Industrial Training 2nd Briefing for Sem 1 2016/2017

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Students' Responsibilities

O Apply for placement one semester before the Industrial Training Programme for local placement, and at least two semesters before the Industrial Training Programme for abroad placement. Refer to **2. Flow Chart for Applying Industrial Training Placement.**

Students' Responsibilities

o It is the student's responsibility to make sure the company is a suitable place for industrial training related to his/her field of study, the placement is related to his/her field of study, and it is a safe place for industrial training.

Students' Responsibilities

O Unsuitable Companies

   O Cannot take up a placement where there is potential conflict of interests. For e.g.: cannot undergo training in family/relative companies, a company where you have worked/is currently working, etc.

Students' Responsibilities

O **Unsuitable Companies**

   O FCSIT students are not allowed to undergo Industrial Training in University of Malaya including spin-off companies, except for certain cases which are approved.

   O Placement at organisations such as Majlis Daerah, etc, are strongly not encouraged and most likely will not be approved.

Students' Responsibilities

O Get the advice from the Industrial Training Coordinator if unsure of the suitability of a company.

O Inform the Coordinator if unable to get a placement for Industrial Training.

Students' Responsibilities

O **Can apply a few companies but choose only ONE place for Industrial Training.**

Students' Responsibilities

O Email offer letter to Industrial Training Coordinator to get approval for the offer before starting the training.

O If you do not get the approval, even though you have started your training, it is invalid. And if the coordinator reject your placement, you have to find another placement even though you have started your training.

Students' Responsibilities

O Offer letter MUST state

  O 1) the start and end dates of the student's Industrial Training,

  O 2) the tasks that will be assigned to the student in general,

  O 3) the department the student will be placed.

Students' Responsibilities

O If item 2) and 3) are not in offer letter, company (not student) can email them to coordinator, and attach the offer letter.

O Without all the requested information, the offer will not be approved. So, please provide the coordinator with all the information, otherwise it will delay the approval until all information is provided.

Students' Responsibilities

O It is the student's and NOT the coordinator's responsibility to make sure that the duration of training is at least 24 weeks. If less than 24 weeks, you do not fulfill the requirement and will fail your industrial training.

O How to count 24 weeks?

Students' Responsibilities

O One or two weeks additional will usually be approved but student needs to take into consideration replacement of leave taken, and timing for convocation (for those doing industrial training in final semester of study which falls on 2nd semester of an academic year).

Students' Responsibilities

O Attend briefing related to Industrial Training.

O Encouraged to attend one workshop and one corporate talk organised by CITra (previously UMCP), before Industrial Training. (**Refer to emails sent by CITra**).

O CITra = Centre for the Initiation of Talent and Industrial Training

Students' Responsibilities

O Register online and submit all the needed documents to the Faculty and/or CITra.

Students' Responsibilities

O Get written permission from the Faculty to withdraw from the Industrial Training programme or to change the location of placement or to reject an offer accepted previously.

Students' Responsibilities

O To change company, write to Deputy Dean (Undergraduate) (TDID) stating reasons, cc to Assistant Registrar (Mrs. Suhaini), LI coordinator and support staff (Mrs. Faridah), attach with termination letter, and new offer letter.

Students' Responsibilities

O Coordinator will support change of company if all the information is provided and new offer is suitable.

O Office will do verification. If ok, will pass to TDID for approval. Then send to CITra for approval and to change company in system.

Students' Responsibilities

O Follow the training requirements.

O Carry out the tasks and the responsibilities assigned by the company under the supervision of one or more Company Supervisors.

Students' Responsibilities

O Adhere to all the rules and regulations of company as long as not contradicting with the rules of the University.

O Always be positive and give the best contribution in carrying out the tasks given.

Students' Responsibilities

O Carry out Industrial Training in an ethical and professional manner and uphold the good name of the University at all time.

Students' Responsibilities

O Inform Industrial Training Coordinator/Faculty Supervisor immediately if facing any problem. The Coordinator's email can be found on the Industrial Training website of FSKTM.

