

SUMMARY OF INFORMATION ON EACH COURSE/MODULE

1.	Name of Course/Module/Subject	Industrial Training	
2.	Course /Subject Code	TPT2201	
3.	Status of Subject	Core	
4.	MQF Level/Stage Note : <i>Certificate – MQF Level 3</i> <i>Diploma – MQF Level 4</i> <i>Bachelor – MQF Level 6</i> <i>Masters – MQF Level 7</i> <i>Doctoral – MQF Level 8</i>	Bachelor – MQF Level 6	
5.	Version (state the date of the last Senate approval)	June 2014	
6.	Pre-Requisite/Requirement for Registration	Completed 60 credit hours excluding University Subjects/LAN compulsory subjects, Arts & Humanities subjects	
7.	Name(s) of academic/teaching staff	All academic staffs	
8.	Semester and Year offered	Trimester 3 (Gamma)	
9.	Objective of the course/module/subject in the programme : <ul style="list-style-type: none">• To expose students to the real working environment and to get familiarity with the organization structure, business operations and administrative functions.• To have hands-on experience in their related fields so that they can relate and reinforce what has been taught in the university.• To expose students to new technologies and knowledge in the market and to enhance the soft skills.• To foster cooperation and to develop synergetic collaboration between industry and the university in promoting a knowledgeable society.• To produce graduates who are competent and thus increasing the employability level of graduates.		
10.	Justification for including the subject in the program : To provide students practical experience, relevant and current knowledge, and soft skills necessary for better preparation to face the working world upon graduation and also to have a competitive edge in the job market.		
11.	Subject Learning Outcomes :	Domain	Level
	LO1: Analyse the requirements to address problems in relevant domains faced by organizations	Cognitive	4
	LO2: Illustrate theoretical and academic knowledge learned in the university to the internship and expectations on workplace dynamics, skill set adequacy, and work culture before and after undergoing industrial training.	Cognitive	3
	LO3: Apply essential soft skills (communication skills, entrepreneurial skills, documentation skills, moral and ethical values) in work and career related activities	Cognitive	3
	LO4: Develop competencies, experience and competitiveness in the respective areas of specialization that can be used to select a suitable job without delay after graduation	Cognitive	6

12.	Mapping of Learning Outcomes to Programme Outcomes :									
	Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
	LO1			X						
	LO2		X		X			X	X	X
	LO3	X			X	X	X			
	LO4				X					
13.	Assessment Methods and Types : Overall grade for Industrial Training will be PASS/FAIL based on the assessment on each of the following components. Student has to obtain minimum of 50 percentage marks in each of the component separately in order to obtain overall grade as PASS. Upon passing, the student will accumulate six credit hours which will not be counted in Cumulative Grade Point Average (CGPA). Student who has obtained the grade as FAIL will have to repeat the training.									
	Method and Type	Description/Details							Percentage	
	Company Supervisor Assessment	Company supervisor will evaluate the performance of the student during the entire period of training based on the given guidelines.							40	
	Presentation Assessment	Evaluation to be done by Faculty Supervisor and Company Supervisor (If presentation is done during the company visit by faculty supervisor) or by Faculty supervisor and appointed faculty member as moderator.							25	
	Report Assessment	Evaluation to be done by Faculty Supervisor based on weekly logs, monthly reports, and final report							25	
	Ethics and Professional Conduct Assessment	Evaluation to be done by Faculty Supervisor (5%) and Company Supervisor (5%)							10	
14.	Details of Subject									
	Industrial training is a compulsory requirement for students before awarding the degree, for which students cannot apply credit transfer. Students will undergo supervised practical training in an approved industries, either overseas or in the country, for not less than the period of three months.									
	A database of organizations that have offered industrial training will be released by the faculty. Placement at the respective organization will be initiated by applications by the students, sending resume and reference letter from faculty. Approval of the placement is subject to the stated requirements at the discretion of the faculty.									
	During the training period, students will be given the tasks that is more focused on his/her field of specialization, which have been agreed between the Faculty and the organization that accepts students who undergo industrial training. The scope of work should provide opportunities for students to apply the knowledge and skills learned in the university and gain exposure of work practices in their respective fields.									
	For example, training may involve the following activities: feasibility study, requirement and functional analysis, system analysis and design, development, testing and implementation, evaluation, maintenance and installation, data collection and processing, organization reengineering, opportunities to improve essential soft skills such as communication, documentation and entrepreneurial skills.									
15.	Total Student Learning Time (SLT)	Face to Face					Independent Learning			
	Assignments by Company Supervisor (15 hours/week * 12 weeks)						180			

	Weekly Logs (3 hours/week * 12 weeks)		36
	Monthly Reports (3 hours/month * 3 months)		9
	Final Report (3 hours/day * 5 days)		15
	Presentation		
	Visit by Faculty Supervisor		
	Sub Total		240
	Total SLT	240	
16.	Credit Value	6	
17.	Reading Materials :		
	Textbook	Reference Materials	
		The Ministry of Higher Education, Malaysia. (2014). <i>Industrial Training Policy for Higher Education Institutions (HEIs)</i> . Retrieved from http://jpt.mohe.gov.my/graduate/industrainpolicy.html	

18.	Appendix (to be compiled when submitting the complete syllabus for the programme) :					
	1. Mission and Vision of the University and Faculty 2. Programme Objectives or Programme Educational Objectives 3. Programme Outcomes (POs) 4. Mapping of POs to the 8 MQF domain 5. Mapping of Los to the POs 6. Summary of the Bloom's Taxonomy's Domain Coverage in all the Los in the format below :					
	Subject Learning Outcomes (please state the learning Outcomes)		Bloom's Taxonomy Domain			
			Affective	Cognitive	Psychomotor	
	TPT2201					
	7. Summary of LO to PO measurement 8. Measurement and Tabulation of result for LO achievement 9. Measurement Tabulation of result for PO achievement					
	Mapping Learning Outcome to Assessment					
No.	Assessment	%	LO1	LO2	LO3	LO4
A1	Company Supervisor Assessment	40	X	X	X	X
A2	Presentation Assessment	25	X	X	X	
A3	Report Assessment	25	X	X	X	
A4	Ethics and Professional Conduct Assessment	10			X	