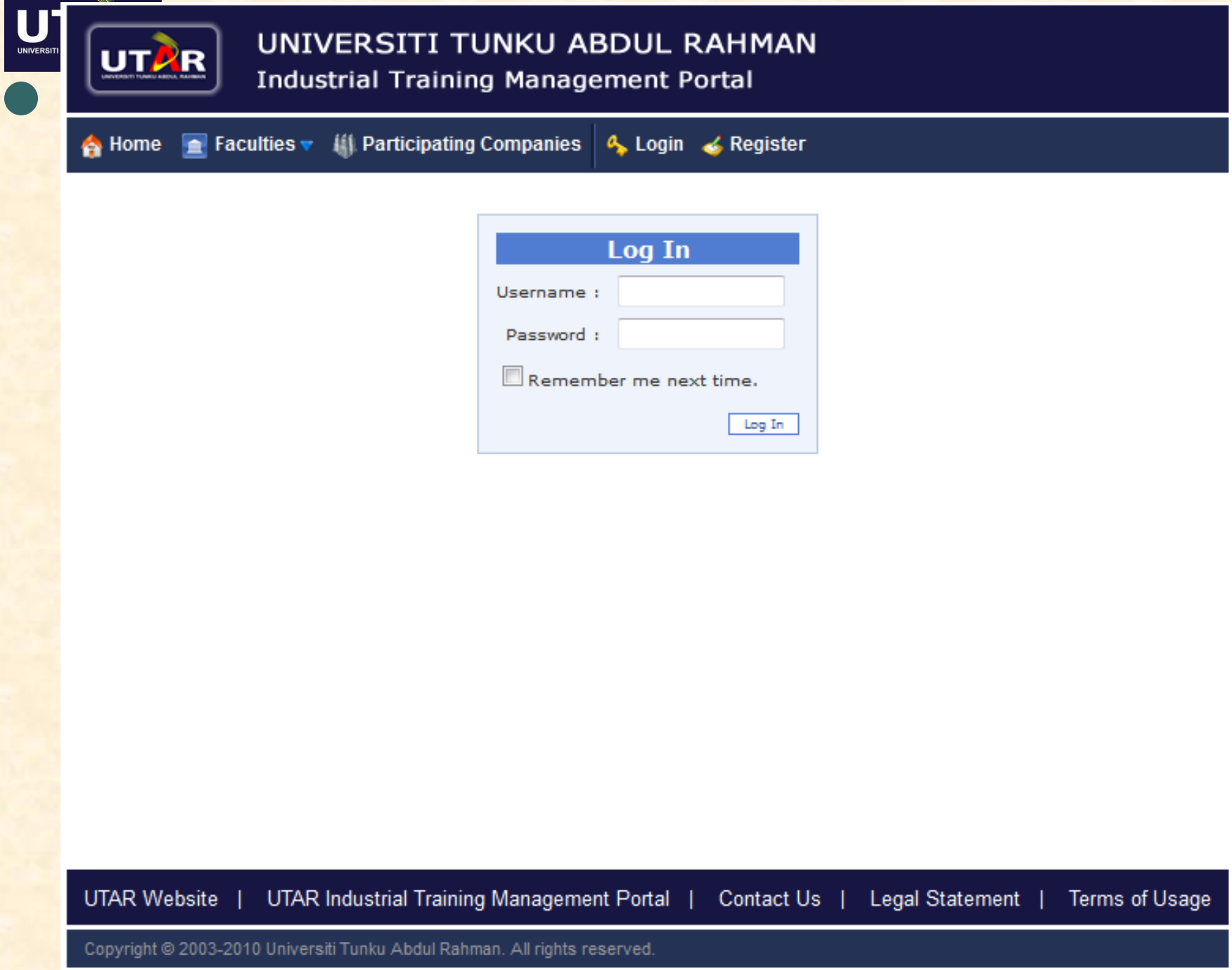
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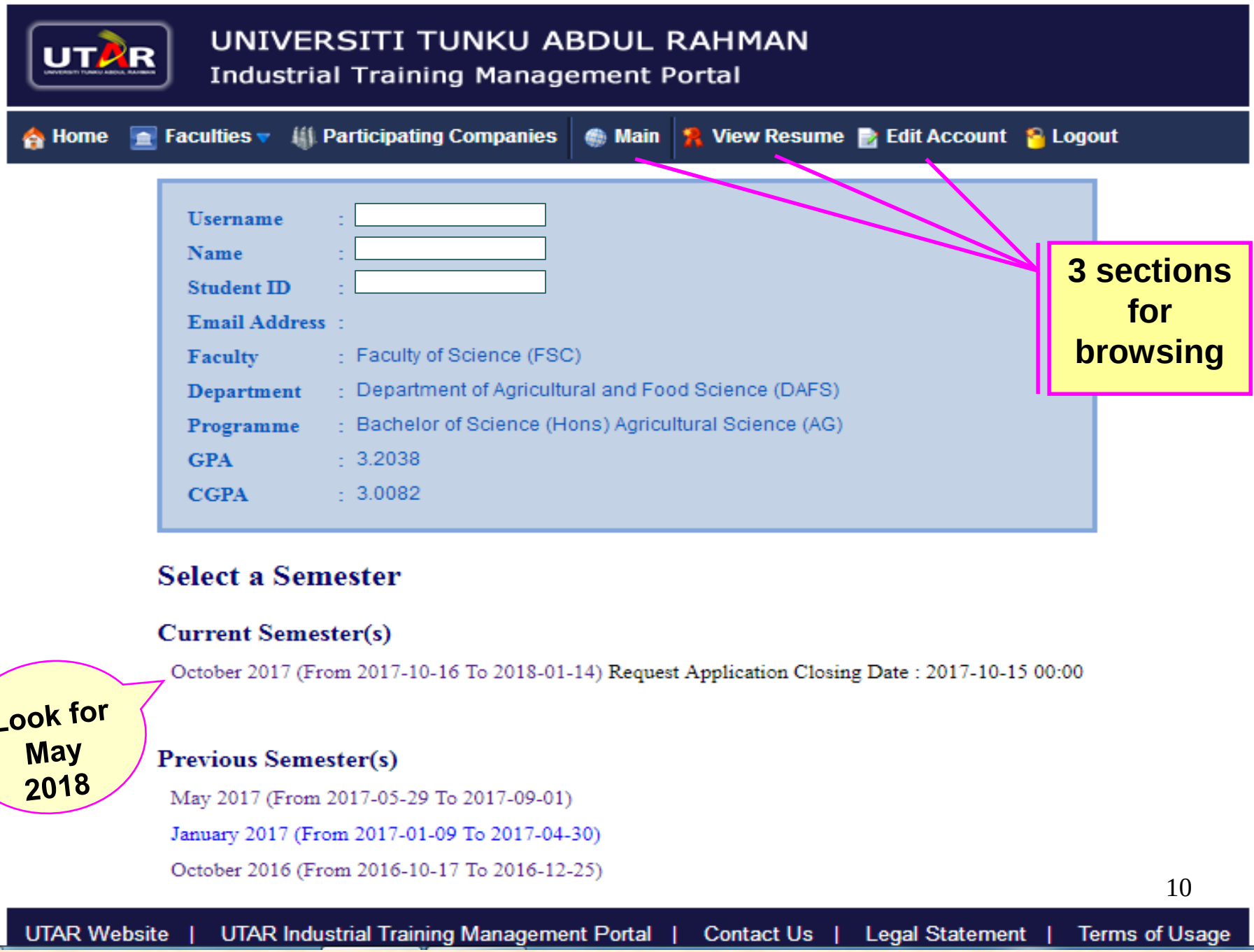
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Industrial Training Management Portal
Home
Faculties
Participating Companies
Main
View Resume
Edit Account
Logout
Username :
Name :
Student ID :
Email Address :
Faculty : Faculty of Science (FSC)
Department : Department of Agricultural and Food Science (DAFS)
Programme : Bachelor of Science (Hons) Agricultural Science (AG)
GPA : 3.2038
CGPA : 3.0082
3 sections for browsing
Select a Semester
Current Semester(s)
October 2017 (From 2017-10-16 To 2018-01-14) Request Application Closing Date : 2017-10-15 00:00
Look for May 2018
Previous Semester(s)
May 2017 (From 2017-05-29 To 2017-09-01)
January 2017 (From 2017-01-09 To 2017-04-30)
October 2016 (From 2016-10-17 To 2016-12-25)
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Industrial Training Management Portal

