

**UNIVERSITI TUNKU ABDUL RAHMAN**

**FORM TITLE : COURSE FILE RECORD**

Form Number : FM-ICS-CFR-002

Rev No : 0

Effective Date : 06/04/2016

**INSTITUTE OF CHINESE STUDIES**

COURSE CODE	ULSG3006			
COURSE DESCRIPTION	INDUSTRIAL TRAINING			
LECTURER				
TUTOR				
FACULTY	INSTITUTE OF CHINESE STUDIES			
ACADEMIC YEAR	20 / 20			
PROGRAMME	Bachelor of Arts (Hons) Chinese Studies			
SESSION				
TRIMESTER	Jan / May			
Ref. No.	Contents	Action By	(√)	Remarks
AB	Syllabus	Lecturer		Softcopy
CD	Action Planned for Industrial Training	Lecturer		Softcopy
EF	Student - Supervisor List	FGO		Softcopy
	Student Presentation List			
	Student -Company background list			
GH	<u>Assessment Report</u>	Lecturer		Softcopy
	Bi Weekly Report			
	Marking Guidelines / Key Points			
	*Samples			
IJ	<u>Visitation Report</u>	Lecturer		Hardcopy
	UTAR Industrial Training: Visitation Report - Student & Company			
	*Samples	Lecturer		Hardcopy
KL	<u>Final Report Assessment</u>	Lecturer		Hardcopy
	On Site Supervisor Industrial Training Evaluation Form (with marks)			
	Oral Presentation Marks Sheet			
	Final Report Marks			
	*Samples (Final Report)	Lecturer		Hardcopy
MN	Overall Students' Marks	Lecturer		Softcopy
OP	Nil			
QR	Examination Result Analysis	Lecturer		Hardcopy
	Course Report	Lecturer		Softcopy & Hardcopy (Both copies are with signature; to submit after DCDC Meeting)

Note: (1)\* Please attach 3 samples for each of the following categories:

- (a) good
- (b) average
- (c) poor

(2) Marking guidelines / key points as indicated above  
has to be attached to the Course File.

Verified by:

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Head of Department

Name: .....

Date: .....