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Appendices for Sections 1 to 5
SECTION 1: INTRODUCTION

With effect from January 2009 intake, it is compulsory for all UTAR students to complete Industrial Training for 3 to 6 months, depending on the course of study (Appendix 1 CURRENT SCHEDULES OF INDUSTRIAL TRAINING in Faculty Appendices)

1.1 Objectives

The objectives of an undergraduate following a program of Industrial Training are:

- applying acquired knowledge in problem based exercises in real life industrial projects
- ensuring the relevant degree coursework and training programmes conducted according to the expectations of the industry, to ensure the subject contents are relevant and up to date.
- Providing opportunity for students to acquire practical skills and experience working on projects alongside industry experts.
- providing an opportunity for students to acquire interpersonal skills and ability for teamwork through interaction with professionals in their field of study.
- learning about ethics in the industry
- learning accepted safety practices in the industry
- providing an opportunity for students to learn about the industry of their discipline and related environment
- providing an opportunity for the industry to identify potential employees and to feedback comments on the degree programme at large.
- providing opportunity to obtain knowledge of how to make optimal decisions to resolve work challenges

1.2 Learning Outcomes

Upon completion of Industrial Training, learners shall be able to:

- extend the boundaries of knowledge through research and development
- develop significant commitment in the students’ profession/specialisation
- integrate classroom theory with workplace practice
- develop greater clarity about academic and career goals
- develop new or advanced skills
- develop lifelong learning skills
- gain understanding of administrative functions and company culture
- appreciate the ethical basis of professional practice in in relevant industry
- display a capacity for critical reasoning and independent learning
- exercise the role of the professional/specialist/manager/supervisor confidently in the relevant industry
- write formatted report explaining the work in industrial training and describing the experience
- assess the adequacy of training
- explore options in career plans and goals
- make a gradual transition from academia to career
Section 2

Industrial Training

Faculty

Handbook

Version 2.0
December 2009
2.1 MANAGEMENT OF INDUSTRIAL TRAINING

(a) There is a University Industrial Training Committee which coordinates industrial training matters. This committee comprises:
- Chairman - Vice President (Student Development and Alumni Relations)
- Committee Members:
  - Director of Software Development & Multimedia Services Centre
  - Head of Department of Internationalisation and Institutional Relations
  - Head of Department of Alumni Relations and Placement (Secretariat)

(b) Each Faculty will set up an Industrial Training Committee (ITC):

The Faculty Industrial Training Committee is responsible for assigning students to the respective companies for Industrial Training.

(c) The procedures on the management of industrial training to be standardized university-wide.

(d) Any revision of the syllabus for the industrial training would be recommended by the Industrial Training Committee to Faculty ADCC, which, if agreed, would recommend it to the Faculty Board. Upon agreement, the Faculty Board would forward the proposal to UTAR ADCC for consideration and recommendation to Senate for approval.

2.1.1 List of Companies / Organizations

The ITC oversees preparation of the list of organizations to be considered for industrial attachment. It arranges for the placement of students with the appropriate organization.

2.1.2 Security

The ITC is responsible for the security and safety of students during industrial attachment. This includes arrangements for insurance and related matters.

2.1.3 Placement with Relevant Organization

Work conducted in the selected organization should be related to the course of study in which the student is enrolled. Arrangements with these organizations are made by the ITC of the respective faculty.

2.1.4 Duration of Industrial Training and Credit Hours

The duration of industrial training may vary according to the requirements of the course of study concerned. However, the minimum period for industrial attachment is 3 months. Credit hours allocated normally follow MQA and/or professional body guidelines.

2.1.5 Supervision

Supervision is carried out by:
- an academic supervisor from UTAR
- a site supervisor from the organisation to which the student is assigned.

The supervisors should have the necessary qualifications or work experience in the area of study. Students will be provided with a set of evaluation guidelines so that they are aware of the areas of knowledge and skills on which they are evaluated.
2.1.6 Evaluation

Evaluation of the industrial attachment is based on the following material:

- Minimum one written report every two weeks from the student.
- Report on the students from the site supervisor at least once during the industrial attachment.
- Detailed written report by the student and submitted to the staff supervisor and site supervisor.
  - From Week 5 of the training onwards, UTAR academic supervisor to monitor performance of the student trainee by:
    a. visiting the industrial training company based in Malaysia at least once during the period of industrial training.
    b. liaising with the counterpart based overseas via Skype or other form of communication.
- The visit by supervisors shall maintain good rapport between the university and industry.
- The industry to evaluate the performance of the student trainee.
- As the programmes are outcome based, the industry to provide feedback on student performance's outcome and also feedback on UTAR graduates who are employed by the industry.
- Feedbacks received from the industry to be tabled at ADCC and for noting at Senate.