Home | Faculties | Participating Companies | Main | View Resume | Edit Account | Logout

Username	:	
Name	:	
Student ID	:	
Email Address	:	
Faculty	:	Faculty of Science (FSC)
Department	:	Department of Chemical Science (DCS)
Programme	:	Bachelor of Science (Hons) Biochemistry (BE)
GPA	:	2.5850
CGPA	:	2.5225

at Main section

Agreement

1 Industrial Training Guidelines for Students

Students are required to participate and work as industrial trainees in the industry of their chosen discipline. Industrial training is a credited course programme, and thus is compulsory in order to satisfy the degree coursework requirements for graduation.

1.1 Background

Industrial training provides the impetus for students to comprehend and appreciate real-life working experiences. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides students 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 specialise in niche areas.

1.2 Objectives

The objectives of the Industrial Training programme are as follow:

8.3.11 Business knowledge.
8.3.12 Other skills and knowledge requirements/necessary for work or career.
8.3.13 Specific directions of the company (public information).
8.3.14 Work Culture of the company and also of the industry.
8.3.15 Work Ethics of the company/industry.
8.3.16 The industry and its markets.
8.3.17 The industry and its governing operation standards (if any)
8.3.18 The industry remuneration standards and employment conditions.
8.3.19 Expectation of the company/industry in general on employees.
8.3.20 Technicalities on the project that you worked on without breaching any term of agreement with the company.
8.3.21 Your ambition/career aspiration now - on completion of industrial training.
8.3.22 Any information that you consider useful for this report.

8.4 Submission of Final Report

Each student must submit a Final Report and deliver a presentation on industrial training at the end of the industrial training period.

Important: Attach your Weekly and Monthly Report with this Final Report and any other relevant material. The Monthly Report must be signed by your supervisor. Discuss and verify your Final Report with your supervisors.

Final Report must be handed in to the Faculty General Office on the first week of the new semester.

Do you agree to have UTAR to conduct an Industrial Training placement for you for the October 2016 Semester?

- ○ YES. I agree to have UTAR to conduct an Industrial Training placement for me.
- ○ NO. I will look for a company on my own.

Click

☐ **I agree with the Letter of Indemnity (downloadable here) and the Terms and Conditions above (downloadable here).**

Tick

Next

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Next, go to Edit Account

Info Update (Page 1 of 11) - Personal Particulars

You may omit the Password fields if you do not plan to change your password.

Current Password :
New Password :
Confirm Password :

Gender : Female
IC Number :
Date of Birth : 1988-03-09 *
Nationality : Malaysia *
Race : [Please Select] *
Marital Status : [Please Select] *
Mobile Phone Number : *
Email Address : *
Upload Photo : Browse...

