

# Internship Briefing Part II

## Semester III 2022/2023

### SKE\* 4926 & SEE\*4926



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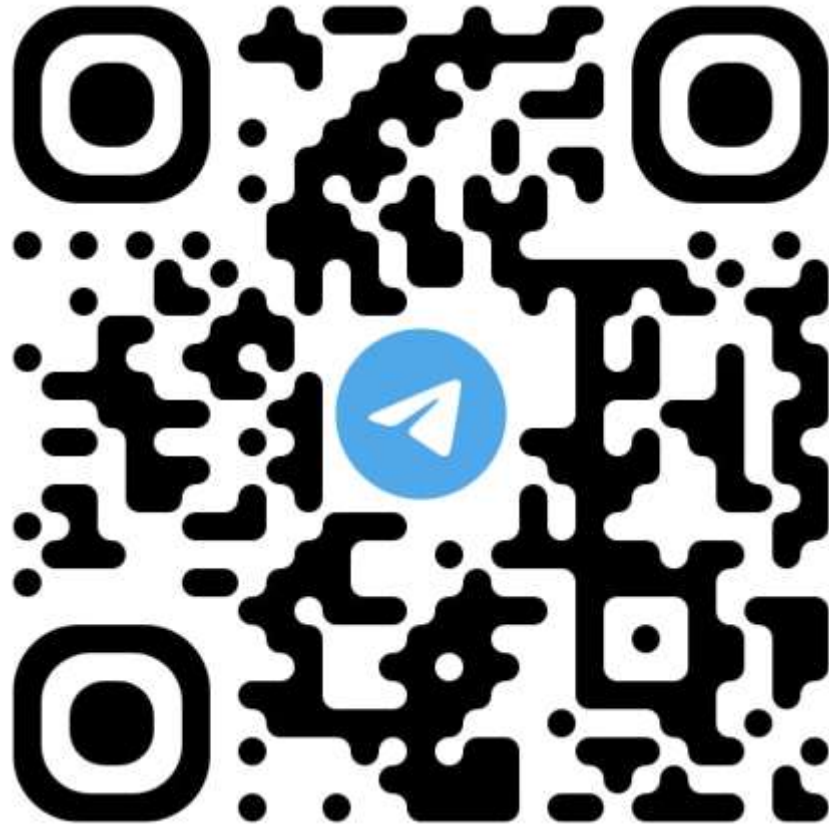
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# Please join the Telegram



# Content / FAQ

- ☐ Can I start my internship later than 24 July?. Fees
- ☐ Accommodation
- ☐ Change of placement & Multiple offer
- ☐ Differed / Withdrawn of internship
- ☐ UTM In-house internship
- ☐ Internship Timeline
- ☐ Internship Subject Registration
- ☐ Faculty Supervisor and Visit
- ☐ Internship AFSeFSment and forms
- ☐ Logbook and Internship report format

Evaluation and  
Completion of  
Internship

# Can I start my internship later than 24 July?

Minimum period of internship is 10 weeks.

## FEES....

Dear students,

Please ensure that the current and previous semester fees  
have been paid.

Payment must be made **before 30th July 2023 (Sunday)**

Those who have outstanding bursary payments may not  
be able to register.

**Failure to do so** will **invalidate** your **training**

# Accommodations

- ❑ For In-house internship student looking for hostel, apply directly to **College Principal**
- ❑ For student that does intern with industry **located outside of UTM**, they are **NOT ALLOWED** to stay in hostel except KLG Campus Residence

# Change Placement & Multiple Offer

- ☐ Yes, you can choose and change internship place.
- ☐ Please make sure that you send **Decline Letter** to the company you reject the offer (email or printed mail).  
A **copy** of Decline Letter **MUST** be send to your internship Program Coordinator.
  - ◇ You need to write your own letter.
  - ◇ It is good to request read receipt before sending the email
- ☐ If student is absent (MIA) and If the Faculty receives a complaint from the company that you do not report for duty while at the other company, you will get **HG** for Internship.

# Deferred / Withdrawal of Internship

- ☐ You are **STRONGLY NOT** encouraged to do so as your graduation will be extended for at least 2 semester as you are not eligible to register for FYP1 as you do not have the required accumulated credit.
  
- ☐ It is economically viable for you not to defer.

