Faculty of Business and Finance

Briefing on Industrial Training (Oct)
Assessment Pre-Departure 4

Briefing Agenda

- Action Plan & Acceptance Letter - process
- Final Report Assessment
- Syllabus
- Pre-registration of Units. – even you are not receive offer yet.
- Oral Presentation and Final Report
- Others important points
Facility of Business and Finance

Industrial Training Action Plan (Student) for 6th Trimester Internship (6th Trimester)

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UIA035A/UEB2556/UEBI55B</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT TITLE</td>
<td>Industrial Training (BAC) BBA (TOK) HNM (HIS) HNM (HIS)</td>
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<tr>
<td>FACULTY</td>
<td>FACULTY OF BUSINESS AND FINANCE</td>
</tr>
<tr>
<td>COURSE</td>
<td>BAC/255A/2556/2556/2556</td>
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</table>

Action Plan
(All students)

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Action By</th>
<th>Received/Attended By</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action required</td>
<td>Deputy Dean</td>
<td>Industrial Training Administration</td>
<td>Week 1 of May intake</td>
</tr>
<tr>
<td>Registration to UTAR Industrial training portal</td>
<td>Qualified Student</td>
<td>EGO/Industrial Training</td>
<td>Week 1 of May intake</td>
</tr>
<tr>
<td>Receiving/submission of company training order letter &amp; training acceptance letter</td>
<td>Industrial Training System</td>
<td>EGO/Industrial Training</td>
<td>Week 1 of May intake</td>
</tr>
<tr>
<td>1st student industrial training briefing</td>
<td>Deputy Dean</td>
<td>Industrial Training System</td>
<td>Week 6 of May intake</td>
</tr>
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<td>Industrial training briefing</td>
<td>Deputy Dean</td>
<td>Industrial Training System</td>
<td>Week 13 of May intake</td>
</tr>
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<td>4th student Industrial training briefing</td>
<td>Deputy Dean</td>
<td>Industrial Training System</td>
<td>Week 14 of May intake</td>
</tr>
<tr>
<td>Release of schedule of industrial training</td>
<td>industrial training supervisor</td>
<td>Industrial Training System</td>
<td>Week 17 of May intake</td>
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<tr>
<td>Monthly industrial training report to academic supervisor</td>
<td>Academic Supervisor</td>
<td>Industrial Training System</td>
<td>End of Oct-Dec</td>
</tr>
<tr>
<td>Industrial training report for normal internship</td>
<td>Academic Supervisor</td>
<td>Industrial Training System</td>
<td>First week of Dec-Jan</td>
</tr>
<tr>
<td>Industrial training report for off list internship</td>
<td>Academic Supervisor</td>
<td>Industrial Training System</td>
<td>End of Jan-Feb</td>
</tr>
</tbody>
</table>

Internship Placement Period

<table>
<thead>
<tr>
<th>Internship Placement Period</th>
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</thead>
<tbody>
<tr>
<td>Visitation period</td>
<td>Visitation Supervisor</td>
</tr>
<tr>
<td>Presentation and Induction</td>
<td>Industry supervisor</td>
</tr>
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</table>

University Tunku Abdul Rahman

TO: HR MANAGER

5/2/2012

Dear Sir / Madam,

Acceptance of UTAR Student as Intern

We wish to thank you for offering our student, with IC No. as an intern in your company from 1st Feb 2012 to 30th Apr 2012.

We are writing to inform you of the further procedures and formalities that are required from companies that accept our students as interns, as follows:

1. Supervision of Interns
   - We request your company to agree to our usual practice of providing supervision and support to our interns, including a supervisor to coordinate the intern's work and to sign off the weekly log.

2. Internship Period
   - Our student is required to maintain a weekly and monthly log of work done during the internship period. We would appreciate it if you could sign off the weekly log.

3. Supervisory Visit
   - A visit from our University will be made to your company at the end of Feb 2012 and 25th Apr 2012 to discuss the progress of the intern with your supervisor and our student. We would be grateful if you could be available at that time to discuss any matter that you feel should be brought to our attention.

It would be grateful if your company can receive the daily signed internship report from us upon receiving of this letter.

Please feel free to contact the undersigned if there is any matter you wish to discuss or clarify. If I cannot be reached you can contact Ms. Phang Wee Yee ext 1030 in the Industrial Training Department at the above fax numbers or Ms. Phang Wee Yee ext 1030 (principal officer) or Ms. Phang Wee Yee (principal officer) ext 1030

Yours faithfully,

Ms. Phang Wee Yee
Deputy Dean, Student Development and Industrial Training
Faculty of Business and Finance
Tel: 603 4604032 Ext 1030
Fax: 603 4604037
Educdept@utar.edu.my

Universiti Tunku Abdul Rahman

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Ms. Phang Wee Yee
Deputy Dean, Student Development and Industrial Training
Faculty of Business and Finance
Tel: 603 4604032 Ext 1030
Fax: 603 4604037
Educdept@utar.edu.my
Industrial training – Faculty Appendixes.