Students' Responsibilities

O Record all activities that have been carried out in Log Books and email to the Faculty Supervisor following the schedule in *3. Students' Schedule*.

O Write the Industrial Training Final Report and conduct other tasks assigned.

Students' Responsibilities

O Contact the appointed Faculty Supervisor for the arrangement of the supervisor's visit to the place of the Industrial Training.

O A student who fails to arrange for the visit of the supervisor from the faculty before the end of his or her Industrial Training will fail Industrial Training.

Students' Responsibilities

O Be present at the training place during the Faculty Supervisor's visit and conduct presentation and demonstrate devices or systems that have been used or learnt.

O Show the Log Book to be checked by the Faculty Supervisor during the supervisor's visit.

Students' Responsibilities

O Adhere to the Industrial Training rules and regulations set by the Faculty, CITra, and the University.

O Always visit CITra website and Industrial Training website of the Faculty to get the latest information.

Students' Responsibilities

O Perform the required things following the schedule in *3. Students' Schedule.*

Flow Chart for Applying Placement

O Refer to **2. *Flow Chart for Applying Industrial Training Placement*.**

O For the time being, apply to company manually, get the offer letter and email it to coordinator. If offer approved by coordinator then only enter the placement into the system.

O Attach Referral Letter when apply to company since it contains important information for the company.

Students' Schedule

O Refer to **3. Students' Schedule.**

O Templates for Plan of Tasks and Log Book, and guidelines for Final Report can be downloaded from FSKTM Industrial Training website.

Emails

O When sending email to coordinator/office

  O Please state name, matric number, programme (CS/IT/B.ISIT) & your specialization (AI/SE, etc).

  O Try as much as possible to send email using the same thread of email, i.e. don't create new email unless no choice.

  O Not doing the above will DELAY response from coordinator/office.

Assessment

O Credit for Industrial Training Course will not be counted in CGP/CGPA.

O Grade S (Satisfactory) or U (Unsatisfatory)

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

Repeat Industrial Training

O You have to repeat your Industrial Training if you do not fulfill or achieve the required competency. For e.g., if total score < 50; If fail to have faculty supervisor's visit before training ends; If do not submit all required things on time; If company complaints seriously about you.

Leave during Industrial Training

O If you take leave (even though it is your entitlement and the company approves it), you have to replace it unless you get a letter from your company stating that the company is not able to let you replace the leave. You need to include this letter in your final log book.

Leave during Industrial Training

O If you apply leave for other things (competition, team building) and it is approved by company, the guidelines is still the students must complete 24 weeks. So, you need to replace the leave, unless you get a letter from your company stating that the company is not able to let you replace the leave. You need to include this letter in your final log book.

Leave during Industrial Training

- If you apply sick leave and it is approved by your company, you don't have to replace it. Put the MC and your supervisor's approval on the sick leave in your log book.

Silicon Valley Internship

O SV - home to many large high-tech corporations, and thousands of tech startup companies

O one-third of venture capital investment in US

Silicon Valley Internship

International Internship: HP, GE, Intel, Microsoft, Facebook, Dropbox, Google, Pinterest, Quora, Palantir, Addepar, Twitter, Coursera, Mozilla, imo.im, Square, PocketGems

Apple, Cisco, eBay, Gilead, Juniper, LinkedIn, Microsoft, Netflix, Oracle, Pandora, Salesforce, SolarCity, SunPower, Symantec, Tesla Motors, VMWare, Yahoo, Zynga, etc.

Silicon Valley Internship

O Apply internships offered by SV companies.