Use appropriate email address

can upload your photo

Preferred Locations for Industrial Training

Option 1 State : [Please Select] *
Area : *

Option 2 State : [Please Select] *
Area : *

Option 3 State : [Please Select] *
Area : *

* Required Fields

Next

Department : Department of Chemical Science (DCS)

Programme : Bachelor of Science (Hons) Biochemistry (BE)

CGPA : 2.2970

Info Update (Page 2 of 11) - Permanent Residence

Address :

:

:

City :

Postcode :

Province/State : [Please Select]

Country : Malaysia

Contact Number :

* Required Fields

Back Next

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Department : Department of Chemical Science (DOS)

Programme : Bachelor of Science (Hons) Biochemistry (BE)

CGPA : 2.2970

Info Update (Page 3 of 11) - Correspondence Residence

Address :

:

:

City :

Postcode : *

Province/State : [Please Select] *

Country : Malaysia *

Contact Number :

* Required Fields

Back Next

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Info Update (Page 4 of 11) - Emergency Contact

Contact Name	:		*
Relationship	:		*
Address	:		*
	:		
	:		
City	:		
Postcode	:		*
Province/State	:	[Please Select]	*
Country	:	Malaysia	*
Contact Number	:		*

* Required Fields

Back Next

Fill in the first four pages, others are optional.

IT Placement

Q: If I got an offer from a company for industrial training, what should I do?

- ✓ **inform the company if you accept the offer**
- ✓ **submit a copy of the offer letter to the deputy dean (Dr. Sit NW)**

IT Placement

Q: If I got more than one offer for industrial training, what should I do?

- ✓ **decide & inform the company that you accept the offer**
- ✓ **reject the other offers in a proper manner**
- ✓ **submit a copy of the offer letter to the deputy dean (Dr. Sit NW)**

IT Placement

Q: I have sent my application for industrial training to a company few weeks ago. Until now, I have not received any reply from the company. What should I do?

- ✓ **Follow up with the company**
- ✓ **Call or email the company to check for the status of your application**

Indemnity Letters

- fill in after confirmation of placement
- one set (two copies: one for student & one for parents/guardian)
- sign in two sets:
  - one set → submit to FGO latest by 11 May 2018
  - another set → pass to the company on the first day of IT

Appendix 1

Appendix 2

Downloadable from faculty IT webpage

http://www.utar.edu.my/fs/

- Overview
- Undergraduate Programme
- Programme Handbook
- Postgraduate Programme
- Programme Objectives
- Industrial Training
- Photo Gallery

Industrial Training Committee 2018

Chairperson:	**Dr Sit Nam Weng** Deputy Dean (Student Development and Industrial Training) sitnw@utar.edu.my	
Members:		
Department	**Coordinator**	**Committee**
Agricultural and Food Science	**Puan Azida Illyani** (Agricultural Science) azida@utar.edu.my **Dr Ee Kah Yaw** (Food Science) eeky@utar.edu.my	-
Biological Science	**Dr Goh Wei Lim** (Biotechnology and Microbiology) wlgoh@utar.edu.my	Mr Kam Yew Chee kamyc@utar.edu.my Dr Tong Kim Suan tongks@utar.edu.my
Biomedical Science	**Ms Annaletchumy Loganathan** (Biomedical Science) annal@utar.edu.my	Dr Michelle Ng Yeen Tan ngyt@utar.edu.my Ms Sangeetha a/p Arullappan sangeetha@utar.edu.my Ms Saw Seow Hoon sawsh@utar.edu.my
Chemical Science	**Dr Chai Tsun Thai** (Biochemistry) chaitt@utar.edu.my **Dr Ooi Mei Lee** (Chemistry) ooiml@utar.edu.my	Ms Anto Cordelia antoc@utar.edu.my Dr Chang Ying Ping changyp@utar.edu.my Dr Lim Boon Hoe bhlim@utar.edu.my
Physical and Mathematical Science	**Mr Looi Sing Yan** (Statistical Computing and Operations Research) looisy@utar.edu.my **Dr Lam Weng Siew** (Logistics & International Shipping) lamws@utar.edu.my	-