Comment [s2]: Added according to Senate meeting

2.1.7 Marking Scheme

(Appendix 2 in Faculty Appendices)

2.1.8 Rules and Regulations

Regulations and ethical behaviour during industrial training are given in the Student Handbook.

2.2 INDUSTRIAL TRAINING OVERSEAS

The industrial training programme in overseas is meant to expose the students to new technologies in countries that are at the forefront of the technology revolution that is sweeping many parts of the world.

Students are advised to get all the requisite documents in time for the industrial training.

Allow about 5 weeks to process the students' applications before final approval is given. As such, time in submitting the required documents to the relevant Immigration must not be delayed in order not to upset the industrial training schedule.

Guidelines for overseas industrial training are given in the Student Handbook.

2.3 LEGAL DOCUMENTS (Appendix A):

1. All students going for industrial attachment (at different places in Malaysia and overseas) have signed an indemnity form.

2. All UTAR students are covered by a group PA insurance policy and must be covered by additional insurance and medical coverage for overseas travel (and other insurance as required by the overseas institution/organisation).

3. Necessary letter of authorization from the management of the overseas institution/organisation plus visa/permit as required by country concerned.

4. Travel document is ready, either restricted or international passport.

5. Obtain and fill up the embarkation form at departure, which will be surrendered to the relevant Immigration at the embarkation check point on arrival.
6. Address of the place of residence in the chosen country

N.B.
Screening of universities/organisations by Industrial Training Committee (minuted) is compulsory and extremely important.

2.4 INSURANCE

Letter from Deputy Dean

<Date>

To Whom It May Concern

This is to certify that all UTAR registered students are covered by a general insurance policy as follows:

Insurance Company : e.g. Multi-Purpose Insurans Bhd
Class of Insurance : Group Personal Accident (For Students) Insurance
Policy No. : e.g. PAG-P0052643-1
Coverage : Against accidents due to violent, external & visible means round the clock anywhere in the world resulting death or permanent disablement in respect of the following persons:-

Insured Persons: All students of the Universiti Tunku Abdul Rahman

Benefits : Compensation (for each insured person)

Death RM 45,000.00

Permanent total disablement due to loss of one hand or both hands and one foot or both feet, and/ or loss of sight of one or both eyes: RM 45,000.00

Permanent total disablement by accident due to causes other than loss of limb or sight: RM 45,000.00

Actual expenses reasonably and necessarily incurred for medical treatment by registered practitioner and funeral expenses RM 3,000.00

In respect of traditional medical treatment, the compensation is limited to RM500.00

Thank you.

Yours sincerely,

Deputy Dean
Student Development

Please also refer to Appendix B SAMPLE OF GROUP PERSONAL ACCIDENT POLICY (GPA)
2.5 CASES TERMINATED BY COMPANY / TRAINEE

Industrial committee must decide whether to give an F or assigned the trainee concerned to another company.

2.6 SAMPLE DOCUMENTS FOR PLACEMENT (Appendix C)

The following paperwork defines the process to source for placement:

Documents # – University arranged placements:
1. Letter to seek industrial placement for <names of programmes>
2. Company reply slip of the letter in item 1

Documents # – Student arranged placements:
3. Letter from the Faculty supporting student’s own initiative to seek industrial placement – letter is given at the Deputy Dean of Student Development’s discretion after registration is opened and the student registered with the FGO. The University does not sponsor application by the student’s own initiative (see terms and conditions in this document).
4. Company reply slip of the letter in item 3 – reply is addressed to the Deputy Dean, who will inform the respective coordinator when application is successful. A copy of the offer letter for the Name of Faculty will be filed.
5. (a) Sample cover letter for student reference. Student is encouraged to write his/her own cover letter.
   (b) Letter from UTAR informing of students sent for interview.

