

# DIT5611 Industrial Training

*(only for DIT student)*

## INTERNSHIP

Trimester July 2024 (Tri2420)

October 2022, April 2023, and July 2023 (intakes)

Date: 27th March 2023 (Monday)

Time: 8.30 pm – 10.30 pm (NIGHT)

# BRIEFING OUTLINE

- Objectives
- Learning outcomes
- Industrial Training Program
- Pre-requisite
- Register at MS Teams
- Industrial Training Information
- MS Teams
- Applying for ITP at suitable companies
- Procedures
- Placement Location
- Confirm Placement
- Industrial Training Registration
- Other items in the ITP Portal
- Grading
- Precautions
- Deductions of Marks
- Leave of Absence
- Letter of indemnity, Disclaimer
- Starting Internship (weekly log, attendance report, Report, supervisor evaluation)
- Presentation
- Etiquette
- Visitation
- Cheating case
- Q & A Session

# Objectives

- To expose students to the 'real' working environment and get acquainted with the organization structure, business operations and administrative functions.
- To have hands-on experience in the students' related field so that they can relate and reinforce what has been taught at the university.
- To foster cooperation and to develop synergetic collaboration between industry and the university in promoting a knowledgeable society.
- To set the stage for future recruitment by potential employers.

# Course Learning outcomes

<b>LO</b>	<b>COURSE LEARNING OUTCOMES</b>	<b>Domain</b>	<b>Level</b>
LO1	Display ability to perform given tasks under supervision	Psychomotor	3
LO2	Conform to industrial training process with ethics and professional conduct	Affective	2
LO3	Present the industrial training experiences in a reflective manner	Affective	2
LO4	Apply relevant knowledge and skills to the given tasks or projects.	Cognitive	3
LO5	Follow guidelines to write detailed weekly logs and formal report on the industrial training environment, tasks and responsibilities.	Affective	3
LO6	Demonstrates motivation and entrepreneurial mindset	Affective	3

# Industrial Training Program

- Industrial training for a **minimum 12 weeks.**
  - Training duration: **22 July 2024 – 13 October 2024**
  - The latest date to confirm the documents with the lecturer (virtually/physically) with the **checklist**: is **19 April 2024 (Friday)**
  - Latest attachment date: **15 July 2024 (Monday)**
  - Nature of jobs: Must be related to the areas of specialization.
- Once placed:
  - Change of company is **NOT ALLOWED**
  - Subject to the respective Company's Rules and Regulation

# Pre-requisite

- To qualify for pre-registration at CLiC /meet up lecturer with checklist

Not financially barred and must pass at least **30\*** credit hours excluding MPU subjects. (result calculated up to Trimester 1 2023/24)

Refer to the *guidelines/checklist* document.

- Batch intake July 2023 who have failed Program Design and Operating System in term 2310 are not allowed to proceed with ITP.
- Other students who have failed Program Design are not advisable to proceed with ITP.

# Recommended Subjects for ITP

- Program Design
- Database Systems
- Internet & Web Publishing

# Pre-requisite

- For subject registration

Not financially barred and must pass at least **40** credit hours excluding MPU subjects. (result calculated up to Trimester March 2024)

*-we will send your name to ERU for registration once your placement has been approved by us.*

# Industrial Training Information

- Where to access those documents and other related ITP documents?

- **MS Teams**

if you are yet to be added to the Teams, please email me at [farah.yussoff@mmu.edu.my](mailto:farah.yussoff@mmu.edu.my)

# Formal Email

- Please use your **STUDENT EMAIL** to email the documents to your ITP lecturer.

[xxxxxxxx@student.mmu.edu.my](mailto:xxxxxxxx@student.mmu.edu.my)

[xxxxxxxx@soffice.mmu.edu.my](mailto:xxxxxxxx@soffice.mmu.edu.my)

- Write a formal email. The lecturer is not your friend.
- Use a **FORMAL PROFILE PICTURE**.



