



Student Guides

IMD 310

INDUSTRIAL TRAINING



IM110: Diploma in Information Management
Information Science Studies
College of Computing, Informatics and Mathematics
Universiti Teknologi MARA



INTRODUCTION

IMD310: Industrial Training is one of the requirements for the award of a Diploma in Information Management by the Information Science Studies, College of Computing, Informatics and Mathematics, Universiti Teknologi MARA.

This course is essential for developing the practical and professional skills required of an information professional. Students will undergo industrial training during the semester break after the final examination of Semester 4. The training should be attended for 8 weeks in any organization handling the organization of information, the access to information, and the ways in which users can interact with the information (preferably information agencies other than libraries).

Students must observe the rules and regulations during the training and prepare a daily logbook record. Upon returning to the campus in Semester 5, students must register for the IMD310 course and complete the industrial training report by the end of the semester. Assessment for the industrial training will be based on industry evaluation (practical and social skills), the industrial training report, the industrial training experience presentation, and the logbook record.

OBJECTIVES

After completing the 8-week industrial training, students should be able to:

1. Perform the basic tasks with responsibility and accountability relating to information life cycle in the information environment.
2. Initiate the processes involved in the basic tasks relating to information life cycle in the information environment.
3. Propose best practices in information management issues.
4. Adapt social skills in the workplace.

ETHICAL CONDUCT OF INDUSTRIAL TRAINING

Students must adhere to the following rules and regulations during the training:

1. Discipline and Regulations
 - a. Students attending industrial training are considered full-time UiTM students. Students must abide by the University's rules and regulations.
 - b. Students attending industrial training are also considered employees of the training organization. Students must obey the regulations enforced by the respective organization.
 - c. It is the duty of the student to show constant high self-discipline and conduct that truly represents the disposition of a UiTM student while undergoing training or when outside the training placement.
 - d. Every student must perform their training with full dedication and concentration.
 - e. Every student must obey and respect their training supervisor throughout the training. They must abide by the rules and regulations set forth by the organization to which they are assigned.
 - f. Every student must avoid causing damage or misappropriating any property belonging to the organization.

- g. Every student must behave and wear proper attire during the industrial training period, following the requirements of the organization's rules and regulations.
 - h. 'Akta Universiti dan Kolej Universiti (AUKU), Akta 174 (Akta Institusi – institusi Pelajaran (Tatatertib) 1976)' and other related act implemented by UiTM are enforced upon students throughout the industrial training period.
 - i. If the organization terminates the industrial training for 'just cause', such as absenteeism or failure to follow safety, security, and other policies and procedures, the student will receive a failing grade of 'F'. If the termination is not for 'just cause', such as downsizing or liquidation, the student is required to find another organization and continue the industrial training in the same semester or the following semester.
2. Attendance
- a. Every student must make themselves available throughout the working hours specified by the organization.
 - b. Students are required to complete a minimum of 160 training hours. Failing to do so is considered not fulfilling the industrial training requirement, and they will be asked to repeat the industrial training in the following semester.
 - c. The calculation of the training hours is based on the MQA's Information Science Programme Standard (2013) – 1 credit is equivalent to 2 weeks of training.
3. Log Report
- a. Students must fill in their log report to document their work/activities that have been completed for the day.
 - b. The writing must be in English, neat, and legible.
 - c. Students must bring the log report to the training every day and obtain the weekly employer/supervisor's signature.
4. Confidentiality of Organization's Information
- a. Students are prohibited from revealing any classified information pertaining to the organization.
 - b. Students are also prohibited from copying, printing or taking pictures of any document or equipment deemed secret by the organization.
 - c. UiTM will presume that students who disclosed trade secrets of the organization as disobeying the ethical conduct / rules of industrial training.
5. Industrial Training Supervision
- a. A supervisor from the faculty will do face to face supervision at least ONE (1) time during the industrial training.
 - b. During the visit, the supervisor will check:
 - i. Logbook
 - ii. Feedback / complaint from the students and the organization
 - iii. Industrial training report
6. Each student must sign a Letter of Undertaking (Akujanji) before registering with the organization.

GRADING

To determine the student's grading for the Industrial Training, the following contribute to the assessment:

A.	Evaluation from industry <i>Practical skills (40%)</i> <i>Social skills (20%)</i>	60%
B.	Industrial training report	30%
C.	Presentation	10%
TOTAL		100%

Each of the assessment consists of several criteria to be evaluated.