Documents # – informing the company status of progress:
6. Letter informing students to be sent for training
7. Letter informing company there is “No Students to fill up offers”
8. Letter informing company student is “Late reporting to work”

Other Documents #
9. Reminder to return Company Supervisor’s Appraisal Forms
10. Thank you letter for Supporting our Industrial Training
11. Letter of Warning – Non-Compliance
12. Appointment to Visit Industrial Trainees

Documents/letters relating to Industrial Training Overseas:
13. Sample Letter of Indemnity & Undertaking for the Company Given By Student (cc to UTAR) e.g. Singapore
14. Sample Letter of Undertaking & Indemnity for UTAR given by Parents (cc to UTAR) e.g. Singapore
15. Sample Letter of Undertaking & Indemnity for NUS given by UTAR for NUS as local sponsor & sign on training visit pass application form

16. SYNOPSIS OF COURSE to be attached to application letters (Appendix 3 in Faculty Appendices)
3.1 ASSESSMENT OF INDUSTRIAL TRAINING (Appendix 4 in Faculty Appendices)

3.2 SYLLABUS FOR INDUSTRIAL TRAINING (Appendix 5 in Faculty Appendices)

3.3 EVALUATION AND VISITATION REPORT OF INDUSTRIAL TRAINING (Appendix 6 in Faculty Appendices)

3.4 STUDENT APPRAISAL FORM OF INDUSTRIAL TRAINING (Appendix 7 in Faculty Appendices)

3.5 MARKING SCHEME OF INDUSTRIAL TRAINING (Appendix 2 in Faculty Appendices)

3.6 DETAILED MARKING SCHEME OF INDUSTRIAL TRAINING (Appendix 8 in Faculty Appendices)

3.7 HUMAN RESOURCE GUIDE

From Week 5 of the training onwards, UTAR academic supervisor to monitor performance of the student trainee by:

a. visiting the industrial training company based in Malaysia at least once during the period of industrial training.

b. liaising with the counterpart based overseas via skype or other form of communication.

If Supervisor from UTAR visits the student trainee based in Malaysia, the UTAR's existing Human Resource Policies and practices must apply.

1. There is no need to apply for leave as it will be treated working away from office. For the daily on-line sign in, the Leave Administrator will be asked to update the attendance to "Outstation/Overseas Assignment" if the travel has been approved by the University.

2. Complete the Outstation/Overseas Business Travel Application Form with certification by the dean. The number of days of travel to be indicated in the form and estimated budget for travel and accommodation expenses. Enclose supporting documents on the need to travel such as name of students, etc.

3. Claims on hotel accommodation and subsistence allowance will be based on staff entitlement. (Refer terms & conditions of employment in web2.utar.edu.my). Grade category may be checked with Human Resource, for example, A4.

4. Claims have to be submitted on the Overseas Trip Claim Form for making the claims on return of the trip.
SECTION 4

Industrial Training

Company

Handbook

Version 2.0
December 2009
4.1 SYLLABUS FOR INDUSTRIAL TRAINING (Appendix 5 in Faculty Appendices)

4.2 SAMPLE DOCUMENTS FOR PLACEMENT (Appendix C)

4.3 SYNOPSIS OF COURSE (Appendix 3 in Faculty Appendices)

4.4 ASSESSMENT OF INDUSTRIAL TRAINING (Appendix 4 in Faculty Appendices)

4.5 EVALUATION AND VISITATION REPORT OF INDUSTRIAL TRAINING (Appendix 6 Faculty Appendices)

4.6 STUDENT APPRAISAL FORM OF INDUSTRIAL TRAINING (Appendix 7 in Faculty Appendices)
Section 5

Industrial Training

Student Handbook

Version 2.0
December 2009
5.1 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.

5.1.1 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.

5.1.2 Objectives

The objectives of the Industrial Training programme are as follows:

1. To provide an opportunity for students to discover, learn about, and familiarise with the industry of their discipline, and with organisations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.

2. To 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.

3. To provide the opportunity for the industry to identify potential employees from among the industrial trainees and to feedback comments on the programme. Students will benefit from coursework tailored to meet training expectations of the industry.

4. To ensure coursework and training programmes satisfy the expectations of the industry, and ensure the programmes are relevant and up to date.

5. Overall, students will gain experience in the following:
   - Organisational skills and professional awareness
   - Ability to work under supervision and directions
   - Efficiently completing tasks, fostering good relationship with seniors and subordinates
   - Communication skills and contribution to company

5.1.3 Pre-Requisites

You must satisfy all the requirements stipulated by the Industrial Training course syllabus.