# UTM In-House Internship

- ☐ Placement at any lab/project in UTM
- ☐ SKE offer some internship placement for those who has not yet been placed after unsuccessful applications. Contact the project head (lecturer) directly for arrangement
- ☐ Easy access to UTM campus for nearby student
- ☐ To follow UTM guideline/SOP for Lab entrance and activity

This mode of intern is allowed only during Covid-19 pandemic. Post endemic stage does not apply. Please look for internship placement at the industry for the moment.



# Internship Timeline

Conducted Activity and Assessment	Semester 3 (2021/2022)												Semester 1 (2022/2023)			
	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12	W 13	W 14	W 15	W 16
	24-30 July	31 July – 6 Aug	7-13 Aug	14-20 Aug	21-27 Aug	28 Aug - 3 Sep	4 - 10 Sep	11- 17 Sep	18- 24 Sep	25 Sep – 1 Oct	2 – 8 Oct	9- 15 Oct	16-22 Oct	23-29 Oct	30 Oct – 5 Nov	6-12 Nov
1. Subject registration																
2. Submit LP2 & LP2A																
3. Faculty supervisor aFSignment																
4. Submit LP3																
5. Submit LP4 & LP4A																
6. Submit LP5																
7. Submit LP6																
8. Submit LP7																

**WORK SCHEDULE FOR COURSE REGISTRATION AND EXAMINATION  
SHORT SEMESTER 2021/2022 SEFSION FOR DEGREE PROGRAMME**

BIL	PROGRAMME	WEEK	JOHOR BAHRU	
			JOHOR BAHRU	JOHOR BAHRU
1	Registration of Courses for Short Semester, 2021/2022 SeFSion (ONLINE)	–	31 July - 6 August 2022	
2	Deadline for Registration of Courses (ONLINE)	–	6 August 2022	
			5.00 pm	
3	Lectures for Short Semester, 2021/2022 SeFSion		6 August - 30 Sept 2022	
4	Amendments to Course Registration (with <b>PENALTY</b> ) by students		11 Aug 2022	16 – 19 Aug 2022
5	Closing Date and Time for Course Registration		11 Aug 2022	12 Aug 2022
			3.30 pm	5.00 pm
6	Course Registration for Short Semester, 2021/2022 SeFSion	5 - 6	21 August - 1 Sept 2022	22 August - 2 Sept 2022
7	Course Registration for Short Semester, 2021/2022 SeFSion	3 weeks	11 - 29 Sept 2022	12 - 30 Sept 2022
	Week for Short Semester, 2021/2022 SeFSion	1 week	2 - 6 Oct 2022	3 - 7 Oct 2022

Academic Management Division

17 July 2022

# Internship Subject Registration

- ❑ Please register your internship as a course in the online system for semester 3, 2022/2023.

◇ **Registration open: 31<sup>st</sup> July 2022**

◇ **Registration close: 31<sup>st</sup> July 2022, 3:30pm**

- ❑ The course code is **SKE\* 4926 & SEE\* 4926**.

- ❑ The procedure is similar with the course registration that you did every semester.

- ❑ If you still fail to secure placement after **31<sup>st</sup> July 2023**, please **contact coordinator asap**.

This work schedule does not apply, AMACS has not set the new work schedule. It will be shared through Telegram when iFSued. Please take note.

# FACULTY OF ELECTRICAL ENGINEERING

## NOTICE TO ALL INTERNSHIP STUDENT

We would like to inform that the  
Industrial Training for seFSi  
Registration start from 31 July  
2022

This work schedule does not apply, AMACS has not set the new work schedule. It will be shared through Telegram when FSued. Please take note.

PROGRAMME	COURSE CODE :
SKEE / SEEE / SEEEH	SKEE4926 / SEEE4926
SKEL / SEEL / SEELH	SKEL4926 / SEEL4926
SKEM / SEEM	SKEM4926 / SEEM4926

The link is

<https://FSO.utm.my/login>

SECTION FOR THE COURSE WILL BE DETERMINE ACCORDING TO ZONE YOU ARE ACCEPTED TO UNDERGO INDUSTRIAL TRAINING

ZONE (SOUTHERN) – JOHOR, MALACCA	- SECTION 01
ZONE (CENTRAL) – N. SEMBILAN, KL, PUTRAJAYA, SELANGOR	- SECTION 02
ZONE (NORTHERN) – PERLIS, KEDAH, PENANG, PERAK	- SECTION 03
ZONE (EASTERN) – PAHANG, KELANTAN, TERENGGANU	- SECTION 04
ZONE (EAST MALAYSIA) – SABAH, SARAWAK	- SECTION 05
ZONE (INTERNATIONAL) – OTHERS	- SECTION 06
<b>**YET TO BE ACCEPTED FOR INDUSTRIAL TRAINING</b>	- SECTION 10