Industrial Training Durations for Year 2018

Duration: 3 months

Jan session: 16 January – 15 April 2018

May session: 1 June – 31 August 2018

Oct session: 1 October – 31 December 2018

FSc IT 2018 May Briefing Notice (Posted on 14/2/2018) New!

http://www.utar.edu.my/fs/

List of companies for FSc students (Posted on 29/5/2017)

Students Insurance Policy 2017 (Posted on 6/4/2017)

Appendix 5a Agricultural Science PLO Survey V2.pdf

Appendix 5b Biomedical Science PLO Survey V2.pdf

Appendix 5c Biotechnology PLO Survey V2.pdf

Appendix 5d Chemistry PLO Survey V2.pdf

Appendix 5e Logistics & International Shipping PLO Survey V2.pdf

Appendix 5f Biochemistry PLO Survey V2.pdf

Appendix 5g Food Science PLO Survey V2.pdf

Appendix 5h Microbiology PLO Survey V2.pdf

Appendix 5i Statistical Computing & Operations Research PLO Survey V2.pdf

IT visitation report (staff)

IT visitation report (student)

Appendix 1 IT Indemnity Letter UTAR-FSc (student)

Appendix 2 IT Indemnity Letter UTAR-FSc (parents guardian)

Appendix 3 Important Contact Particulars (UTAR-FSc)

Appendix 4 Company Appraisal Form (UTAR-FSc)

UTAR Industrial Training Manual Version 4.0 (Sept 2012)

MOHE Dasar Latihan Industri

Last updated: 14 Feb 2018 by FS © 2003 - 2018 Universiti Tunku Abdul Rahman Email: info@utar.edu.my
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Indemnity Letter

(1) Sample Letter of Indemnity & Undertaking for the Company Given By Student

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

I, ... NRIC No. ..... Student ID No. .....
(to state student's name)
Course of Study: .....Year & Semester: .....
Period of Industrial Training: From <date> to<date>
<hereinafter referred to as "I"> refer to the above industrial training given to me by your Company.

In consideration of your Company affording the above industrial training, I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I shall undertake full responsibility of my action and behaviour at all times during the course of industrial training. The University shall not be liable for my misconduct or wrong doing.

I confirm that I am currently a UTAR registered student, who is covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, I shall obtain and keep valid the necessary additional insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Yours sincerely

Student's Signature
Name:
Contact Address:
Contact Phone Nos:

Enclosure: ( )

cc: Deputy Dean, Student Development and Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak.

Appendix 1

Indemnity Letter

(2) Sample Letter of Indemnity & Undertaking for the Company Given By Parents/Guardi

Appendix 2

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We,
.....
(to state parents/guardian names and NRIC Nos.)
the parents/guardian of (to state student's name, NRIC No, Student ID No. Course of Study, Year & Semester)
<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training from <date> to <date> given to our son/daughter by the Company (to state the company name, company number and address) <hereinafter referred to as "the Company">

In consideration of your Company affording the above industrial training, we, the undersigned parents/guardian shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the course of industrial training.

We shall undertake full responsibility of our son/daughter's action and behaviour at all times during the course of industrial training. The University shall not be liable for our son/daughter's misconduct or wrong doing.

We confirm that our son/daughter, being a registered student, is currently covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary additional insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

Yours sincerely
Parents'/Guardian's Signatures
Name of Father:
Name of Mother:
Name of Guardian:
Contact/House Address:
Contact Phone Nos:
Enclosure: ( )

cc: Deputy Dean, Student Development and Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak.