5.1.4 Procedures

Students may apply for positions advertised by the University, or apply for industrial training placement to companies of their choice by themselves. Student may apply to companies they are familiar or keen to work with, in their resolve to achieve their ambition. The Faculty will inform students when it is time to apply for vacancies arranged by the University. Students may apply for vacancies posted on notice boards through the Faculty Office.

1. The Faculty will notify short-listed applicants. The companies may interview the students or may just accept the students sent by the University.
2. Students may apply in private for vacancies through personal relations. Regretfully, the Faculty will not be able to assist with any official correspondence.
3. In such cases, students must obtain approval of the Faculty before they proceed to the company concerned. Students must submit for approval by Faculty’s stipulated deadline.

4. Inform the Faculty your industrial training appointment as soon as you received it. Fill up the appropriate form available at the Faculty Office.

5. Inform the Faculty if you failed in your attempts to secure a placement.

5.2 RULES AND REGULATIONS

5.2.1 Rules for Placement
2. The discretion of whether or not to accept you as an industrial trainee lies entirely with the company and not with the University. You should prepare yourself conversantly for the job interview, e.g. the company may test you on your skills and your knowledge of the relevant subject domains.
3. Only one job placement per student.
4. Students must accept the FIRST job offer given to them.
5. NO changing nor SWAPPING of jobs upon CONFIRMED placement without obtaining approval from their Faculty.
6. All placements must be for FULL TIME work.
7. NO job hopping. If a student wants to leave his current placement, he must provide justification to the Faculty and his/her company, and receive the approval BEFORE he/she can leave his/her current placement.
8. No working at close relative’s company.
9. Payment by the company is not a requirement.
10. For students who wished to find their own companies which were not in the Faculty List, it would still be the Industrial Training Committee to decide on the final placement based on companies proposed by the students.

5.2.2 Rules and Guidelines During Industrial Training

5.2.2.1 Code of Conduct
• All students on Industrial Attachment must abide by the following:
  • the laws of Malaysia and/or the laws of the designated country of your industrial training
  • the University’s Student Code of Conduct govern your conduct during the industrial training period,
  • the terms of your employment contract with the company, and
  • the Universities Act

5.2.2.2 General Behaviour
1. Maintain confidentiality of all work material.
2. Dress professionally and be well groomed.
3. Be polite and respectful.
4. Be sensitive and courteous to all your colleagues and clients.
5. Become acquainted with your colleagues from various departments and be appreciative of the services they provide.

5.2.2.3 Working Attitude and Behaviour
1. Show enthusiasm in the work assigned to you.
2. Give top priority in time, attention, and preparation to the work assigned by the company.
3. Be punctual for work. Adhere to the working hours and working days as stated in the offer letter and be willing to put in extra work hours if requested by your company.
4. Do not be absent from work unless you are sick and you have
obtained the medical certificate from the doctor. Inform your company supervisor or manager in the event of an unavoidable tardiness or absence as soon as possible and provide the medical certificate to your company when you return to work.

5. Prepare thoroughly and carefully before you meet your colleagues/superior/clients.

6. Become acquainted with the various learning materials and resources available for your work.

7. Always have the initiative to explore solutions for the work assigned to you. Clarify your doubts on the assigned work with your colleagues or company supervisor after you have put in your best effort. Take note on any advice given to you in your log book so that you do not need to ask your colleagues or company supervisor again in the future.

8. Carry out your assigned duties and responsibilities responsibly and professionally.

9. Prior approval from respective faculty and company would be required if a student wanted to leave the current placement.

5.2.2.4 Leave Application

1. All students are required to obtain approval from on-site supervisor BEFORE going on leave. (Students to check on the T&C of the company)

2. Students must also Inform UTAR supervisor via e-mail

5.2.3 Other Regulations

1. You must document your working experience, log your activity daily, summarise it weekly and record your progress monthly. On completion of your training programme, you must submit a written report. Your company supervisor will submit a report on your performance at the end of the industrial training.