# Applying for ITP at suitable companies

## Search Company list

(Industrial Training Program → Master Company List)

The screenshot shows the MMU Self Service portal interface. At the top, there is a blue header bar with the MMU logo, a search bar labeled "Search in Menu", and various navigation links like "Favorites", "Main Menu", "Self Service", "Academics", and "Industrial Training Program". Below the header, the breadcrumb navigation shows "Main Menu > Self Service > Academics >". The main content area is titled "Industrial Training Program" and contains several options:

Icon	Link Name	Description
Document icon	Apply for ITP Placement	New bolt-on self service page for student to apply for ITP placement
Document icon	View / Update ITP Placements	View / Update ITP Placements
Document icon	Master Company List	Master Company List (highlighted with an orange box)
Calendar icon	ITP Calendar	ITP Calendar
Document icon	ITP Guidelines	ITP Guidelines
Document icon	ITP Job Advertisements	ITP Job Advertisements
Document icon	ITP Committee Member	ITP Committee Member
Document icon	ITP Disclaimer	ITP Disclaimer
Document icon	ITP Committe	ITP Committe

# Applying for ITP at suitable companies

## Search Company list

(Industrial Training Program → Master Company List)

The screenshot shows the MMU Industrial Training Program (ITP) application interface. At the top, there is a navigation bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the navigation bar, the path is indicated as Favorites → Main Menu → Self Service → Academics → Industrial Training Program. The main content area is titled "Master Company List". A "Search Criteria" section contains fields for Academic Institution (MMU01), Faculty (FIST), Company Status (Preferred), Country, State, and City, each with a search icon. A "Search Companies" button is located at the bottom of this section. Below this is a "Selection Results" section containing a table with columns: Institution, Faculty, Company ID, Company Name, Company Type, Company Status, and Company Location Address. Three company entries are listed:

	Institution	Faculty	Company ID	Company Name	Company Type	Company Status	Company Location Address
1	MMU01	FIST	0075	Ofisgate Sdn. Bhd.	Consumer Services	Preferred	
2	MMU01	FIST	0097	Daibochi Plastic And Packaging	Business	Preferred	Kompleks Daibochi Plastic, Lot 3&7, Ayer keroh Industrial Estate, Phase IV,Melaka,Melaka, MYS
3	MMU01	FIST	0100	LIKOM CASEWORKS SDN BHD	Business	Preferred	KAWASAN PERINDUSTRIAN CHENG, FASA III, MUKIM CHENG,DAERAH MELAKA TENGAH,Melaka,Melaka, MYS

# Procedures

- Besides Camsys master list of companies you can also find through *JobStreet* , *newspaper job advertisements*, *Google search*.....
- Call up the company first before sending out the application letters.
- Find out whether there is a vacancy for industrial trainees.
- If the company has vacancies, you have to ask for the person in charge.
- The person in charge may be from the HR department, training department, or any other departments of the company.

# Procedures

- Try to get the name of the person so that you can address the letter to the person in charge correctly in your application letter.
- A letter without complete information (either information about you or the company) may result in not getting any reply from the company.
- If you plan to send the application via email and you're not sure how to compose a proper/formal email, please get advice from your assigned lecturer about email etiquette.
- You should meet your ITP lecturer ([Email them](#)) by **19 April 2023** to confirm the documents.

# Procedures

- Applications to companies

## Documents:

1. Cover email/letter
2. Reference letter
3. Resume
4. Academic Transcript (The Online Version is sufficient, and must be verified by the Academic Advisor)

Offer letter from the Company: **Latest by  
19 July 2024 (Friday)  
(before 5 p.m.)**

# Procedures

- Choose/Identify at least 15 suitable companies that you may apply to.
- Next, send the **five (5) documents** to every company directly (refer to the previous slide). You may download all documents at Microsoft Teams.
- Wait for the company's response.
- If you don't get a response from the company within 2 weeks, give them a call and enquire on your application status.
  - Don't wait until the last minute!
  - It is your responsibility to contact and follow up with the company of your choice.

# Placement Locations

Criteria for the Company:

- Not a family business.
- Should be able to assign tasks related to what you have studied
- Student's own choice but with approval from the assigned ITP committee
- Any company located in **Malaysia (including Sabah and Sarawak)**
- For **international students:**
  - Allowed to apply for company in your home country.
  - Verification of the company will be made by FIST

# Placement Locations

- Rules for placement

1. The job placement must be for FULL-TIME work.
2. The company's supervisor cannot be the student's close relative.
3. NO changing nor swapping of jobs upon CONFIRMED placement without obtaining approval from the ITP Coordinator.
4. If a student wants to leave his/her current placement, he/she must justify the ITP Coordinator and the company. Students must get approval from the ITP Coordinator BEFORE he/she can leave his/her current placement.
5. Payment by the company as an allowance for industrial trainees is encouraged, but not a requirement.