Insurance Coverage

MPI GENERALI

Downloadable from faculty IT webpage

UNIVERSITI TUNKU ABDUL RAHMAN
NO 9 JALAN BERSATU 13/4
46200 PETALING JAYA
SELANGOR

GROUP PERSONAL ACCIDENT POLICY

Policy No : PAG-P0231558-BR
Account No : BWN00362

HEAD OFFICE	8th Floor, Menara Multi-Purpose, Capital Square, 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur. Postal Address: P.O. Box 10122, 50704 Kuala Lumpur. P +603 2034 9888, F +603 2694 5758, +603 2694 5759 mpigenerali.com
WEST MALAYSIA BRANCH OFFICES	
ALOR SETAR	2nd Floor Unit 5A, No. 55, Bangunan Emum 55, Jalan Gangsa, Kawasan Perusahaan Mergong 2, 05150 Alor Setar, Kedah. P +604 735 7007 F +604 735 7000
BATU PAHAT	16-A PTD 55005 Jalan Ceria, Pusat Perniagaan Ceria, Jalan Kluang, 83000 Batu Pahat, Johor. P +607 439 5717 F +607 439 5727
IPOH	63 & 65, Jalan Chung Thye Phin, 30250 Ipoh, P.O. Box 107, 30710 Ipoh, Perak. P +605 241 0396, +605 241 0988 F +605 241 6307
JOHOR BAHRU	Unit 1903 & 1904, Level 19, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor. P +607 268 7600, F +607 268 7666, +607 268 7668
KANGAR	2nd Floor, No. 366 Taman Mutiara, Jalan Kangar – Alor Setar, 01000 Kangar, Perlis. P +604 979 3188, +604 979 3288 F +604 979 3588
KLANG	No. 11B, 2nd Floor, Jalan Kepayang, Off Jalan Meru, 41050 Klang, Selangor. P +603 3343 6898 F +603 3348 8828
KOTA BAHRU	Lot 385, T/Blk 13, Jalan Jambatan Sultan Yahya Petra, Kg. Sireh, 15050 Kota Bharu, Kelantan. P+609 748 7697, +609 748 7779 F +609 748 1597
KUANTAN	No. 3 & 5, Tingkat 2, Transit Point, Jalan Dato' Lim Hoe Lek, 25000 Kuantan, Pahang. P +609 513 5288 F +609 513 3993
MELAKA	No. 308, Jalan Melaka Raya 1, Taman Melaka Raya, 75000 Melaka. P +606 288 3818 F +606 283 2818
PENANG	No. 41-01-01, 1st Floor, Wisma Prudential, Jalan Cantonment, 10250 Penang. P +604 228 9388 F +604 228 9088
PETALING JAYA	No. 12, 1st & 2nd Floor, Jalan SS 3/5, 47300 Petaling Jaya, Selangor. P +603 7875 2328 F +603 7875 2321
SEREMBAN	No. 69-1, 1st Floor, Jalan Era Square 2, Era Square, 70200 Seremban, Negeri Sembilan. P +606 761 8818, +606 761 7818 F +606 763 0818
EAST MALAYSIA BRANCH OFFICES	
KOTA KINABALU	Block B, Lot 1, 1st Floor, Jalan Lintas Highway, Lintas Jaya New Uptownship, 89500 Penampang, Sabah. P+6088 719 720, +6088 726 022, +6088 727 209, F +6088 711 821
KUCHING	Lot 584-586, 1st Floor, Jalan Tun Ahmad Zaidi Adruce, 93150 Kuching Sarawak. P +6082 248 833, +6082 248 933 F +6082 428 633
SANDAKAN	Lot 9, Block B, Utama Place, Mile 6, North Road, 90000 Sandakan, Sabah. P +6089 212 233 F +6089 222 173
SIBU	No. 38, 1st Floor, Jalan Keranji, 96000 Sibu, Sarawak. P +6084 316 633 F +6084 318 933

For more information, log on to mpigenerali.com or call +603 2034 9888

PAG/01/2018

Course Fee

- Check your student bill on the third week of May trimester.
- Pay your course fees latest by the fourth week of May trimester.