2. In order to comply with the requirements of industrial training you and/or your parents/guardian are required to:

   a. Give an undertaking that you and/or your parents/guardian will not hold the University responsible for any misfortune or accidents and/or personal injuries involving you (whether fatal or otherwise).

   b. Should any other person or body suffer such accidents and/or personal injuries and/or damage to property during the course of industrial training as a result of negligent act whatsoever or omission on your part, you and/or your parents/guardian will take and/or undertake full responsibility.

   c. Indemnify and keep indemnified the University against any demands, claims and/or lawsuits made against the University in relation to such accidents and/or personal injuries and/or damage to property.

   d. In consideration of the company affording industrial training for you, you and/or your parents/guardian shall be liable for and will indemnify the company against any liability, loss, claim or proceeding in respect of personal injuries (whether fatal or otherwise) to you and/or to anybody and/or property damage arising out of or caused by any negligent act or omission on your part during the course of industrial training in the company.

   e. Prior to the commencement of the industrial training, you and/or your parents/guardian are required to obtain and keep valid the following insurance policies for the duration of the industrial training:

      i. Personal Accident Policy.
      ii. Personal Liability Policy.
iii. Medical, Hospitalisation and Surgical Policy.
[*industrial training outside Malaysia]

f. All of the above documents and copies of insurance cover notes/policies must be submitted to the university to be verified before you could start your industrial training with the company.

5.2.4 Industrial training/placement outside Malaysia

UTAR may look for internationally well-known companies for students interested in industrial training abroad. If the names of the internationally well-known companies are to be listed in UTAR website, students can view the list. Should a student intend to undergo training with any one of the companies in the list, then the student would have to approach his/her respective faculty to arrange for industrial training. Otherwise, students could contact other company not in the Faculty List directly themselves.

Students must follow up with necessary documents as in guidelines below:

1. CGPA of eligible candidate should be 3.0 and above.
2. It is compulsory for the overseas company’s senior officer to send UTAR an official letter, and then UTAR would follow up with the company progressively.
3. The Faculty Industrial Training Committee is required to go through the industrial training offer letter from the senior officer of the overseas company thoroughly. If appropriate, the committee would bring up the recommendation to the Faculty Board/Management Committee for approval.
4. If approved, DIIR and DISS would be informed of the decision to follow up with assisting the student in applying for the necessary e.g. application of visa, purchase of insurance, letters of indemnity.
5. It is compulsory for foreign exchange student to purchase international medical and hospitalization insurance.
6. It is the responsibility of the Faculty of the student to find out from the overseas employer, the type of Insurance the student has to buy before the student leaves Malaysia (e.g. Professional Indemnity Insurance).
7. The Faculty has to ensure that the student is well prepared before going for industrial training overseas, such as
   - Purchase of appropriate insurance not limited to personal accident policy, personal liability policy, medical, hospitalization and surgical policy and travel insurance; and to keep these insurance policies valid throughout the period of your stay/industrial training within and outside Malaysia,
   - Purchase of returning air ticket,
   - Preparation of legal document e.g. agreement letter signed between Candidate, UTAR and the Company, Indemnity Letter to be signed between the company and the candidate, and the parent has to sign to undertake the responsibility if the student damages any property in the company.
8. You are required to fulfilling the immigration requirements of the designated country of your industrial training/placement; find your own sponsor for the application of training pass or permit; keep the permit valid throughout the course of your industrial training/placement and to undertake to return home upon expiry of the permit. Kindly contact the International Division of the University should you require any assistance or clarifications on immigration matters.
9. You and/or your parents/guardian are required to bear all the costs and expenses including but not limited to visa fees, medical check-up fees, travelling expenses, your personal maintenance and stay expenses, repatriation expenses and any miscellaneous expenses as stipulated by the relevant authorities or the University or the Company.
10. In exceptional cases subject to conditions, the university may consider acting as sponsor such as application of travel visit pass to Singapore.
11. Visit by UTAR supervisor to overseas company may not be required.
5.2.5 The Rules and Regulations of the University govern your conduct during the industrial training period. Your industrial training contract with the company governs your time and effort that you will spend with the company.

5.2.6 You are reminded to uphold the good name of the University, abide by the code of conduct of the University, the Company, the industry, the terms of your industrial training contract, and any other relevant rules and regulations at all times during the course of the industrial training/placement.

5.2.7 You should also keep abreast with developments on campus.

5.2.8 Important Contact Particulars
   1. Update the University of your company and current contact particulars:
   2. Full name and contact of your University supervisor.
   3. Full name and contact of your company manager, immediate supervisor and at least one colleague of your workplace.
   4. Inform the University your current contact particulars and the contact particulars of your next-of-kin.
   5. Inform your next-of-kin of the contact particulars above whenever possible.