1. Evaluation from industry – 60%

At the end of the training, the supervisor from the organization will evaluate the student's performance based on the following criteria:

Assessment	Criteria	Marks Allocated
Practical skills	Application of knowledge	20%
	Application of practical skills	20%
	Learning capability	20%
	Work Responsibility	20%
	Quality of work	20%
	Overall practical skills (40%)	100%
Social Skills	Relationship building	20%
	Self- expression	20%
	Respect for others	20%
	Interaction with others	20%
	Nurturing relationships	20%
	Overall social skills (20%)	100%

2. Industrial Training Report – 30%

Students must complete a written report on the industrial training to be submitted at the end of semester 5. The report will be evaluated according to the following criteria:

Criteria	Marks Allocated
Introduction	10
Functions related to departments	10
Activities	40
Lesson Learned	30
Logbook	10
Overall Assessment	100

3. Presentation – 10%

Students are required to present their industrial training experiences after submitting the written report. The presentation will be evaluated according to the following criteria:

Criteria	Marks Allocated
Background of the organization	10
Task and project	10
Issues in information management	50
Conclusion and recommendation	10
Question & Answer	20
Overall Assessment	100

References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- Bowden, J. (2011). *Writing a Report 9E (How to Books)* (9th ed.). Constable & Robinson.
- Hering, L., & Hering, H. (2010). *How to write technical reports: Understandable structure, good design, convincing presentation*. SpringerLink (Online Service).
<https://doi.org/10.1007/978-3-540-69929-3>
- Malaysian Qualifications Agency (2013). *Programme Standards: Information Science*.
https://www2.mqa.gov.my/qad/garispanduan/2013/2013%2012%2017%20PS_Info%20Sci_BI.pdf
- Sinnasamy, Janaki & N.N., Edzan. (2015). Industrial training for library and information science students: Malaysian experience. [Paper Presentation]. 16th Congress of Southeast Asian Librarians Meeting and General Conference (CONSAL XVI) : ASEAN Aspirations: Libraries for sustainable advancement, 9 to 13 June 2015, Bangkok
https://www.researchgate.net/publication/279950744_Industrial_training_for_library_and_information_science_students_Malaysian_experience

Appendix 1: Akujanji



AKU JANJI PELAJAR LATIHAN INDUSTRI

Saya,(No. K/P:).....seorang warganegara Malaysia

dan beralamat di
(alamat rumah)

bersetuju untuk mengikuti Program Latihan Industri yang dianjurkan oleh Fakulti Pengurusan Maklumat, Universiti Teknologi MARA di

.....
(alamat organisasi)

dengan sesungguhnya dan sebenarnya mengakujanji seperti berikut:

1. Bahawa saya akan sentiasa melakukan tugas dengan cermat, cekap, jujur, amanah dan bertanggungjawab;
2. Bahawa saya akan amanah dalam menjalankan tugas di organisasi tersebut di atas dan akan sentiasa memastikan segala maklumat, pendapat dan dokumen yang berada di dalam pengetahuan saya sebagai perkara sulit dan rahsia yang hanya boleh dikongsi untuk tujuan Program Latihan Industri ini sahaja. Saya juga tidak boleh mendedahkan maklumat tersebut kepada mana-mana pihak ketiga tanpa kebenaran pihak organisasi tersebut.
3. Bahawa saya telah membaca dan faham Peraturan dan Syarat-syarat Latihan Industri Fakulti.

Saya sesungguhnya faham jika saya disabitkan kerana telah melanggar Aku Janji ini, saya boleh dikenakan sebarang tindakan Tatatertib di bawah Peraturan Tatatertib Fakulti.

Diperbuat dan diakui sebenar-benarnya oleh:

.....
(Tandatangan Pelajar)

.....
(Tandatangan Penyelaras Latihan Industri)

Nama :

Nama dan Cop Jawatan :

No. K/P :

No. Pelajar :
.....

Kod Program :

Tarikh :

Surat Aku Janji Pelajar ini perlu disimpan oleh pelajar dan satu salinan disimpan oleh Penyelia Latihan Industri.

Appendix 2: Content of the Industrial Training Report

Content of the industrial training report

1. Title Page
 - Include the title of the report, student's name, student ID, department, and the name of the institution.
2. Declaration
 - Provide a statement declaring that the report is the student's original work and that they have acknowledged all sources used.
3. Abstract
 - Summarize the key points and findings of the industrial training experience.
4. Table of Contents
 - List all the chapters, sections, and subsections with their respective page numbers.
5. List of Tables and Figures
 - Include a separate list of tables and figures used in the report, along with their respective page numbers.
6. Acknowledgements
 - Express gratitude to individuals, organizations, or institutions that provided support, guidance, or assistance during the industrial training.
7. Chapter 1: Introduction
 - Background of the industrial training program
 - Purpose and objectives of the report
 - Significance of industrial training for students of Diploma in Information Management
8. Chapter 2: Organizational Information
 - Overview of the organization where the industrial training took place
 - Organizational structure
 - Departmental structure and function related to information management
 - Explanation of the student's assigned department or unit within the organization
9. Chapter 3: Industrial Training Activities
 - Detailed description of the tasks, projects, and activities undertaken during the industrial training
 - Explanation of the skills, knowledge, and competencies applied or developed during the training period
10. Chapter 4: Learning Outcomes and Achievements
 - Reflection on the learning outcomes achieved during the industrial training
 - Discussion of personal growth, skills enhancement, and professional development
 - Examples of successful projects, accomplishments, or challenges overcome
11. Chapter 6: Recommendations and Conclusions
 - Suggestions for improvements in the industrial training program
 - Recommendations for the organization to enhance the information management practices based on the student's observations and experiences
 - Summary of the key findings and insights from the industrial training experience
12. References
 - List of all sources cited or referenced in the report using a standard citation style.
13. Appendices
 - Any additional supporting materials such as project reports, data samples, training certificates, or other relevant documents.