**\*\*ATTENTION**

1. Student who enroll for section 10, please change your section once you are confirmed of an industrial training place.
2. For those who are not yet successful of securing industrial training place, after 8 August 2023 please **‘DELETE’ your registration for SKE\*4926 / SEE\*4926.**

Failing to do so, will incur KG (Fail) for **the subject and course for Semester will be charged to you automatically by the Bursary UTM. No refund will be entertained.**

Thank you.

## ONLINE REGISTRATION : INDUSTRIAL TRAINING 20222023-3

**STEP 1 : Go to link**

<https://FSO.utm.my/login>

**STEP 2 : Click at  
course registration**

**STEP 3 : Click at  
short semester**

**STEP 4 : Choose  
correct programme  
code & section**

# Faculty Supervisor

- ❑ Faculty Supervisor (FS): A lecturer from FKE who will be **evaluating** your Internship.
- ❑ The name of FS will be aFSigned to you in ITS at the end of **Week 5**.
- ❑ Some students may be assigned FS at a later weeks, so please be patient and check for updates in your ITS.

# Faculty Supervisor

- ☐ Will check on your **logbook**
- ☐ Will **communicate** with your **Industrial Supervisor**.
- ☐ Will read your **training report**.
- ☐ Will be in charge in matters related to your **training and evaluation**.
- ☐ **Will not** be in charge in matters related to **administrative** part of your training (deal with the Committee).



# Internship Visit

- ❑ There will be **visit** by the Faculty .
- ❑ Faculty Supervisor will contact you OR your Industrial Supervisor OR HR officer to know your work progress and arrange visit.
  - ◇ Please provide an updated details on the contact and address (**FKE-LP2A**) (monitoring your intern)

# Internship Assessment

Items	Marks
Logbook	10 %
Faculty Supervisor Evaluation	20 %
Industrial Supervisor Evaluation	30 %
Industrial Training Report	40 %

# LI Forms

<a href="#"><u>FKE-LP2</u></a>	<b>Maklumat Penempatan Latihan Industri</b> (Industrial Training Placement Information)	<b>Week 2</b>
<a href="#"><u>FKE-LP2A</u></a>	<b>Maklumat Penempatan Latihan Industri - ONLINE</b> (Industrial Training Placement Information – ONLINE)	<b>Week 2</b>
<a href="#"><u>FKE-LP3</u></a>	<b>Jadual Kerja Latihan Industri</b> (Industrial Training Schedule)	<b>Week 7</b>
<a href="#"><u>FKE-LP4</u></a>	<b>Penilaian Penyelia Industri</b> (Industrial Supervisor Evaluation)	<b>Week 12</b>
<a href="#"><u>FKE-LP5</u></a>	<b>Penilaian Penyelia Fakulti</b> (Faculty Supervisor Evaluation)	<b>Week 12</b>
<a href="#"><u>FKE-LP6</u></a>	<b>Penilaian Laporan Latihan Industri</b> (Industrial Training Report Evaluation)	<b>Week 14</b>
<a href="#"><u>FKE-LP7</u></a>	<b>Maklumbalas Pelajar Latihan Industri</b> (Industrial Trainees Feedback)	<b>Week 14</b>

\*All forms (softcopy) must be uploaded to your folder during and after finishing LI.

# FKE-LP2

- ☐ To certify that you have report for training at the company.
- ☐ To be filled by the **student** and must be STAMPED by the company (**HR or Industrial Supervisor**)
- ☐ Document must be in format .pdf and uploaded to your folder.