# Placement Locations

- You are advised to choose a company that is relevant to your field.
  - Preferably choose an IT company
  - If a non-IT company, there should be MIS or IT department staff to supervise/
- Must have MINIMUM THREE projects/tasks
  - Example: Develop website or system, design network, design logo or multimedia, develop CD for training, etc.

# Placement Locations

- Examples of tasks/projects that can be given:
  - **System / Database development**
    - Planning
    - Analysis
    - Design
    - Testing
    - Implementation
    - System maintenance/ support
  - **Multimedia / Animation**
    - Graphic Design
    - Anime Development

# Placement Locations

- Example of tasks/projects that can be given (continue...) :
  - **Web/ Portal development**
    - Homepage
    - Application
  - **Networking**
    - Planning
    - Design
    - Setting-up/ installation
    - Network maintenance/ support
  - **Trainer/instructor for IT-related courses**
  - **Other technical tasks**
    - Software Installation and troubleshooting for Operating Systems and off-the-shelf software
    - Hardware assemble, configurations, and troubleshooting

\*Note: Jobs such as **promoter, operator, and customer service** are **not allowed**.

# Confirm Placement

## Step 1: Login to CaMSys

Screenshot of the MMU Student Self-Service system login page:

The page features a blue header bar with the MMU logo, a search bar labeled "Search in Menu", and navigation icons for clock, heart, and more.

The left sidebar contains a "Menu" section with the following items:

- My Favorites
- Applicant Portal
- Self Service
- E-Voting
- Campus Community
- Records and Enrollment
- Financial Aid
- SAPS & STAP Management
- Set Up SACR
- Worklist
- PeopleTools

The main content area displays a "Welcome Message to Student" from MMU. It includes the MMU logo, a welcome message, and instructions for activating the MMU Identity Management (IDM) account. It also provides links for activating the account and updating contact information.

**Welcome Message to Student**

Welcome to the MMU Student Self-Service system :

Dear Student,

**1) MMU Identity Management**

Please be informed that MMU is now launching the MMU Identity Management (IDM) where you can self-reset your password. Kindly activate your IDM to avoid any disruption to access the CaMSys Application.

Kindly follow this link <https://spm.mmu.edu.my/> and click "Activate Account" to activate your account before you can reset your password.

You may also refer to the Guideline on IDM Activation at NICE Portal <https://nice.mmu.edu.my/2022/07/idm-2/?target=2022>

**2) Update Contact Number & Personal Email Address**

Kindly update your contact number and personal email address in CaMSys for ease of contacting.

The navigation:- Self Service > Student Center > Personal Information:  
> click 'mobile number' and select type 'mobile' or 'home' to update your contact number;  
> click 'Campus Email Address' and select type 'other' to update your personal email address.

**3) Back Up Your MMU Email and Data**

MMU shall deactivate the user account access to all IT Resources one (1) month upon your status is changed to inactive.

Therefore, you are advised to backup or transfer your emails and datas from Google and Microsoft accounts accordingly

