

SEMESTER I 2020/2021
FSKTM, UTHM
Thursday, 17th June 2021



2nd Industrial Training Briefing

Agenda

- Industrial Training Guidelines
- Industrial Training Process
- Assessment and Important Documents
- Discipline, attendance and work leave
- Issues and problems

Important Dates

Duration: 24 weeks – **16th August 2021 – 28th January 2022**

IMPORTANT DATES	ITEM	NOTES
16 – 20 Aug 2021	Update Placement	Please update placement information after you report to company especially supervisor name, company address.
16 – 24 Aug 2021	Request Change of Placement	Any request change of placement / company MUST be done within time frame. Any request after that will not be entertained.
13 – 24 Sept 2021	First Supervision Phase	<ul style="list-style-type: none">- Submit Preliminary Industrial Training Report- Submit letter from company if you are allowed to work from home
26 Dec 2021 – 7 Jan 2022	Second Supervision Phase	<ul style="list-style-type: none">- Submit Final Industrial Training Report- Submit Logbook Draft- Prepare for presentation- Remind Industry Supervisor to submit marks
30 Jan – 4 Feb 2022	Logbook Submission	Submit a complete logbook to Author

Industrial Training Guidelines

Have you read
Panduan Latihan
Industri UTHM?

Please download from eLI System

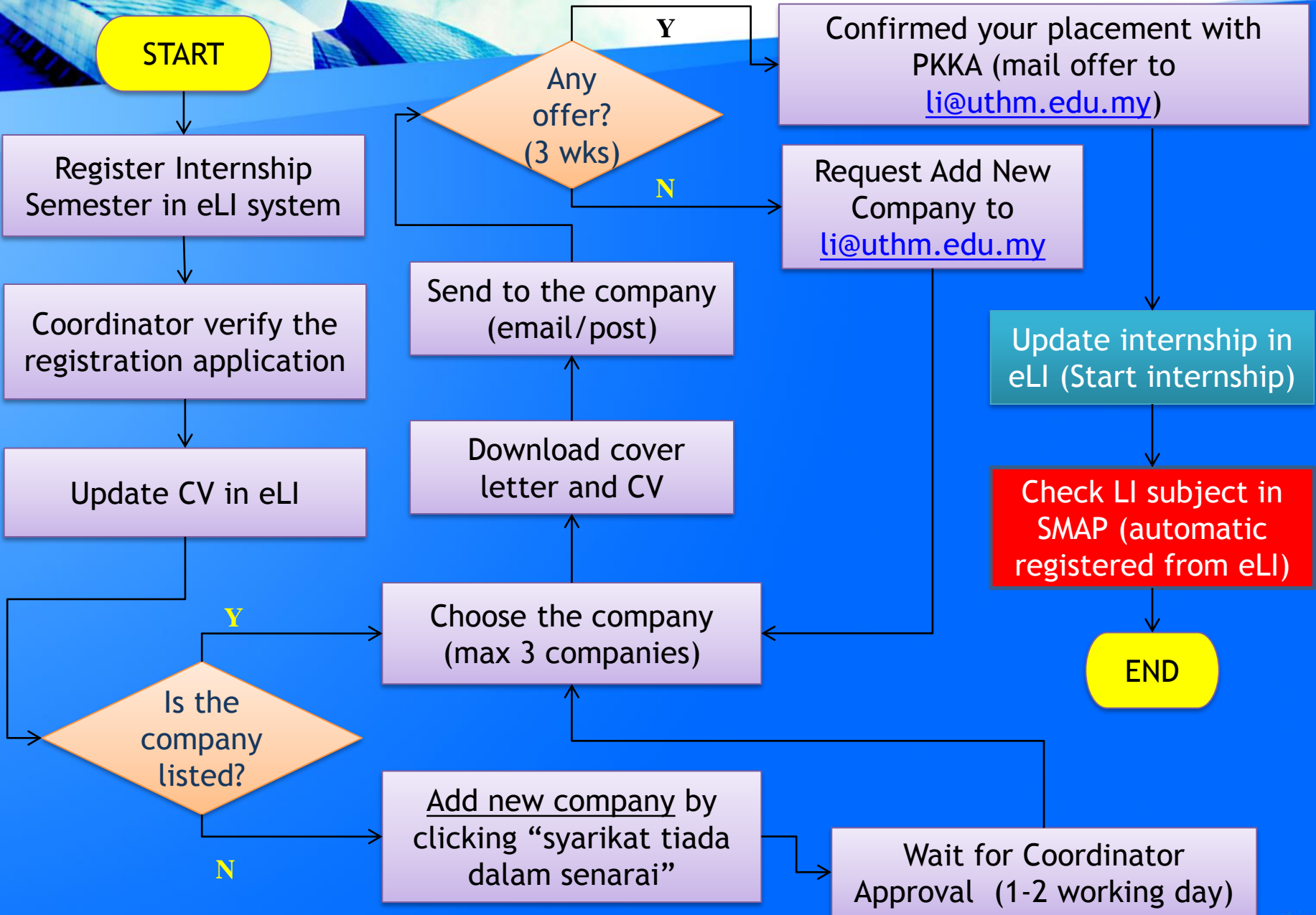


Industrial Training Online Registration via e-LI

New e-LI functions student can-

- 1. print their of cover letter**
- 2. Print LI confirmation letter**
- 3. Print rejection letter**
- 4. Application to register new companies**
- 5. E-LogBook**