**Submit within 2 weeks after the internship starts**

- ☐ Failure to submit on time – you will be graded **HG**
- ☐ A Google Form will be used to **usher and confirm your submission.**

Chairman  
 Industrial Training Committee  
 School of Electrical Engineering  
 Universiti Teknologi Malaysia  
 81310 Skudai Johor  
 (Attention: Dr.Zuraimy bin Adzis)

Dear Sir,

#### INDUSTRIAL TRAINING PLACEMENT INFORMATION

# FKE-LP2

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
 will be uploaded in  
 Telegram accordingly

STUDENT'S PARTICULARS					
Student's Name					
I.C. No. @ Matric No.		Programme		SEEE / SEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM	
Permanent Address					
Email					
Telephone					
Training Duration	No of Weeks				
	Start Date				
	End Date				
Address During Training					
Email					
Telephone					
TRAINING PLACE DETAILS					
Company's Name					
Company's Address					
Postal Code					
Supervisor's Name		Telephone			
HR Officer's Name		Telephone			
Company's Stamp					

#### ATTENTION:

1. SKE-LP2 form has to be submit to SKE google form within 2 weeks after your training begins.
2. Please use "SKE-LP2 2022 Programcode Youname" as the email subject and pdf file name. Eg. SKE-LP2 2022 SKE Ahmad.
3. Failure to do so will result in HG for your LJ grade because it indicates that you have not started the industrial training program.

# FKE-LP2A

- ☐ To update any changes in the ITS database
- ☐ Your need to fill FKE-LP2A form **ONLINE** as well:

A google form will follow suit

# FKE-LP3

- ❑ To be filled by the **student** and endorsed by the **Industrial Supervisor**.
  - ◇ LI training plan or program or schedule for 12 weeks. Every week or every 2weeks there must be a Task done.
- ❑ Must be scanned and uploaded to **your folder**.  
**Name the file appropriately.**
- ❑ **Submit on Week 7 to Faculty Supervisor. Upload to your folder is considered submission as it is shared with your FS.**

## INDUSTRIAL TRAINING SCHEDULE

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name			
Company's Address			

### INSTRUCTIONS:

Please provide a schedule of the activities over the training period.

Please submit this form to the School Supervisor during the Industrial Training Visit

PART I (to be filled by student and endorsed by Industrial Supervisor)							
Task (in general)	Department/ section	Week (please tick)					
		1	2	3	4	5	6
Task (in general)	Department/ section	Week (please tick)					
		7	8	9	10	11	12
Industrial Supervisor's Endorsement							
Supervisor's Name		Designation					
Signature and stamp		Date					
PART II (to be filled by School Supervisor)							
Supervisor's comment on work progress (if required)							
Supervisor's Name							
Signature		Date					

# SKE-LP3

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
 will be uploaded in  
 Telegram accordingly



# FKE-LP4 & FKE-LP4A

- ❑ To be filled by the **Industrial Supervisor**.
  - ◇ Evaluation of the student by the Industrial Supervisor or HR at the company.
  - ◇ Both forms must be **STAMPED** by the company
  - ◇ **Submit on Week 12 to the Faculty Supervisor during visit, and also upload to your folder as backup.**

## INDUSTRIAL SUPERVISOR'S EVALUATION

# SKE-LP4

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
 will be uploaded in  
 Telegram accordingly

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name and Address			
Supervisor's Name			
Supervisor's Designation			

### INSTRUCTIONS:

The following survey questions are to be filled by the training organisation's Industrial Supervisor.

Please shade or tick at the appropriate circle for the score with ④ being the highest and ① being the lowest.

Please submit this form to the School Supervisor during the Industrial Training Visit.

WORKING PERFORMANCE	score
1. Knowledge on work assigned (PLO4) Depth of knowledge and understanding of work assigned	④ ③ ② ①
2. Quality of work process (PLO4) Attention to details, precision and work skills acquirement	④ ③ ② ①
3. Ability to meet work deadline (PLO4) Able to complete work assigned within specific time	④ ③ ② ①
4. Quality of work (PLO8) Maintain good and professional work quality by conforming to acceptable quality standards	④ ③ ② ①
5. Initiative (PLO8) Able to work independently and resourceful in problem-solving	④ ③ ② ①
6. Creative and innovative (PLO6) Able to contribute new ideas and innovative into the work process	④ ③ ② ①
7. Preparation of Logbook (PLO8) Able to retain a logbook systematically	④ ③ ② ①

**LOGBOOK ENDORSEMENT**

# SKE-LP4A

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
 will be uploaded in  
 Telegram accordingly

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEH/ SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name and Address			
Supervisor's Name			
Supervisor's Designation			

**INSTRUCTIONS:**

To the Industrial Supervisor. Please check the student's logbook on a weekly basis, endorsed by a signature and provides comments if necessary in the following sections.