Internship at other countries

O Germany

O Other countries will also be considered but should not be your home country.
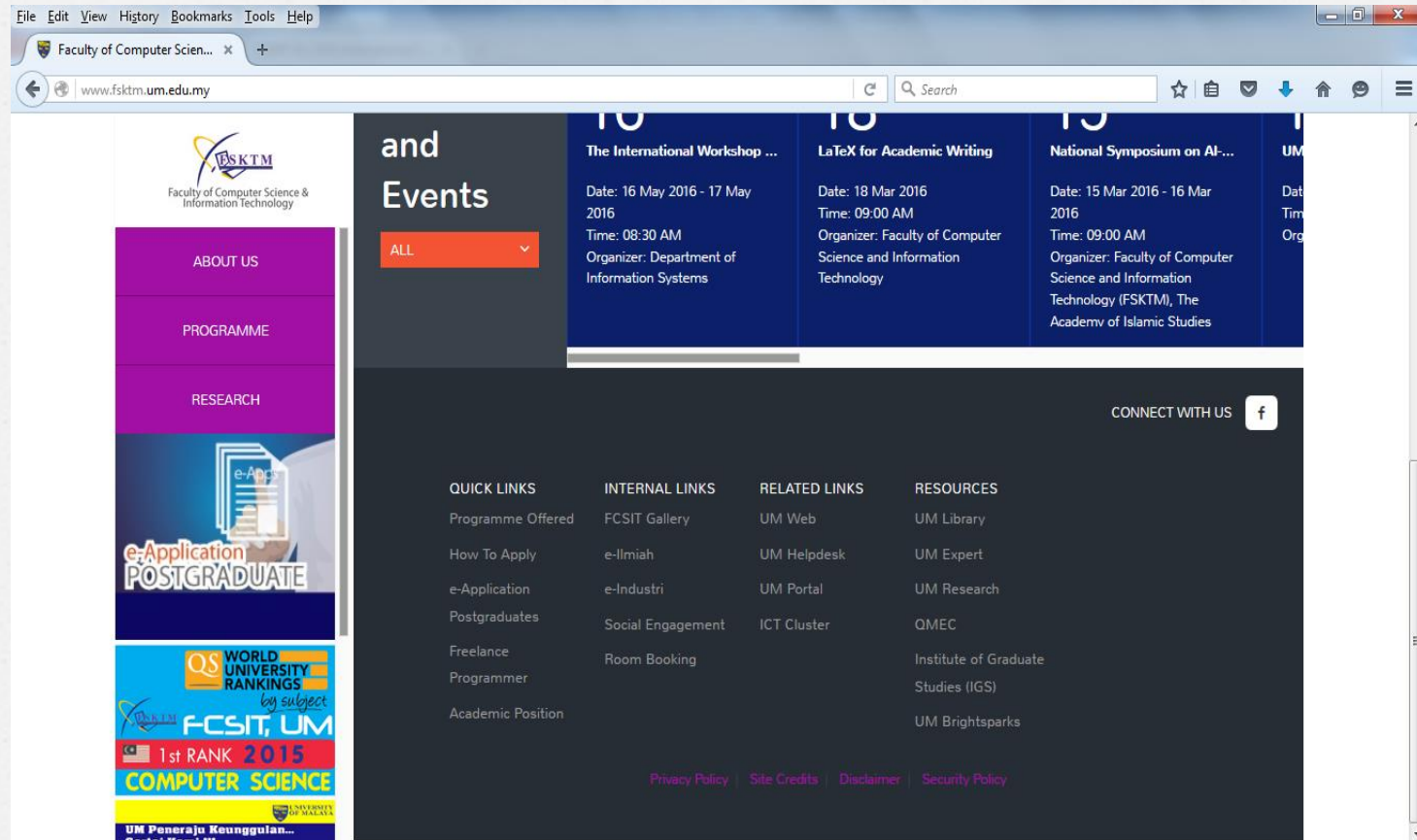
Internship Abroad

O Please give your details by filling up the list before you leave.

Industrial Training Web Site

o Go to fsktm website, look for e-Industri
(http://intra.fsktm.um.edu.my/LatihanIndustri/ind.php)

Industrial Training Web Site

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Resume

O Some companies requested for resume of students going for industrial training,

O If you are interested, please email your resume to Mrs. Faridah and cc to coordinator, by 30th March 2016.

Reminder

- Event: Petronas ICT Industry Talk
- Date: 6 April 2016 (Wednesday)
- Time: 3.00 - 4.00 p.m.
- Venue: DK1, Block B
- Speaker: Petronas ICT
- Target audience: Students going for industrial training in Semester I Session 2016/2017 (other students are welcomed)
- Topic: Big Data Analytics

Q & A