Industrial Training Briefing for Sem 1 2015/2016

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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.fsktm.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	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	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	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

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

Important Note

- 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

- 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 (%)
1st Log Book (Week 1 to 8)	Scan & email latest 5pm Fri, Week 9.	Week 10 - 11	Supervisor from faculty (10%) – Form 1A
2nd 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/LatihanIndustri/ind.php)

Industrial Training Web Site

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Q & A