

Industrial Training Briefing for Sem 1 2015/2016

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Industrial Training Coordinator FCSIT
10 April 2015

Agenda

- Students' Role and Responsibilities, Timeline
- Assessment
- Industrial Training Web Site
- Q & A

Before Industrial Training begins

1. Flowchart – refer to “Role of Student”
at
<http://www.fshtm.um.edu.my/LatihanIndustri/about.php>

During Your Industrial Training

Week	Responsibilities
1 - 2	Email Confirmation Form to Industrial Training Coordinator and cc to Assistant.
6	<ol style="list-style-type: none">1. Go to Industrial Training website of FCSIT to check who is the Supervisor from the Faculty that has been assigned to you.2. Remind the Supervisor from the Organisation to email plan of tasks to the Supervisor from the Faculty by Week 6.

During Your Industrial Training

Week	Responsibilities
1 - 8	Prepare First Log Book by filling in the daily log and weekly tasks summary. Log Book has to be verified by the Supervisor from the Organisation on a weekly basis.
9	Email scanned version of First Log Book for Week 1 to 8 to the Supervisor from the Faculty, latest by 5pm, Friday of Week 9.
10 - 11	Receive feedback from the Supervisor from the Faculty on the First Log Book.

During Your Industrial Training

Week	Responsibilities
9 - 16	Prepare Second Log Book by filling in the daily log and weekly tasks summary. Log Book has to be verified by the Supervisor from the Organisation on a weekly basis.
17	Email scanned version of Second Log Book for Week 9 to 16 to the Supervisor from the Faculty, latest by 5pm, Friday of Week 17.
18 - 19	Receive feedback from the Supervisor from the Faculty on the Second Log Book.

During Your Industrial Training

Week	Responsibilities
21 - 24	<ol style="list-style-type: none">1. Liaise with the Supervisor from the Faculty to arrange for his/her visit.2. Conduct presentation on industrial training undergone and show Log Book during the supervisor's visit.
24	Remind the Supervisor from the Organisation to email a scanned version of the completed evaluation form to the Supervisor from the Faculty. The form is private and confidential and should not be released to the student.

After Your Industrial Training

Week	Responsibilities
25 - 26	<ol style="list-style-type: none">1. Submit hardcopy of the Final Report, and hardcopy of the verified Final Log Book (for Week 1 to 24) to the Supervisor from the Faculty.2. Submit a copy of the Final Report to the Supervisor from the Organisation.3. Complete Industrial Training Self-Evaluation Form at myum.um.edu.my

Important Note

- The week in the table above refers to the week of your Industrial Training and not the week of the semester.
- Apply for internship placement one semester before the Industrial Training Programme for local placement and at least two (2) semesters before for abroad placement.

Important Note

- o Carry out your Industrial Training in an ethical and professional manner upholding the reputation of UM at all time.

Important Note

- o You need to get written permission from the Dean to withdraw from the Industrial Training programme or to change the location of your placement or to reject an offer you have previously accepted.

Important Note

- o Always check the Industrial Training website of FCSIT for latest information.

Important Note

- Inform the Industrial Training Coordinator/Supervisor from the Faculty/UM Career Point of any problem or issue arising in relation to Industrial Training. The email for Industrial Training Coordinator is koordinator_LI-list@um.edu.my

Assessment

Starting from intake session 2013/2014, Industrial Training will be graded and counted in CGP and CGPA.

Assessment

Assessment	Student to	Time for Assessment	Assessor (%)
1 st Log Book (Week 1 to 8)	Scan & email latest 5pm Fri, Week 9.	Week 10 - 11	Supervisor from faculty (10%) – Form 1A
2 nd Log Book (Week 9 to 16)	Scan & email latest 5pm Fri, Week 17.	Week 18 - 19	Supervisor from faculty (10%) – Form 1A
Industrial Training Visit	Conduct presentation and show log book during visit.	Week 21 - 24	Supervisor from faculty (20%) – Form 1B
Final Log Book (all 24 weeks) & Final Report	Submit hardcopy latest 2 weeks after training ends.	Latest 2 weeks after submission.	Supervisor from faculty (20%) - Form 1C
On-job evaluation	Submit Log book every week to supervisor from company.	Feedback on Log Book every week & final assessment at the end of training.	Supervisor from company (40%) - Form 2A

Industrial Training Web Site

- Go to fsktm website, current student, undergraduate, latihan industri
([http://www.fsktm.um.edu.my](http://www.fsktm.um.edu.my/LatihanIndustri/ind.php)
/LatihanIndustri/ind.php)

Industrial Training Web Site

File Edit View History Bookmarks Tools Help

M Inbox (6,113) - smting@u... FCSIT @ UM Web

www.fsktm.um.edu.my

fsktm um

UNIVERSITY OF MALAYA

Faculty of Computer Sci and Information Techn

UM Homepage | Home | About Us | Staff Directory | Undergraduate | Postgraduate | Publication | Research | International Linkages

STAFF intranet

Username :
Password :
Login

Contact Info

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Fax No. : +603-79579249

RA VACANCY

ALUMNI FCSIT

Postgraduate Research Excellence Symposium

PGRES2015

NOTICES

Class Timetable

Exam Timetable

Downloadable Forms

Programme Handbook

Student Portal (MyUM)

MCS Project/Thesis topics

MSE Project Title

Role and Responsibilities of the

- Supervisor
- Candidate
- Discussion Room's Booking @ Student Centre

NOTICES

Class Timetable

SISWA Mail

Student Portal (UMISIS)