May Trimester

WEEK	STUDENT'S DUTY (LONG TRIMESTER)	
1	Add / drop week Request to Repeat / Offer a Course	
2		
3	Student bill week	
4		
5	Course verification	
6		
7	Meeting with Academic Advisor	
8		
9		
10		
11		
12	Pre-registration period	
13	Bar list out	Student's online survey
14	Examination authorisation slip	

Important Contact Particulars Form

- Fill in this form (softcopy) when IT starts
- Email to your university supervisor within first week of IT (latest by 8 Jun 2018)
- Submit a copy to your company supervisor
- Students must update the Faculty and the company upon any changes of the contact particulars as soon as possible.

Appendix 3

Also downloadable from faculty IT webpage

B1. : Important contact particulars

Universiti Tunku Abdul Rahman (Perak campus)
Faculty of Science
Industrial Training: Important Contact Particulars

Appendix 3

Name of Trainee: _____ Gender:_____

Student ID:_____

Course:_____

Year of Study:_____Trimester:_____

Period of Industrial Training: from _____ to _____

Correspondence Address (during industrial training):

_____

_____

Telephone/Hand phone no. : _____Email Address: _____

Name of emergency contact person:

_____

Hand phone No. : _____ Relationship : _____

Name of UTAR supervisor: _____

Hand phone No. : _____ Fax No. : _05-4661676___ Email Address: _____

Name of Company assigned: _____

Address (where the training is carried out):

_____

Name of Company Supervisor:

_____

Telephone No. : _____ Fax No. :_____ Email Address: _____

Name of Company Manager (or contact person):

_____

Telephone No. : _____ Fax No. :_____ Email Address:_____

Student **must** update the Faculty and the company upon any changes of the contact particulars above as soon as possible.

Industrial Training Visit

- An academic staff will be assigned by the faculty to perform **a visit** (site visit or video-conference/ phone call) to your company and to get feedback from the company supervisor on your performance.
- For **government hospitals** under the memorandum of agreement (MoA) between UTAR and Ministry of Health Malaysia, the visit will be carried out **three times**.

Industrial Training Visit

- The visiting academic staff will make neccessary arrangements (date & time) with you and your company supervisor and fill in the visitation reports during the visit.
- Please feedback to your respective industrial training coordinators if there are any problems or issues with the IT visit.

Assessment

Work Performance Appraisal (Graded by placement site supervisor)	**30%**
Presentation and Attachment Report (Graded by the university course supervisor)	**60%**
Oral Presentation (Graded by the university course supervisor and a moderator)	**10%**
Total	**100%**

Final grading → pass or fail

Biweekly Reports

- Submit a biweekly report (every two weeks) to your **university supervisor** and **company supervisor** via email.
- Describe the tasks assigned/works that have been done for the past two weeks – – free format
- Compile all the six biweekly reports and put into your final report.

Final Report

- Constitutes 60% of the overall assessment
- Contains the following sections:

1. Introduction
   - introduction to industrial training experience and company background
2. Work-based Learning Experience
   - overall description of tasks completed & experience gained during industrial training

Final Report

3. Knowledge & Skills Applied & Gained
   - biweekly reports 1, 2, 3, 4, 5 & 6
4. Conclusion
   - description of how learning experience at work relates to personal interest/ambition and preparation for career; personal shortcomings and personal development

Final Report

- Assessment on the final report also includes:
  - Correct use of English language
  - References are listed using Harvard citation style.
  - References are cited in content or body of report.
  - Report is clearly structured with sections and headings.
  - Report is submitted on time.

Final Report

- Must submit to your university supervisor in CD form.
- Prepare your report in Words or pdf document.
- Put into single file or multiple files with clear labeling.
- Label clearly on the CD with your name, ID, programme & a heading “Industrial Training May 2018 Trimester”.

Submit the final report to your university supervisor for examination latest by 7 September 2018.