Industrial Training Application Process



Application Procedures

Via PKKA:e-LI (*Industrial Training Registration Online*)

- Choose maximum 1-3 companies at a time.
 - If rejected, then apply again.
- This method is preferable since most companies prefer to receive formal letter from the University
- ****Coordinator have the right to reject student's choice of company** if it does not comply to condition set out by the committee.

Industrial Training Process After Placement

START

Student Report (Lapor Diri) to Company

Update Reporting Data (lapor diri) in eLI within 1 week

Coordinator received the latest list of student placement

Coordinator will assign students to prospective faculty supervisor

Coordinator will release the supervisor list in Telegram Group and FB

Student may contact the faculty supervisor to discuss the project or task assigned

**First Supervising Phase-
Submit Preliminary
Industrial Training Report**
to Faculty Supervisor and
Author (13 – 24 Sept 2021)

Student fill in Personal
Information in Evaluation
Forms (Borang Markah) for
Faculty and Industrial
Supervisor

Faculty Supervisor will
arrange for evaluation that
will be held on 26 Dec 2021
– 7 Jan 2022

**Second Supervising Phase -
Evaluation will commence
Submit Final Report , Draft
Logbook and Industrial
Supervisor Evaluation Form**
(26 Dec 2021- 7 Jan 2022)

Submit Complete Logbook
(30 Jan – 4 Feb 2022)

Result (HL/HG)

END

First Supervising Phase Activities

- Date 13th – 24th Sept 2021 – Submission of Preliminary Industrial Training Report
- Faculty supervisor will discuss student activities and problem with industry supervisor. **Make sure the industrial supervisor can be contacted (give email and phone numbers).**
- Student are is encouraged to send logbook draft to faculty supervisor
- Make sure if student is working from home there is formal letter from company stated so upload in Author.
- Preliminary Industrial Training Report must be submitted through Author

Preliminary Industrial Report/Proposal

- Please refer to **Guide to Preliminary Industrial Training Report version 3 (English & Malay)**.
 - Minimum 6 pages report
- 4) **Content** – this section is divided into several parts that describe briefly of students work during the internships program. This part can be describe as you project proposal. Among the contents that can be added are given below. (subject heading depends on student)
- a. Task/Project given – for example design, analysis, multimedia, networking, computer software development etc. State the project goals, problems, objectives and steps to achieve the project goals and solve the problem.
 - b. Group/ individual task –
 - i. Identify the project/tasks given to the student. If the student are developing a system, software or application, student need to include the methodology used similar to their final year project.
 - ii. If working in groups, list the members in the group, what is the aim of the project.
 - c. Relates the project or task done with Computer Science and Information Technology courses.
 - d. Task/Project plan (Gantt Chart)

*****Notes:** Please do not list down the small tasks that you are given aside from the main project such installing computer software, filing etc.

Second Supervising Phase

- Date 26 Dec 2021 – 7 Jan 2022
 - Arrange a presentation date and time with all supervisors
 - Student must present their project to both supervisors.
 - The supervisors will give assessment on the project.
 - Important:
 - Student submit Industrial Training Report
 - Student submit Draft Logbook
 - Make sure Industrial Supervisor have fill in the Evaluation form and send it back to Faculty Supervisor
Completed Assessment Form from Industrial Supervisor.
1. FACULTY SUPERVISOR'S EVALUATION FORM (UTHM.FSKTM/UA-25/2018)
 2. INDUSTRIAL SUPERVISOR'S EVALUATION FORM (UTHM.FSKTM/UA-24/2018)

Assessment

- HL/HG
- Passing Mark : 40 / 100
- Student mark based on:
 - Marks from Industrial Supervisor: 50 %
 - Logbook (10%)
 - Working performance(15%)
 - Soft skills - (25%)
 - Marks from Faculty Supervisor : 50 %
 - Documentation – logbook, proposal & final report (20%)
 - Working performance (20%)
 - Soft skills (10%)

Final Industrial Training Report

- Make sure you refer to the Industrial Training Report Guideline version 3, which is a general guideline for all courses. You can customize your report in chapter 2-Content.
- Here you can describe your work in detail, if you are developing a system, mention the methodology you used in the development, just like PSM report.
- Minimum 40 pages maximum 50 pages excluding the appendices.

