Faculty of Science

3rd Briefing on Industrial Training (Oct-Dec 2016)

Session 1
Date: 16 August 2016 (Tuesday)
Time: 12 noon-1 pm
Venue: IDK8

Session 2
Date: 17 August 2016 (Wednesday)
Time: 1 pm-2 pm
Venue: IDK8

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 of Training

1 Oct 2016 – 31 Dec 2016 (3 months)
## IT Action Plan

<table>
<thead>
<tr>
<th>No.</th>
<th>Action Required</th>
<th>Deadline/Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>IT placement management &amp; confirmation</td>
<td>Week 4-14 (May 2016 trimester)</td>
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<tr>
<td>7.</td>
<td>3(^{rd}) briefing of IT to students</td>
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<tr>
<td></td>
<td>• Company appraisal form</td>
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<td></td>
<td>• IT visitation</td>
<td>Week 12 (May 2016 trimester)</td>
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<td></td>
<td>• Assessments</td>
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<td>• PLO survey</td>
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<td>8.</td>
<td>Final confirmation of IT placement</td>
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<td></td>
<td>• Submission of indemnity letters to FGO &amp; offer letter to deputy dean</td>
<td>5 Sep 2016</td>
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<tr>
<td>9.</td>
<td>Release of IT supervisor list</td>
<td>29 Sep 2016 (tentative)</td>
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<tr>
<td>10.</td>
<td>IT period</td>
<td>1 Oct 2016 – 31 Dec 2016 (3 months)</td>
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# IT Action Plan

<table>
<thead>
<tr>
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<th>Deadline/Date/Duration</th>
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<tbody>
<tr>
<td>11.</td>
<td>Release of IT visitation list</td>
<td>Week 3 (Oct 2016 trimester)</td>
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<tr>
<td>12.</td>
<td>IT visitation by visiting academic staff</td>
<td>15 Nov 2016 – 14 Dec 2016 (4 weeks)</td>
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<tr>
<td>13.</td>
<td>Oral presentation</td>
<td>10 Jan 2017 – 12 Jan 2017 (3 days)</td>
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<tr>
<td>14.</td>
<td>Submission of final report, company appraisal form &amp; survey on student interns form to supervisor</td>
<td>12 Jan 2017</td>
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Faculty of Science, UTAR

UTAR Industrial Training Management Portal

- pre-registration – **COMPULSORY** for every student going for IT
- at [http://indtrng.utar.edu.my](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 15 July 2016 (Fri) and close on 31 August 2016 (Wed)
- If your name is not in the portal, inform or email us at sitnw@utar.edu.my
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.
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 (Ms. Foo) latest by 5 Sep 2016
  - another set → pass to the company on the first day of IT

Appendix 1

Appendix 2

Downloadable from faculty IT webpage
Course Fee

- Check your student bill on 3rd week of October trimester.
- Pay your fees latest by 3rd week of October trimester.
# October Trimester

<table>
<thead>
<tr>
<th>WEEK</th>
<th>STUDENT’S DUTY (SHORT TRIMESTER)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Add / drop week&lt;br&gt;Request to Repeat / Offer a Course</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student bill week</td>
</tr>
<tr>
<td>4</td>
<td>Late payment week&lt;br&gt;Course verification&lt;br&gt;Meeting with Academic Advisor</td>
</tr>
<tr>
<td>5</td>
<td>Reinstatement week&lt;br&gt;Pre-registration period&lt;br&gt;Bar list out&lt;br&gt;Student’s online survey</td>
</tr>
<tr>
<td>6</td>
<td>E-authorization slip</td>
</tr>
</tbody>
</table>

**IMPORTANT!**
Important Contact Particulars Form

- Fill in this form (softcopy) when IT starts
- Email to your university supervisor within first week of IT (latest by 10 October 2016)
- 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
## Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Performance Appraisal (Graded by placement site supervisor)</td>
<td>30%</td>
</tr>
<tr>
<td>Presentation and Attachment Report (Graded by the university course supervisor)</td>
<td>60%</td>
</tr>
<tr>
<td>Oral Presentation (Graded by the university course supervisor and a moderator)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

**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 document or pdf format.
- Put in single file or multiple files with clear labeling.
- Label clearly on the CD with your name, ID, programme & a heading “Industrial Training Oct 2016”.

Submit the final report to your university supervisor for examination latest by 12 January 2017.
Company Appraisal Form

- To be assessed by company supervisor upon completion or near completion of your IT
- Four components of assessment:
  1. Interpersonal & soft skills
  2. Attitude
  3. General knowledge
  4. 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 12 January 2017.
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 12 January 2017.
Oral Presentation

- Constitutes 10% of the overall assessment
- Scheduled on 10 – 12 January 2017 (Tue – Thu)
- 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.
Checklist – Before IT

- Submit offer letter to deputy dean (Dr. Sit)
- Submit signed indemnity letters to FGO (Ms. Foo)
- 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

☑️ 1<sup>st</sup> week of IT → send "Important Contact Particulars Form" to your university supervisor
☑️ 3<sup>rd</sup> week of the trimester → pay fee 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?