A. Rubric for Practical

Course Name:	Student's Name:	Supervisor's Name:
Course Code:	Student's ID:	Organization's Name:

1. Practical Skills - CLO1: Perform the basic tasks with responsibility and accountability relating to cataloguing, reference, circulation and acquisition departments in the library workspace. (40%)

<i>Criteria</i>	<i>Marks Allocated</i>	<i>Very Weak 0 – 4</i>	<i>Weak 5 - 8</i>	<i>Fair 9 - 12</i>	<i>Good 13 - 16</i>	<i>Very Good 17 – 20</i>	<i>Marks Obtained</i>
Application of knowledge	20	Unable to apply theoretical knowledge at workplace	Able to apply minimal theoretical knowledge at work place	Able to apply acceptable amount of theoretical knowledge at work place	Able to apply substantial amount of theoretical knowledge at work place	Excellent demonstration of theoretical knowledge application at work place	
Application of practical skills	20	Unable to apply practical skills at work place	Able to apply minimal practical skills at work place	Able to apply acceptable amount of practical skills at workplace	Able to apply substantial amount of practical skills at workplace	Excellent demonstration of practical skills at work place	
Learning capability	20	Unable to learn despite with supervision	Able to learn with substantial supervision	Able to learn with supervision	Able to learn with minimal supervision	Demonstrate outstanding and proactive learning capability	
Work Responsibility	20	Does not perform assigned tasks within by the scope of work even with close supervision	Perform assigned tasks within by the scope of work with close supervision	Perform assigned tasks within by the scope of work and meets expectation	Perform assigned tasks within by the scope of work and exceeds expectation	Perform assigned tasks beyond the scope of work and beyond expectation	
Quality of work	20	Fail to accomplish tasks assigned	Able to accomplish part of the tasks with delay	Accomplish the tasks on time with minimum correction	Accomplish the tasks on time with no correction	Accomplish the tasks before the deadline with no correction	
Overall Assessment	100						



2. Interpersonal Skills – CLO4: Demonstrate social skills in the workplace. (20%)

<i>Criteria</i>	<i>Marks Allocated</i>	<i>Very Weak 0 – 4</i>	<i>Weak 5 - 8</i>	<i>Fair 9 - 12</i>	<i>Good 13 - 16</i>	<i>Very Good 17 – 20</i>	<i>Marks Obtained</i>
Relationship building	20	Poor ability of teamwork and collaboration in reaching consensus on an issue	Limited ability of teamwork and collaboration in reaching consensus on an issue	Satisfactory ability of teamwork and collaboration in reaching consensus on an issue	Good ability of teamwork and collaboration in reaching consensus on an issue	Excellent ability of teamwork and collaboration in reaching consensus on an issue	
Self- expression	20	1. Not confident in doing a task 2. Too self-centred 3. Not aware of self-ability and potential	1. Limited self confidence in doing a task 2. Self-centred 3. Able to realize the self-ability and potential when raised by others	Sometimes 1. Demonstrate self-confidence 2. Accept other people's perception of self 3. Accept and give praise and feedback	Frequently 1. Demonstrates self-confidence 2. Accept other people's perception of self with an open heart 3. Accept and give praise and feedback rationally	Always 1. Display self-confidence 2. Accept other people's perception of self with an open heart 3. Accept and give praise and constructive feedback 4. Influence other people, able to attract attention and provide guidance	
Respect for others	20	No sensitivity towards the rights and needs of other individuals	Little sensitivity towards the rights and needs of other individuals	Show sensitivity to the rights and needs of other individuals	Show respect and appreciation for the rights and needs of other individuals	Show high respect and appreciation for the rights and needs of other individuals	
Interaction with others	20	1. Less interest to participate in conversations 2. No eye contacts 3. Always disrupt or monopolise conversations	1. Take part in conversations when initiated by others 2. Limited eye contact 3. Interfere or monopolise conversations	1. Take the initiative to start a conversation 2. Appropriate eye contact 3. Take turn to talk	1. Start, maintain and end a conversation in a friendly manner 2. Maintain good eye contact 3. Take turn to talk with respect	1. Start, maintain and end a conversation naturally 2. Use appropriate eye contact and body language 3. Take turn to talk with respect and actively listen to others	
Nurturing relationships	20	1. Do not share responsibility for the common good 2. Fail to support the atmosphere of mutual understanding and only concern about self-benefits	1. Lack in sharing responsibility for the common good 2. Lack in supporting the atmosphere of mutual understanding and only concern about self-benefits	1. Share responsibility for the common good 2. Mutually understand and encourage one another for mutual benefits	1. Often exhibit sharing of responsibilities 2. Often demonstrate support in understanding and promoting mutual benefits	1. Excellent sharing of responsibilities with every group member 2. All group members feel the atmosphere of mutual understanding by promoting an amicable atmosphere to achieve mutual benefits	
Overall Assessment	100						



**INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MEDIA
UNIIVERSITI TEKNOLOGI MARA**

Comments

Signature

Supervisor's Name

Designation

Date

Official Stamp



B. Rubric for Reports

Course Name:		Lecturer's Name:		Lecturer's Signature:	
Course Code:	Students' Names:			Student's ID:	Date:

Cognitive Skills - CLO2: Initiate the processes involved in the basic tasks relating to information life cycle in the information environment. (30%)

Criteria	Marks Allocated	Very Weak	Weak	Fair	Good	Very Good	Marks Obtained
Introduction	10	Not able to write introduction	Able to write introduction with limited clarity and require further improvements	Able to write introduction fairly clearly but require minor improvements	Able to write introduction clearly	Able to write introduction with excellent clarity	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Functions related to departments	10	Not able to explain the functions of each department	Able to explain the functions of each department with limited clarity and require further improvements	Able to explain the functions of each department fairly but require minor improvements	Able to describe the functions of each department clearly	Able to describe the functions of each department excellently	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Activities	40	Not able to explain the tasks or activities	Able to explain the tasks or activities with limited systemand require further improvements	Able to explain the tasks or activities fairly systematically but require minor improvements	Able to explain the tasks or activities systematically	Excellent ability to explain the tasks or activities clearly, coherently and systematically	
		0 – 10	11 – 20	21 – 30	31 – 40	41 – 50	
Lesson Learned	30	Not able to discuss the lesson learned	Able to discuss the lesson learned with limited systemand require further improvements	Able to discuss the lesson learned fairly systematically but require minor improvements	Able to discuss the lesson learned systematically	Excellent ability to discuss the lesson learned clearly	
		0 – 6	7 – 12	13 – 18	19 – 24	25 - 30	
Log Book	10	No daily log activities	Incomplete daily log activities	Slightly complete daily log activities	Good write up with detail and complete daily log activities	Comprehensively written with detail and complete daily log activities	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Overall Assessment	100						



C. INDIVIDUAL PRESENTATION

Course Name:		Lecturer's Name:		Lecturer's Signature:	
Course Code:	Students' Names:			Student's ID:	Date:

Communication Skills - CLO3: Propose best practices in information management issues. (10%)

Criteria	Marks Allocated	POOR	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT	Marks Obtained
Background of the organization	10	Provide incomplete basic information	Provide partial complete basic information	Provide complete basic information	Provide complete information about the organization	Provide complete information about the organization with extra effort and creativity	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Task and project	10	Provide incomplete task and project explanation	Provide partial complete task and project explanation	Provide complete task and project explanation	Provide detail information regarding activities performed during industrial training	Provide detail information regarding activities performed during industrial training with extra effort and creativity	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Issues in information management	50	Provide very weak solution / best practice in information management issues	Provide weak solution / best practice in information management issues	Provide acceptable solution / best practice in information management issues	Provide a good solution / best practice in information management issues	Provide excellent solution / best practice in information management issues with extra effort and creativity	
		0 – 10	11 – 20	21 – 30	31 – 40	41 – 50	
Conclusion and recommendation	10	Very weak conclusion with no recommendation	Weak conclusion with no recommendation	Acceptable conclusion with recommendation.	Concludes the outcome of the training program with recommendations for future action.	Concludes the outcome of the training program with recommendations for future actions with extra effort and creativity	
		0 – 2	3 – 4	5 – 6	7 – 8	9 – 10	
Question & Answer	20	Cannot address questions with irrelevant answer	Weak address questions with irrelevant answer	Able to address questions with irrelevant answer	Can address all questions with relevant and correct information	Can address all questions with relevant and correct information with extra effort and creativity	
		0 – 4	5 – 8	9 – 12	13 – 16	17 – 20	
Overall Assessment	100						