Citra

Lathian Ilmiah

Lathian Industri

Programme Handbook

Panel of Academic Advisors

Registration Form MM3

Discussion Room's Booking @ Student Centre

Application for ACADEMIC POSITION

SOCIAL ENGAGEMENT

PHOTO GALLERY

FREELANCE PROGRAMMER

LIKE US ON FACEBOOK

CAFE SURVEY

Customer Satisfaction FEEDBACK

Student & Staff UM HELPDESK

MoU antara FSKTM dan Extol Apps Sdn Bhd pada 31/03/2015

DATE: 31 / 03 / 2015

BAYAR PAY TO: UNIVERSITY OF MALAYA

RINGGIT MALAYSIA

TWELVE THOUSAND

RM12,500

MyAppsTe

9 May 2015 @ FSKTM, U

ENROLL NOW Undergraduate Programmes September 2015

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<https://www.um.edu.my/enroll-now>

Industrial Training Web Site



A screenshot of a web browser window displaying the "Industrial Training" website for the Faculty of Computer Science & Information Technology, University of Malaya. The browser interface includes a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL www.fsktm.um.edu.my/LatihanIndustri/ind.php. The main content area features the FSKTM logo (a stylized 'F' and 'S' in blue and yellow) and the text "Industrial Training" in large blue letters, followed by "Faculty of Computer Science & Information Technology" and "University of Malaya". Below this, a "Home" link is visible. The page is organized into a grid of blue rounded rectangular buttons containing links: "About Industrial Training", "Writing Guidelines", "Evaluation Forms", "Faculty Supervisors", "Announcements", "Login", and "Contact Us". The background of the page has a blue and white abstract graphic design.

File Edit View History Bookmarks Tools Help

FCSIT @ UM Web Web

www.fsktm.um.edu.my/LatihanIndustri/ind.php

fsktm um

Industrial Training

Faculty of Computer Science & Information Technology

University of Malaya

Home

About Industrial Training

Writing Guidelines

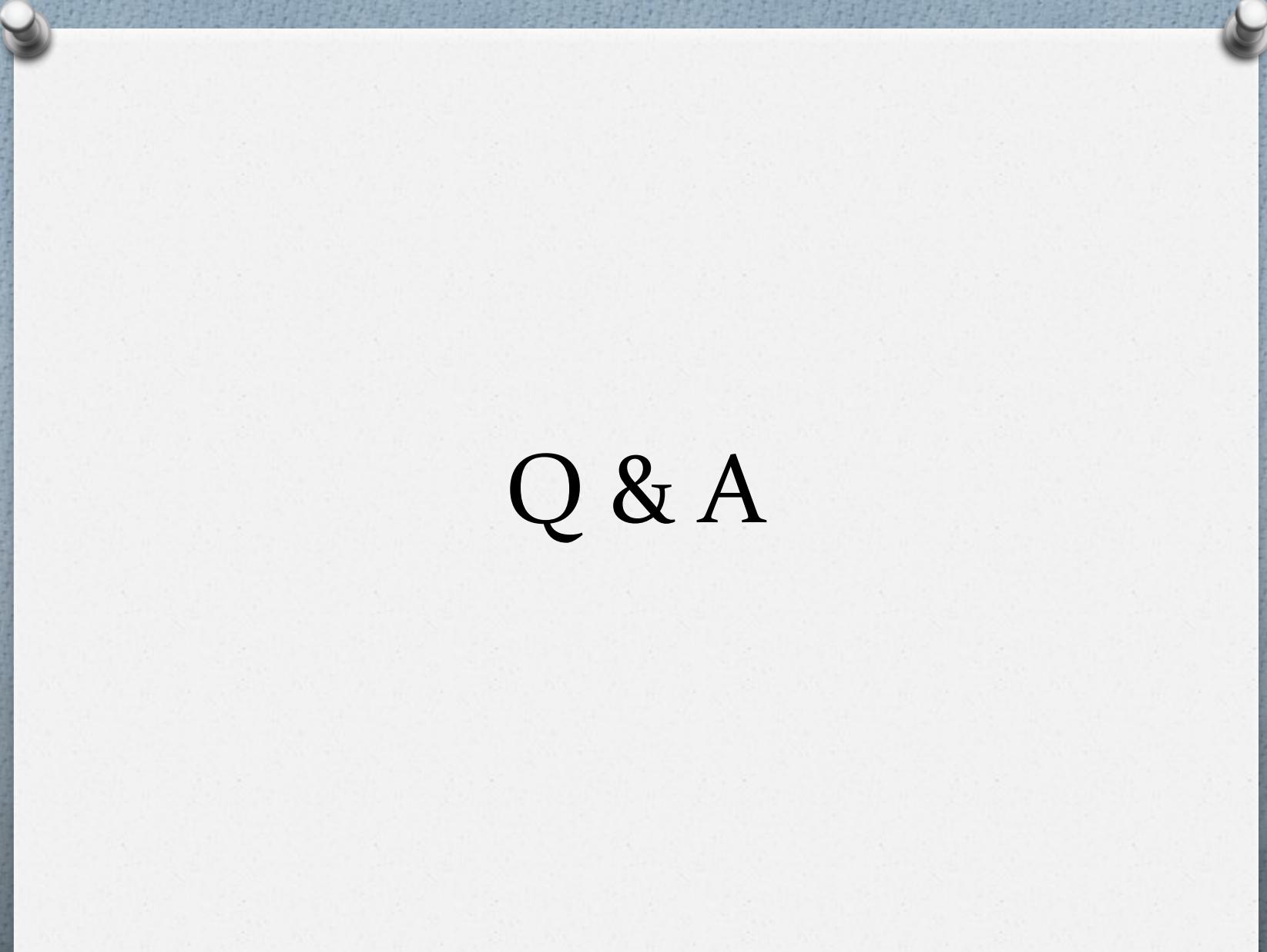
Evaluation Forms

Faculty Supervisors

Announcements

Login

Contact Us



Q & A