# Confirm Placement

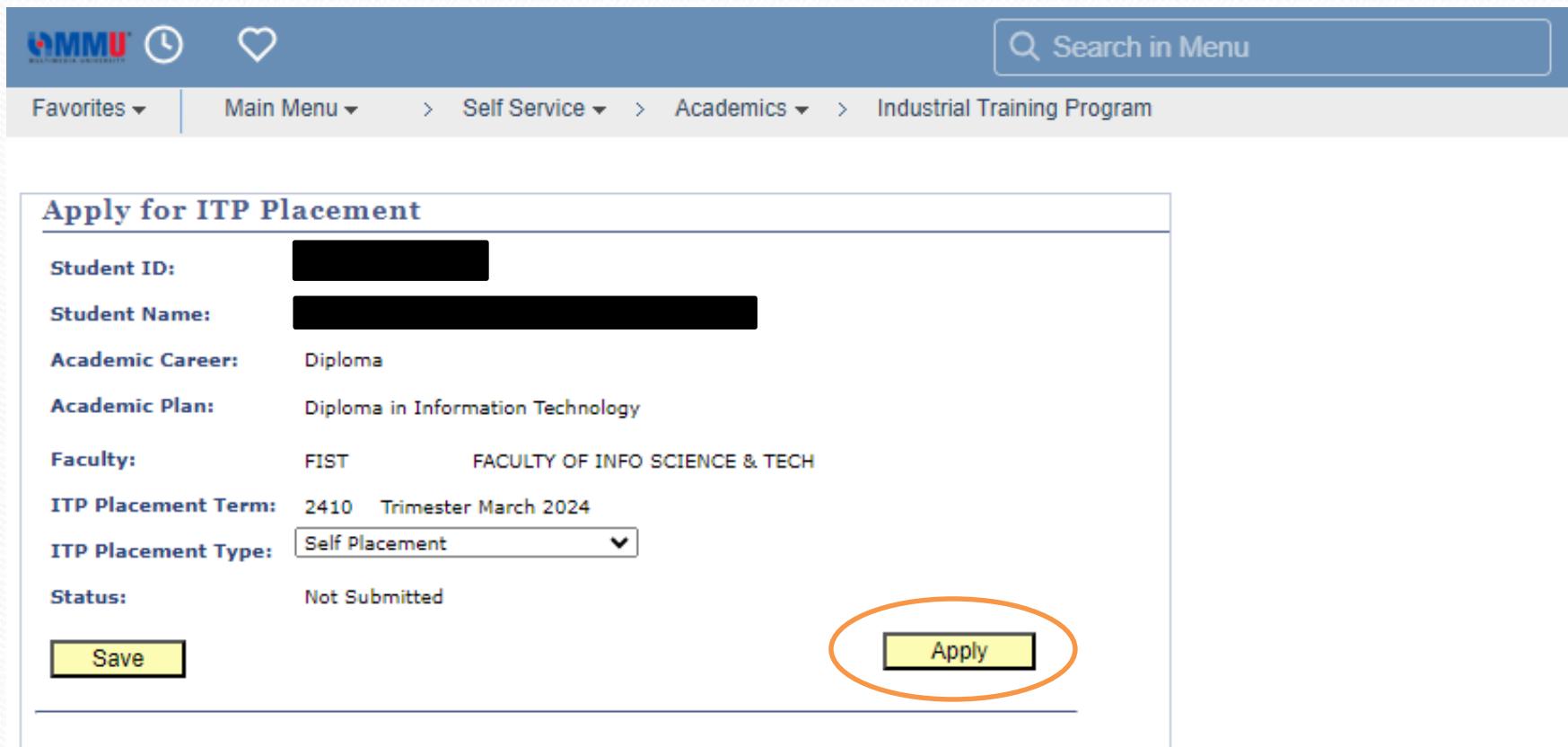
**Step 2: Main menu → Self service → Industrial Training Program**

The screenshot shows the MMU Self Service portal interface. At the top, there is a blue header bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the header, the navigation path is shown as "Favorites ▾ Main Menu ▾ > Self Service ▾ > Academics ▾ > Industrial Training Program ▾". The main content area has a title "Industrial Training Program" with a folder icon. Below it, a sub-section titled "Self Service Transactions under Industrial Training Program" is displayed. The transactions listed are:

<a href="#">Apply for ITP Placement</a> New point-on self service page for student to apply for ITP placement	<a href="#">View / Update ITP Placements</a> View / Update ITP Placements	<a href="#">Master Company List</a> Master Company List
<a href="#">ITP Calendar</a> ITP Calendar	<a href="#">ITP Guidelines</a> ITP Guidelines	<a href="#">ITP Job Advertisements</a> ITP Job Advertisements
<a href="#">ITP Committee Member</a> ITP Committee Member	<a href="#">ITP Disclaimer</a> ITP Disclaimer	<a href="#">ITP Committe</a> ITP Committe

# Confirm Placement

Step 3: → Industrial Training Program → Apply for ITP Placement



The screenshot shows a university application interface. At the top, there's a blue header bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the header, a navigation menu shows the path: Favorites > Main Menu > Self Service > Academics > Industrial Training Program.