Company Appraisal Form

- To be assessed by your company supervisor
- Four components of assessment:
  (i) Interpersonal & soft skills
  (ii) Attitude
  (iii) General knowledge
  (iv) Contribution to the company
- Constitutes 30% of the overall assessment, students without company appraisal form → **0%**

Company Appraisal Form

- Print out from the faculty IT webpage (Appendix 4) and pass the form to your company supervisor for evaluation.
- Bring it back in a sealed envelope and pass to your university supervisor latest by 7 September 2018.

Appendix 4

B5. Company appraisal on student (Universiti Tunku Abdul Rahman – Faculty of Science)

INDUSTRIAL TRAINING STUDENT APPRAISAL BY COMPANY

Name of Student: _____ Course: _____

Company: _____

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

	Very Poor	Poor	Fair	Good	Very Good
A. Interpersonal & Softskill					
Communicates with others at all levels					
Written communication skills					
Teamwork/collaboration skills					
Interpersonal relations					
General appearance					
B. Attitude					
Timeliness/ Punctuality					
Initiative/ Self-motivation					
Work ethic/independability					
Resourcefulness					
Interest in work					
C. General knowledge					
Business understanding					
Use of technology					
Problem-solving Skill					
Learning and discovery					
D. Contribution to the company					
Completion of assigned tasks					
Quality of work					
Contribution/work performed					

E. General comments

_____

_____

_____

Please return this appraisal form in a sealed envelope and thank you for your kind cooperation.

Company's Supervisor Name and Signature:

Company Cop:

Date:

Ver: 2.0 (Sep 2012)

Survey on Student Interns

- A survey on programme learning outcomes
- Print out from the faculty IT webpage (Appendix 5) according to your programme.
- Pass the survey form to your company supervisor to fill in.
- Bring it back to your university supervisor latest by 7 September 2018.

Oral Presentation

- ★ Constitutes 10% of the overall assessment
- ★ Scheduled on 7 September 2018 (Friday)
- ★ 10 minutes presentation + 5 minutes Q&A
- ★ Assessment on:

  (a) Presenter's general preparation

  (b) Power-point presentation

  (c) Presentation content

  (d) Presentation question and answer session

Leave Application

- Maximum: 6 days, including sick leave, hospitalization leave, compassionate leave, emergency leave and etc. (Subject to the company policies)
- Annual leave is NOT an entitlement during industrial training.
- All students are required to obtain approval from company supervisor first before on leave.
- Students must also inform UTAR supervisor via e-mail.

Sponsorship for Outbound Student Programmes (Overseas)

http://www.utar.edu.my/studytour/

B. The quantum of sponsorship is given as shown below:

1. For student(s) who apply for:

1.1 Academic exchange for one semester and above

1.2 Internship in overseas Universities.

Countries	Sponsorship of cash
For students going to Japan/ Korea/ US/ Europe/ Australia/ New Zealand/ Canada	For a maximum of RM 3,000
For students going to other Asian countries	For a maximum of RM 2,000
For students going to other countries not mentioned above	To be recommended by the Outbound Student Programmes One Stop Center and approved by VP (IAD), for a maximum of RM 3,000

Checklist – Before IT

- ☑ Submit offer letter to deputy dean (Dr. Sit)
- ☑ Submit signed indemnity letters to FGO
- ☑ Bring the following documents on the 1st day of IT:
  - offer/acceptance letter
  - original verification letter
  - signed indemnity letter (one set)
  - other documents as required by the company (eg. student ID card, photo etc.)
  - clean lab coat, personal protective equipment etc.
- ☑ Take note on dress code of the company

Checklist – During IT

- ☑ 1st week of IT → send ”Important Contact Particulars Form” to your university supervisor
- ☑ 3rd week of the trimester → pay fees for IT course
- ☑ Every 2 weeks – send a biweekly report to your university supervisor and company supervisor

Checklist – After IT

- ☑ Prepare for oral presentation
- ☑ Submit the following documents to your university supervisor
  - CD containing final report
  - Company appraisal form (in a sealed envelope)
  - Survey on student interns form

Questions ?