Week	Comments	Signature
1		
2		
3		
4		

# FKE-LP5

- ❑ To be filled by the **Faculty Supervisor**.
  - ◇ Evaluation of the student (interview) and log book by the Faculty Supervisor.
  - ◇ Submit at Week 12 during the internship period, and also softcopy (if available, to your folder)

## SCHOOL SUPERVISOR'S EVALUATION

# FKE-LP5

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
will be uploaded in  
Telegram accordingly

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name and Address			
Title of Project (Chapter III)			

(I) SCHOOL SUPERVISOR'S EVALUATION (20%) (PLO7) (to be filled by School Supervisor)			
Sections and Criteria	Mark (a)	Weight (b)	Score (a×b)
<b>Able to apply things learned at the university in their training place</b> <ul style="list-style-type: none"> <li>Excellent – Company's business nature matches the student's programme</li> <li>Good – Company's business nature is related to the student's programme</li> <li>Moderate – General knowledge and soft skill can be applied</li> <li>Fair – Student only experience a fair working environment</li> <li>Poor – Company does not provide suitable environment</li> </ul>	⑤ ④ ③ ② ①	1	
<b>Able to enhance the knowledge and skills related to the industrial needs (adaptable, problem-solving, innovative, creative, lifelong-learning, interpersonal skill)</b> <ul style="list-style-type: none"> <li>Excellent – All of the above criteria</li> <li>Good – Most of the above criteria</li> <li>Moderate – Several of the above criteria</li> <li>Fair – Few of the above criteria</li> <li>Poor – Little of the above criteria</li> </ul>	⑤ ④ ③ ② ①	2	
<b>Feedback from The Industrial's Supervisor regarding student's achievement (work ethics, integrity, communication skill and teamworking)</b> <ul style="list-style-type: none"> <li>Excellent</li> <li>Good</li> <li>Moderate</li> <li>Fair</li> <li>Poor</li> </ul>	⑤ ④ ③ ② ①	1	
<b>Total Score (A)</b>			

# FKE-LP6

- ❑ To be filled by the **Faculty Supervisor**.
  - ◇ **Evaluation of the Industrial Training Report.**
- ❑ The **student** must submit the form to the **Faculty Supervisor** after the completion of training.
  - ◇ **Two (2) weeks after internship period end**
  - ◇ Title of Project (Chapter III) must be filled up in the form.
  - ◇ Submit together with Industrial Training Report (Please do not bind LP6 form with the report)

## INDUSTRIAL TRAINING REPORT EVALUATION

# SKE-LP6

[fke.utm.my/li](http://fke.utm.my/li)

and as an alternative, it  
 will be uploaded in  
 Telegram accordingly

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name and Address			
Title of Project (Chapter III)			

TECHNICAL REPORT EVALUATION (PLO6) (to be filled by School Supervisor)			
Sections and Criteria	Mark (a)	Weight (b)	Score (a*b)
<b>Introduction</b> <ul style="list-style-type: none"> <li>Relevant and attention grabbing</li> <li>Relevant</li> <li>Somewhat relevant</li> <li>Remotely related</li> <li>Totally unrelated</li> </ul>	⑤ ④ ③ ② ①	2	
<b>Company Background</b> <ul style="list-style-type: none"> <li>Thorough but succinct company overview including some history, products/services, customers and suppliers</li> <li>Thorough but succinct overview with some history, products/services, but limited additional research on customers and suppliers</li> <li>Brief but incomplete overview of company</li> <li>Little overview of company</li> <li>No apparent company background</li> </ul>	⑤ ④ ③ ② ①	2	
<b>Provision of Training</b> <ul style="list-style-type: none"> <li>Complete description with prioritization of tasks and/or deliverables</li> <li>Complete description with no prioritization of tasks and/or deliverables</li> <li>Some explanation but limited</li> <li>Little explanation</li> <li>No apparent explanation</li> </ul>	⑤ ④ ③ ② ①	2	



# FKE-LP7

- ☐ Industrial Trainees Feedback
- ☐ Submit Two (2) weeks after internship period end
- ☐ To be filled by the Student
- ☐ Link google form  
Will be given in Telegram accordingly.