The main content area is titled "Apply for ITP Placement". It contains the following fields:

- Student ID: [REDACTED]
- Student Name: [REDACTED]
- Academic Career: Diploma
- Academic Plan: Diploma in Information Technology
- Faculty: FIST      FACULTY OF INFO SCIENCE & TECH
- ITP Placement Term: 2410 Trimester March 2024
- ITP Placement Type:
- Status: Not Submitted

At the bottom left is a "Save" button, and at the bottom right is an "Apply" button, which is highlighted with an orange oval.

# Confirm Placement

Step 3: → Industrial Training Program → Apply for ITP Placement

The screenshot shows the MMU Online Portal interface. At the top, there is a navigation bar with the MMU logo, a search bar labeled "Search in Menu", and various links like "Favorites", "Main Menu", "Self Service", "Academics", and "Industrial Training Program". Below this, a message box displays a warning: "(i) You are not eligible to apply for ITP Placement at this time". A large black callout box with a white border is overlaid on this message. It contains the text: "If you received message \"You are not eligible to apply for ITP Placement at this time\", possibly due to:" followed by a numbered list: 1) Financially barred by Finance Dept., 2) Did not achieve minimum requirement, 3) Failed to inform ITP committee/ ITP coordinator before apply in camsys, 4) Current status is "suspended"".

*NOTE: If you have any problem here or cannot even click apply ITP, maybe it is because your name is yet to be assigned. If you have any unsolved problem, can inform Ms. Farah)*

# Confirm Placement

Application submitted

The screenshot shows a university application interface. At the top, there is a blue header bar with the logo 'OMMU' (Ottoman Maritime University), a clock icon, a heart icon, and a search bar labeled 'Search in Menu'. Below the header, a navigation menu shows the path: Favorites > Main Menu > Self Service > Academics > Industrial Training Program.

The main content area is titled 'Apply for ITP Placement'. It displays the following student information:

- Student ID: [REDACTED]
- Student Name: [REDACTED]
- Academic Career: Diploma
- Academic Plan: Diploma in Information Technology
- Faculty: FIST      FACULTY OF INFO SCIENCE & TECH
- ITP Placement Term: 2410 Trimester March 2024
- ITP Placement Type: Self-placement
- Status: Applied

At the bottom left are 'Save' and 'Apply' buttons. A 'Message' dialog box is overlaid on the page, containing the text: 'Your ITP placement application is submitted (25000,551)' and 'OK' button.

# Confirm Placement

## Step 4: Update information on the company in ITP portal

- Go to “View/Update ITP Placement” page to update information about the company

The screenshot shows the MMU Self Service portal interface. At the top, there is a blue header bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the header, the navigation path is shown as "Favorites ▾ Main Menu ▾ > Self Service ▾ > Academics ▾ > Industrial Training Program ▾". The main content area has a title "Industrial Training Program" with a folder icon. Below it, a sub-section titled "Self Service Transactions under Industrial Training Program" lists several options:

Icon	Link Name	Description	Icon	Link Name	Description
Apply for ITP Placement	Apply for ITP Placement	New bolt-on self service page for student to apply for ITP placement	View / Update ITP Placements	View / Update ITP Placements	(highlighted with an orange box)
ITP Calendar	ITP Calendar	ITP Calendar	ITP Guidelines	ITP Guidelines	ITP Guidelines
ITP Committee Member	ITP Committee Member	ITP Committee Member	ITP Disclaimer	ITP Disclaimer	ITP Disclaimer
Master Company List	Master Company List	Master Company List	ITP Job Advertisements	ITP Job Advertisements	ITP Job Advertisements
ITP Committee	ITP Committee	ITP Committee			

# Confirm Placement

Step 5: Select the company, and key-in the company supervisor details

MMU Search in Menu

Favorites ▾ Main Menu ▾ > Self Service ▾ > Academics ▾ > Industrial Training Program ▾ > View / Update ITP Placements