5.2.9 Problems
   Seek assistance if you encounter any problem relating to your training e.g. sickness or accident occurs during the industrial training period that requires intensive medical care, i.e. communicate directly with
   • Your in-house supervisor OR inform the company and the Faculty as soon as possible:
   • Your UTAR supervisor OR Head of Department OR Deputy Dean –in-charge of Industrial Training

5.3 Breach of Terms and Conditions of Industrial Training
   Disciplinary action will be taken against students who do not follow the rules and regulations for Industrial Training.

   1. The Rules and Regulations of the University govern your conduct during the industrial training period. Your industrial training contract with the company governs your time and effort that you will spend with the company.

   2. You are reminded to obey the Rules and Regulations of UTAR, the terms of your industrial training contract with the company, and the Universities Act at all times. You should also keep abreast with developments on campus.

   3. You will be served a written warning and/or subject to disciplinary action if you breach any term and condition of the industrial training or any of the University Rules and Regulations.

   4. You may appeal against any written warning that has been issued to you and/or appeal against any disciplinary action taken against you by notify the Faculty Dean in writing and providing a full explanation of the reasons for appeal. Such notification must be received by the Faculty Dean within seven (7) days of the date of the letter informing you of the disciplinary action to be imposed on you.

5.4 Important Contact Particulars
   Personal particulars change often. It is imperative you keep the following contact particulars and update the University of your company and current contact particulars:

   I. Full name and contact of your University supervisor.
   II. Full name and contact of your company manager, immediate supervisor and at least one colleague of your workplace.
   III. Inform the University your current contact particulars and the contact particulars of your next-of-kin.
IV. Inform your next-of-kin of the contact particulars above whenever possible.

In addition, you are required to attend and satisfactorily complete a seminar on ‘Preparing for A Career’ and on Industrial Training conducted by the Faculty.

5.5 Syllabus for Industrial Training *(Appendix 5)*

5.6 Sample letters and Forms *(Appendix D)*

5.7 Insurance

5.7.1 Sample letter from Deputy Dean as follows:

<Date>

To Whom It May Concern

This is to certify that all UTAR registered students are covered by a general insurance policy as follows:

Insurance Company : e.g. *Multi-Purpose Insurans Bhd*

Class of Insurance : Group Personal Accident (For Students) Insurance

Policy No. : e.g. *PAG-P0052643-1*

Coverage : Against accidents due to violent, external & visible means round the clock anywhere in the world resulting death or permanent disablement in respect of the following persons:-

Insured Persons: All students of the Universiti Tunku Abdul Rahman

Benefits : Compensation (for each insured person)

Death RM 45,000.00

Permanent total disablement due to loss of one hand or both hands and one foot or both feet, and/ or loss of sight of one or both eyes: RM 45,000.00

Permanent total disablement by accident due to causes other than loss of limb or sight: RM 45,000.00

Actual expenses reasonably and necessarily incurred for medical treatment by registered practitioner and funeral expenses RM 3,000.00

In respect of traditional medical treatment, the compensation is limited to RM500.00

Thank you.

Yours sincerely,

Deputy Dean
Student Development

5.7.2 Sample Group Personal Accident (GPA) *(Appendix B)*
5.8 Evaluation of Performance

You will not be graded if your industrial training is optional but required to submit the industrial training reports.

A mature or candidate registered as week-end or evening-class student does not have to take up industrial training but will have to submit an accumulated industrial experience report subject to approval.

5.9 Assessment of Industrial Training (Appendix 4 in Faculty Appendices)

5.9.1 Log Records

The work log 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 Supervisor(s)
5. Name of Supervising Lecturer (if any)
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
Weekly Summary: Week 2
...... and so on.

Content is up to you, i.e. open format. The rational:

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 supervisor 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 immediate supervisor (i.e. your supervisor must sign the monthly summary).

Monthly Summary: January
Monthly Summary: February
...... and so on.

Remember there is also the Final Report that should be submitted when you complete your posting.
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 Supervisor(s)  
6. Name of Supervising/Visiting Lecturer (if any)  
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

Detail the experience at work. The following serves as the suggested format:

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.

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

5.9.3 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

5.9.4 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.


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

Note:
The guidelines in this Industrial Training Manual apply to all Degree programmes at UTAR except for programmes in the Health Sciences.