- 2) **Content** – divided into several parts that describe students work in detail during the internships program. Among the contents that can be added are given below. Subject heading depends on student.
- a. Task/Project given – for example design, analysis, computer software development etc.
 - b. Group/ individual task –
 - i. Identify the module given to the student.
 - ii. If working in groups, list the members in the group, what is the aim of the project.
 - c. If the project is proposed by the student, describe the objective of the proposed project and problems that the student are solving and methodology used in the project.
 - d. Things that has been learned from the supervisor, workers and reference material when conducting a task.
 - e. Device and appliances used for executing task with the total workers that work together in fulfilling the directed task.
 - f. Given time period to complete all task including drawing and related report preparation.
 - g. Theoretical and practical knowledge from Computer Science and Information Technology used for the task given.
 - h. Problems faced during task execution, general skills and implementation management of task.
 - i. Conclusion and constructing comments of overall task performance.

Laporan Harian/ Mingguan atas talian oleh pelajar (eLog Book)

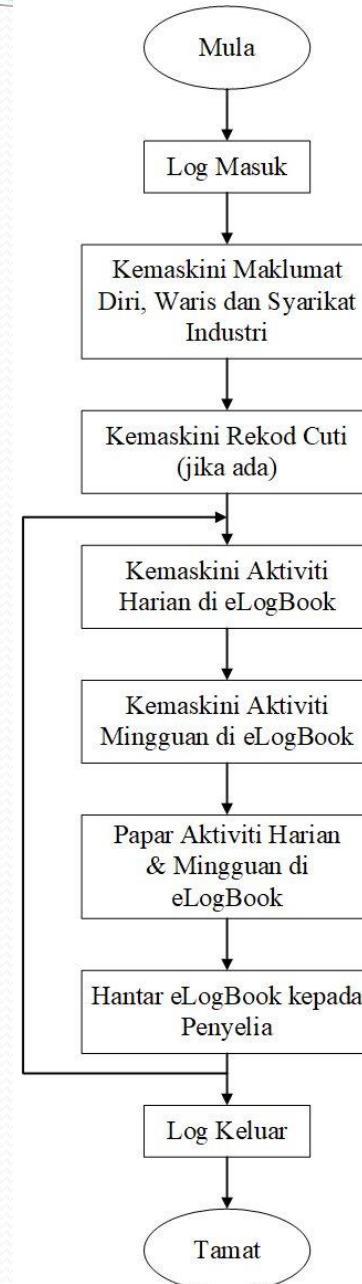
**Sistem Pengurusan Latihan Industri**



[★ Bulletin](#)[Download](#)

1. Panduan Latihan Industri (Program Sarjana Muda dan Diploma) Dis 2016	👤
2. Panduan Latihan Industri LUAR NEGARA	👤
3. Carta Alir Prosedur Permohonan Latihan Industri Dalam Negara (Secara Atas Talian)	👤
4. Carta Alir Permohonan Latihan Industri Luar Negara	👤
5. Carta Alir Pemantauan dan Penyelaan Latihan Industri	👤
6. Borang Permohonan Latihan Industri Luar Negara	👤
7. Program Penempatan Latihan Industri di Jepun	👤
8. Tatacara Penggunaan Sistem	👤
9. TAWARAN PERMOHONAN PENEMPATAN LATIHAN INDUSTRI DI NAGAOKA UNIVERSITY OF TECHNOLOGY, JAPAN	👤
10. Industrial Training Report 2016/2017	👤
11. Jadual Kerja Latihan Industri Sem 3 Sesi 2017/2018	👤
12. Iklan Latihan Industri	👤

Flow Chart eLogBook Pelajar



STUDENT MODULE

- Profile
- Update Address
- Registration Industrial Training
- Company Selection
- Student Resume
- Application Status@Company
- Apply Company Registration
- Log Book**
- User Manual

Log Book Weekly List Log Book by Week

STUDENT AND COMPANY INFORMATION					
#	Information	Status	Action		
1	Log Book Week >> 1	SUBMIT	Fill In	Submit	View
2	Log Book Week >> 2	SUBMIT	Fill In	Submit	View
3	Log Book Week >> 3	EDIT	Fill In	Submit	View
4	Log Book Week >> 4	EDIT	Fill In	Submit	View
5	Log Book Week >> 5	EDIT	Fill In	Submit	View
6	Log Book Week >> 6	EDIT	Fill In	Submit	View
7	Log Book Week >> 7	EDIT	Fill In	Submit	View
8	Log Book Week >> 8	EDIT	Fill In	Submit	View
9	Log Book Week >> 9	EDIT	Fill In	Submit	View
10	Log Book Week >> 10	EDIT	Fill In	Submit	View
11	Log Book Week >> 11	EDIT	Fill In	Submit	View
12	Log Book Week >> 12	EDIT	Fill In	Submit	View