### View / Update ITP Placement

Student ID: [REDACTED]  
Student Name: [REDACTED]  
Academic Career: Diploma  
Academic Plan: Diploma in Information Technology  
Faculty: FIST FACULTY OF INFO SCIENCE & TECH  
ITP Placement Term: 2410 Trimester March 2024  
ITP Placement Type: Self Placement  
Status: Applied [Update Job Relevancy and Job Scope](#) [Change ITP Placement Type](#)

#### Self Placement

Company ID:  PILOTWORKS-IAS SDN BHD

	Location	Description	Address	Primary	Select
1	1	PILOTWORKS-IAS SDN BHD	101, JALAN PENDIDIKAN 5, TAMAN UNIVERSITI , Skudai, Johor, MYS	<input type="checkbox"/>	<input type="checkbox"/>
2	2	PILOTWORKS-IAS SDN BHD	47, Jalan Flora 1/9, Taman Pulai Flora, JH Bahru, Johor, MYS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Confirm Placement

## Step 5: Select the company, and key in the company supervisor's details

- If the company is not on the list, you can request/follow up with your lecturer who will email/inform the ITP coordinator to add it in.
- The ITP coordinator will provide the Company ID once is added.

The screenshot shows a university website interface. At the top, there is a blue header bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the header, a navigation menu is displayed: Favorites ▾, Main Menu ▾, > Self Service ▾, > Academics ▾, > Industrial Training Program ▾, > View / Update ITP Placements. The main content area has a title "Supervisor Details" and a table with one row of data. The table columns are: Supervisor Name, Designation, Phone, Fax, and Email. The data in the table is as follows:

Supervisor Name	Designation	Phone	Fax	Email
1 LEE SING HO	MANAGER	012/534-7854		

# Confirm Placement

**Step 5: Select the company, and key in the company supervisor's details**

*If the address of the company did not appear....??*

**Self Placement**

Company ID:  

PILOTWORKS-IAS SDN BHD

If the address of the company did not appear, try to change to 0064 but do not click save. Then change back to original ID (eg:2891). Address will appear for the company and you may click save.

2 of 2  Last

# Confirm Placement

Step 6: Upload the offer letter (if any) or reply form, letter of undertaking ITP and Proof of insurance (compulsory)

The screenshot shows a web interface for managing industrial training placements. At the top, there's a navigation bar with the MMU logo, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below the navigation, the breadcrumb path is: Favorites > Main Menu > Self Service > Academics > Industrial Training Program > View / Update ITP Placements.

Three sections are highlighted with orange boxes:

- Upload Offer Letter:** Shows one attached file named "1" with a "View" link and an "Add Attachment" button.
- Upload Letter of Undertaking:** Shows one attached file named "1" with a "View" link, an "Add Attachment" button, and a delete button (-).
- Upload Insurance Letter:** Shows one attached file named "1" with a "View" link, an "Add Attachment" button, and a delete button (-).

A large yellow "Save" button is located at the bottom left of the form.

1. The offer letter only can be uploaded once. If the document is more than one, please use a .zip file.
2. Letter of undertaking ITP – filled up and signed by the student.
3. Prove of insurance – must show the expiry date and have accident coverage.

# Confirm Placement

Step 7: Once you have uploaded all the documents, inform your lecturer for checking. If all are satisfied, your lecturer will approve your placement and your status will change from “Applied” to “Approved”.

The screenshot shows a university self-service portal with a blue header. The header includes the MMU logo, navigation icons (clock, heart), and a search bar labeled "Search in Menu". Below the header, a breadcrumb navigation path is visible: Favorites > Main Menu > Self Service > Academics > Industrial Training Program > View / Update ITP Placements.

**View / Update ITP Placement**

<b>Student ID:</b>	[REDACTED]
<b>Student Name:</b>	[REDACTED]
<b>Academic Career:</b>	Diploma
<b>Academic Plan:</b>	Diploma in Information Technology
<b>Faculty:</b>	FIST                    FACULTY OF INFO SCIENCE & TECH
<b>ITP Placement Term:</b>	2410 Trimester March 2024
<b>ITP Placement Type:</b>	Self Placement
<b>Status:</b>	Applied

[Update Job Relevancy and Job Scope](#)   [Change ITP Placement Type](#)

Approved

Now, you are ready to start your internship...