# Log Book

- ☐ Use your own format of keeping a logbook.
  - ◇ Weekly entry with picture attachment. Hardcopy is preferred. Softcopy if data can be secure.
  - ◇ Upload to your folder as backup.
- ☐ Your **Industrial Supervisor** must sign your hardcopy logbook at least once a week.

# LogBook

- ☐ Fill it up **everyday** of all training activities.
- ☐ Jot down **sketches and simple drawing during** training or group discussion/meeting.
- ☐ Logbook that is absence of sketches, diagram and flowchart shows that you're not undertaking your training professionally.
- ☐ Logbook evaluation criteria is provided in form LP5

# Industrial Training Report

- ☐ Format should strictly follow UTM Thesis Manual 2018
- ☐ Minimum pages 10, maximum 30 pages
- ☐ Submit the report to the Faculty Supervisor on **Week 14** (2 weeks after internship end)
- ☐ Report evaluation criteria is provided in form **LP6**
- ☐ Please enclose the **Copyright Declaration** form in front of the report

*\*Copy of UTM Thesis Manual 2018 can be obtained from website  
[li.fke.utm.my/Downloads/MISCELLANEOUS/MS06](http://li.fke.utm.my/Downloads/MISCELLANEOUS/MS06)*

[fke.utm.my/li](https://fke.utm.my/li)

**Put this form on the report's first page.**

DECLARATION OF THE UNDERGRADUATE INDUSTRIAL TRAINING REPORT AND COPYRIGHT	
Trainee full name	:
Date of Birth	:
Title	:
Academic Session	:
Date	:
I declare that this industrial training report is classified as:	
<input type="checkbox"/> <b>CONFIDENTIAL</b>	(Contains confidential information under the Official Secret Act 1972)*
<input type="checkbox"/> <b>RESTRICTED</b>	(Contains restricted information as specified by the organization where research was done)*
<input checked="" type="checkbox"/> <b>INTERNAL</b>	I agree that the industrial training report is for internal only
1. I acknowledged that Universiti Teknologi Malaysia reserves the right as follows: 2. The industrial training report is the property of Universiti Teknologi Malaysia. 3. The School of Electrical Engineering has the right to make copies for the purpose of reference only.	
Certified by:	Verified by:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>INDUSTRY SUPERVISOR</b> <b>SIGNATURE</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>SCHOOL SUPERVISOR</b> <b>SIGNATURE AND STAMP</b>
Date:	Date:

# Industrial Training Report

## ❑ Contents (Refer to FKE-LP6 Form)

Chapter 1	Introduction, Company Background, Structure, Products
Chapter 2	Provision of Training (all types / parts / project in general) – Can refer to FKE-LP3
Chapter 3	A detailed report on one of the project. <ul style="list-style-type: none"><li>• Background</li><li>• Objectives</li><li>• Methodology</li><li>• Results</li><li>• Conclusions</li></ul>
Chapter 4	Conclusion.

# Industrial Training Report

## □ Chapter 3

1	This Chapter 3 writing is an exercise to introduce and familiarize you with Final Year Project (FYP) work process and format.
2	The title for Chapter 3 is obtained from your training – from observation, tasks assigned, technical problems, or an issue of your interest
3	It has to be written in details, and the content of the report should follow the required content as instructed in LP6 form
4	Chapter 3 title of your report is required by KPT

# REMEMBER

## TO REGISTER INDUSTRIAL TRAINING SUBJECT

### SKE\* 4926 & SEE\* 4926

Registration open: **31<sup>st</sup> July 2022**

Registration close: **06<sup>th</sup> August 2022, 3:30pm**

# FKE Dean's advice

1. Take care of your health by having enough rest before work
2. Practice social distancing and wearing facemask at the workplace. Covid has not ended.
3. Be punctual.
4. Respect supervisor, colleagues, subordinates at the workplace.
5. Be aware to preserve the good name of the Faculty and UTM.
6. Take note on how the company stay sustainable in their operations. Open your entrepreneurial mind.
7. Complete all the evaluation forms accordingly and timely.
8. Look for information/knowledge/experience that may inspire a problem for your FYP.
9. Abide company rules, stay focused on the internship and submit the report to the Faculty supervisor.



*Thank You*

[zuraimy@utm.my](mailto:zuraimy@utm.my)

OR

[latihanindustri@fke.utm.my](mailto:latihanindustri@fke.utm.my)