Final Report Assessment

Industry based assessment through written final reports

1. Final Report
   a. Organization-related learning outcome - 10%
   b. Application of theory and soft skills - 10%
   c. References - 5%
   d. Presentation of report - 15%

2. Weekly and monthly work logs - 10%
3. Oral Presentation - 20%
4. Report from Industrial (Company) Supervisor - 30%

100%
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

b. Application of theory and soft skills (10%)
Discuss the skill sets you have learned (hardware, software, tools, method and soft skills) and how they are applied at your work place.

c. References (5%)
Marks will be allotted for appropriate references and citations.

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

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
**f. Oral Presentation (20%) (Assess by academic supervisor)**

Breakdown in grading oral presentation: (applicable to skype too)

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

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

1. The standard form report (Appendix 7) records the evaluation of your work by your Industrial (Company) Supervisor.
2. 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.
3. Student can discuss the feedback from your Industrial (Company) Supervisor with your Visiting Academic or Industrial Training Coordinator for future improvement.

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**Weekly Logs and Monthly Report contents**

- Weekly Logs (Use form in faculty appendixes in appendix 8) contents should include the followings
  - Tasks assigned on that week
  - Tasks completed and method/process used
  - Learning/observation points

- Monthly Report (Same format as weekly report)
  - Tasks assigned and completed on that month (Summarised)
  - Learning/observation points (summarised)
  - Conclusion
Weekly Logs and Monthly Report submission

- You MUST submit your monthly report to your UTAR academic supervisor (with company supervisor’s signature) via email at the end of each month.

- For weekly summary, you have to check with your UTAR academic supervisor for submission. If your UTAR academic supervisor requires you to submit, you must submit.

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Sample 2

UNIVERSITI TUNKU ABDUL RAHMAN
Faculty of Business & Finance
Peck Campus, Jalan University, Bandar Baru Bangi, 43400 Kajang, Selangor, Malaysia
Tel: 03-4007000 Fax: 03-4007050

Programme: B175
Week No. 1
Week Begin 1/10/2011
Week End 7/10/2011

Name of Company: XXX
Address of Company: XXX

Name of Industrial (Company) Supervisor(s): XXX
Date of appointment: 1/10/2011
Date of completion: 7/10/2011

Special conditions/requirements:

Assigned duties and responsibilities:

Purchase entry & Expenses entry, for this kind entry should be no problem to me due to I had taken accounting in campus, unfortunately, there are differences between books and reality such as like personal expenses or company expenses have slightly different, after that while a director go to trip and all the expense must goes to personal or company and then the currency also is a problem because the exchange rate is changing from time to time. Besides that, while doing the entry we must have a very cleared mind because in our company there two manager is traveling all around the world, so there are many different kind of currency have to claim. Once it compute wrong currency or reimburse wrongly, it will affect the account become messy and also the accountant have to bear the responsibility. However I had learnt something new; and I capable to identify the currency exchange rate and personal or corporate expenses. Because we are regional branch so we do travel to other country to do business in order to expand our business.

Verified by:

Company Supervisor Signature: __________________________
Name of company Supervisor: __________________________
Verified Date: __________________________
I started to work on the 2nd September 2011 at XXXX, managed by XXXX. During the beginning of my internship programme, I was given a short briefing and was introduced to the company’s background and nature of business. XXXX is a wholesale company that supplies kitchen products, household goods, toys, stationeries and creative items. After that, my supervisor introduced me to my colleagues and we had an ice breaking session.

At the beginning of the month, I learnt a lot about how to use the company’s information system called Auto Count Accounting System. I was assigned by my supervisor to learn how to operate the system as I will be given tasks related to the system in the future. I learnt up the system from a senior colleague who taught me how to operate it. I even got to gain hands on experience by performing tasks like checking the items which are due to be distributed to the different branches of the company.

One of the tasks that I accomplished was to create a standard bar code for new products and enter them into the system along with their respective price and product prices. Then, my next task was to take pictures of the new products to be uploaded onto the system. Later, I will print out the labels which contain the product bar code, name, and details.

During the middle of the month, my supervisor told me and my other colleagues to clean up the store room and to arrange the products according to different categories. The products are arranged in their respective category such as kitchen goods, creative items, toys, stationeries and household goods. This was done in preparation for the opening of a new branch. Some of the products will be transferred to the other branch so our task was to pack them in an organized manner for easy transfer.

At the end of the month, I was given a new task which is to create a product catalogue that contains the company’s products. This product catalogue will then assist the sales team to close sales when they work on the field. I began to experiment with ways to come up with an effective product catalogue. The first thing I did was to write out the details of the product in a separate sheet of paper. Then, I placed the product catalogue after several trials, XXXX gave me advice on how to make the catalogue better and I continued to change and improve it without giving up. At last, I managed to create a product catalogue that receives good feedbacks from customers as well as the sales team. The product catalogue will always be amended, improved and updated whenever there are new products or better ideas.

I am happy that I managed to accomplish all the assigned tasks on time satisfactorily.

Written by
Company supervisor Signature: ________________________________