**Your MMU Faculty Supervisor will be assigned to you....Check for the update at Google Classroom around the time you start your internship.**



You will have 2 supervisors:  
**MMU Faculty Supervisor**  
**Company Supervisor**

# Industrial Training Registration

## Reminder:

- 1) Subject registration (for industrial training) will be done by FIST/ERU. If you are a final semester student, do not apply for graduation first. You can only apply after FIST registered your ITP subject.
- 2) FIST will register Industrial Training subjects for students with “Approved” status only. Please check your placement status (refer previous slide) before you start your industrial training.
- 3) Make sure that students are not financially barred or terminated during the internship period. FIST will not register the subject for financially barred and terminated students.

# GRADING: PASS or FAIL

## (mandatory pass for each component)

The training is graded based on :

- Presentation (minimum must get is 15 marks)                      30% @ 30 marks
  - Individual. The presentation will take place the following week after you have completed your training. The presentation is evaluated by 2 panels
- Student's reports (minimum must get is 10 marks)                20% @ 20 marks
  - Individual. The report (softcopy) must be submitted before presentation. Cannot copy/discuss from/with other students. The report evaluation is done by your Faculty Supervisor
- Student's Ethics & Professionalism assessment (minimum must get is 7.5 marks) 15% @ 15 marks
  - Individual. The evaluation is done by the Faculty Supervisor and Company Supervisor regarding the ethics and professional conduct of the student.
- Employer's Evaluation (minimum must get is 18 marks)            35% @ 35 marks
  - Individual & Confidential. The company supervisor will complete the form based on your performance and the supervisor's observation.
- Total    100% @ 100 marks

<50% or Failed any of the components =>FAIL

FAIL: re-take the subject.

**Warning: Unethical work by students (eg: copying the report and weekly logs from your friends), can fail ITP. Please take this matter seriously.**

# Precautions

- You can only accept ONE company's offer.
- You must call and write a letter if you decline an offer within two weeks after receiving feedback/reply form from the company (refer to MS Teams for template).
- If absent e.g. sick etc., please inform your company's supervisor immediately.
- The training period must be a minimum of 12 weeks. If you are taking any leave (eg: MC), the replacement is subject to the company.
- If you need to extend your training please inform your Faculty Supervisor formally.

# Deduction of Marks

- **Marks to be deducted or automatically fail** on the following issues:
  - When the student obtains more than one company's offer and fails to inform the company whose offer he/she decides to reject;
  - Asking for a change of company after the offer is confirmed;
  - Or not adhering to the planned schedule.
  - If no submission/no presentation etc. (resulting in zero marks) for any of the components (Presentation, Report, Weekly logs, Employer's Evaluation).

# Leave of Absence

- If a student **quits** the program after its commencement:
  - **NOT ALLOWED** to register for any subjects offered in Tri 3, 2023/2024;
  - He/she has to apply for “Leave of Absence” for that trimester, subject to the Dean’s approval;
  - The appeal will be looked into on a case by case basis.

# Letter of Indemnity

- A promise of payment in case of any damage/loss
- MMU **DOES NOT** issue Letter of Indemnity to any company
- **DO NOT** accept any offer for a trainee post that requires a letter of indemnity from MMU.

# Industrial Training Program

## Other item in ITP portal

MMU  

Search in Menu

Favorites ▾ Main Menu ▾ > Self Service ▾ > Academics ▾ > Industrial Training Program ▾

Main Menu > Self Service > Academics >

 **Industrial Training Program**

Self Service Transactions under Industrial Training Program

 <a href="#">Apply for ITP Placement</a> New bolt-on self service page for student to apply for ITP placement	 <a href="#">View / Update ITP Placements</a> View / Update ITP Placements	 <a href="#">Master Company List</a> Master Company List
 <a href="#">ITP Calendar</a> ITP Calendar	 <a href="#">ITP Guidelines</a> ITP Guidelines	 <a href="#">ITP Job Advertisements</a> ITP Job Advertisements
 <a href="#">ITP Committee Member</a> ITP Committee Member	 <a href="#">ITP Disclaimer</a> ITP Disclaimer	 <a href="#">ITP Committe</a> ITP Committe

# Disclaimer

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- By registering Industrial Training you hereby agree and undertake to indemnify and keep harmless the Company and MMU:
  - All liabilities, claims, losses, expenses and costs in respect of any personal injury (whether fatal or otherwise) arising to the Trainee and/or any loss or damage to the Company's and/or the Trainee's property arising out of the Trainee's negligence while undergoing training with the company; and
  - All claims, demands, actions, proceedings, losses, damages, costs, and expenses in respect of any personal injury to the Trainee and/or loss or damage to the Trainee's property which the Trainee's may suffer in consequence to or as a result of the facilities afforded to the Trainee.

# Start Internship



- Update company supervisor data in ITP portal @ CLiC.
- Discuss with your company supervisor about any project or assignment/task.
- Try to understand the systems in your workplace
  - Organization, administrative, or practical
- Record all the work done or knowledge gained
  - **Maintain logbook**

# Start Internship

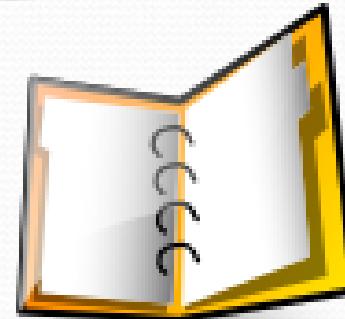
- If you have been relocated to another branch, kindly inform your Faculty Supervisor or ITP Coordinator because we need your updated company address to plan the visitations.

# Weekly Log



- Refer to Google Classroom ( The template is attached to the training final report template)
- A weekly log is a brief description (like a diary) summarizing everything you have done in that particular week.
- Email your Faculty Supervisor the weekly log's softcopy ***every 2 weeks or once a month.***
- Print out the hard copy of each weekly log to be signed and stamped by the company supervisor and attach it to the final training report.
- Failure to submit when requested will result in a 'FAIL' in result.

# Training report



- Refer to the MS Teams for the final report template.
- Make sure your report covers all the requirements/items as per the template. (refer Table of contents of the report)
- Include the details of all tasks given during the internship.
- The report must be submitted before presentation day.
- Failure to submit will affect 'FAIL' in the result.

# Company Supervisor Evaluation Form

- The company supervisor will complete the form based on your performance and the supervisor's observation.
- Must be submitted by **20<sup>th</sup> October 2023**. How the form may reach us?
  - Scan and email to [farah.yussoff@mmu.edu.my](mailto:farah.yussoff@mmu.edu.my)
  - Or post to us:

ITP Coordinator (Diploma in IT)

Faculty of Information Science & Technology (FIST),  
Multimedia University,  
Jln Ayer Keroh Lama ,  
75450 Melaka

# Presentation

- Will be held virtually (video presentation or real on time).
- Refer to **ITP MS Teams** for the guidelines.

# Etiquette

- Dress properly
- Behave well
- Portray good image as a university student
- Be punctual
- Observe work ethics
- Concern for safety
- Be professional



# Visitation

- Will be held physically (unless requested by your company supervisor to have a virtual visitation).
  - Around the last 4-6 weeks of your training.
- Students and the company will be contacted a week before visitation. Please prepare the road direction and updated contact information (if necessary).

# Cheating during Internship

- Any suspected cheating case will be forwarded to the Legal Unit for Disciplinary Offence.
- If found guilty, the effects will be:
  - Fined
  - Automatic failure in industrial training subject
  - Suspension of study (up to one year)

# Important dates:

Important Items	DATES
• Training period	<b>22/7/2024 – 13/10/2024</b>
• Registration subject in CaMSys (for approved placement)	<b>Will be done by Faculty /ERU</b>
• Last date to receive offer letter company	<b>19/7/2024 (Friday)</b>
• Last date to upload documents to confirm ITP placement	<b>19/7/2024 (Friday)</b>
• Last date for company's supervisor evaluation form	<b>18/10/2024 (Friday)</b>
• Presentation	According to MMU Faculty Supervisor

# Q & A SESSION

*For further information, kindly contact:*

Coordinator	Course	Email
Mdm. Farah Izzati	DIT (Mlk)	<a href="mailto:farah.yussoff@mmu.edu.my">farah.yussoff@mmu.edu.my</a>

**Faculty of Information Science & Technology**