Log Book Week 3

Week	<input type="text" value="3"/>
Date	<input type="text" value="DD/MM/YYYY"/>
Working Summary / Daily Activity	<div></div>
Time Taken / Hours	<input type="text" value=""/> ▼
<div><div></div> Add</div>	

Sila isikan maklumat buku log secara harian seperti tarikh, aktiviti harian dan masa yang di ambil. Kemudian tekan 'Add'. Senarai buku log harian akan dipaparkan seperti di dalam 'List of Activity'.

List of Activity Daily for Week 3

#	Date	Working Summary / Daily Activity	Time Taken	Action
1	<input type="text" value="15/12/2019"/>	<div>Conducting a CNC machine for sample preparation Making a drawing of piping system Report preparation</div>	<input type="text" value="7 Hours"/> ▼	<div><div></div> SAVE / UPDATE</div>

Untuk sebarang pembetulan, anda boleh kemaskini di bahagian ini dan klik 'Save/Update'

Log Book Week 3

Week 3			
#	Date	Working Summary / Daily Activity	Time Taken
1	15/12/2019	Conducting a CNC machine for sample preparation Making a drawing of piping system Report preparation	7 hour/s

☒ *Please tick the checkbox to confirm all daily activities in Week 3 have been written and proceed to summary for weekly activity

Working Summary / Weekly Activity :

Sebelum anda menekan butang 'Submit' pastikan anda semak dahulu aktiviti harian.

Sila 'tick' kotak untuk mengemaskini aktiviti secara mingguan.

Sila isi aktiviti ringkasan mingguan di ruangan ini dan tekan 'Submit'

→ SUBMIT



Sila klik butang 'Print' untuk membuat cetakan buku log

PART C : DAILY ACTIVITY REPORT

Week 1			
#	Date	Work Summary / Daily Activity	Time Taken
1	01/12/2019	Given a briefing on sample preparation Given a briefing about safety on site Meeting with our project supervisor	8 hour/s
2	02/12/2019	Briefing on project and equipment Conducting a CNC machine for sample preparation Discussion with project supervisor Making a drawing of piping system	8 hour/s
3	03/12/2019	Conducting a CNC machine for sample preparation Making a drawing of piping system Report preparation	6 hour/s
4	04/12/2019	Making a drawing of piping system Report preparation	7 hour/s
5	05/12/2019	Making compression test on 10 samples Presentation of project to supervisor	6 hour/s

PART D : WEEKLY ACTIVITY REPORT

Work Summary / Daily Activity :	In Week 1, I have learnt many things through several activities as follows: 1) Sample preparation for aluminium material testing 2) On-site safety and equipment information for drilling process 3) CNC operation and sample preparation 4) Drawing of piping system
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Example of printed version

E-Log Book

- Record your activities in e-logbook:
 - Weekly Activity Report
 - Daily Activity Report –e-Logbook must be updated daily. Write it in detail.
- Download the e-logbook weekly and get signature and stamp from your Industry Supervisor.
- Compile the e-logbook together with e-logbook cover (download from eLI), Industrial Training Finished Confirmation Form /borang pengesahan tamat LI (download from Author) – ask for industry supervisor signature and stamp, Faculty Supervisor Evaluation Confirmation Form (Faculty Supervisor will upload in Author), WFH letter and Medical Certificate (MC)

Discipline, Attendance and Leave

- Student must follow all the rules govern by the company. Student must maintain good discipline by practicing good work ethics such as in dressing and communication.
- Leave application depend on the company procedures. Any problem should be discussed with your faculty supervisor /coordinator.
- **Fail to follow rules and maintain disciplines can cause the student to fail and receive HG grade.**

Medical Leave

- Submit Medical Leave Certificate (MC)
 - Attach it to your logbook.
- Inform supervisor
- Fill in the student leave space and endorse by your supervisor
- Students may have to replace the days that they have missed if required by the company.

Issues

- Forging application letter from PHI
 - Disciplinary action will be taken!
- Updating status in social media to show dissatisfaction towards university/staff/department/company
- Applying to too many companies and forgot to reject the offers if not interested.
- Changing company without permission/reasonable justification .

Issues

- Before changing company, please discuss with the industrial supervisor and coordinator first regarding the issues that you are facing. Write a proper resignation letter and show your professionalism in writing the letter.
- Please make sure **suggest a project** if you are not given any project within the 2nd week of your training.
- Make sure your **Industrial Supervisor aware of all the procedures about internship.**
- Any **changes of contact number** please **inform your faculty supervisor.**

Important Tasks

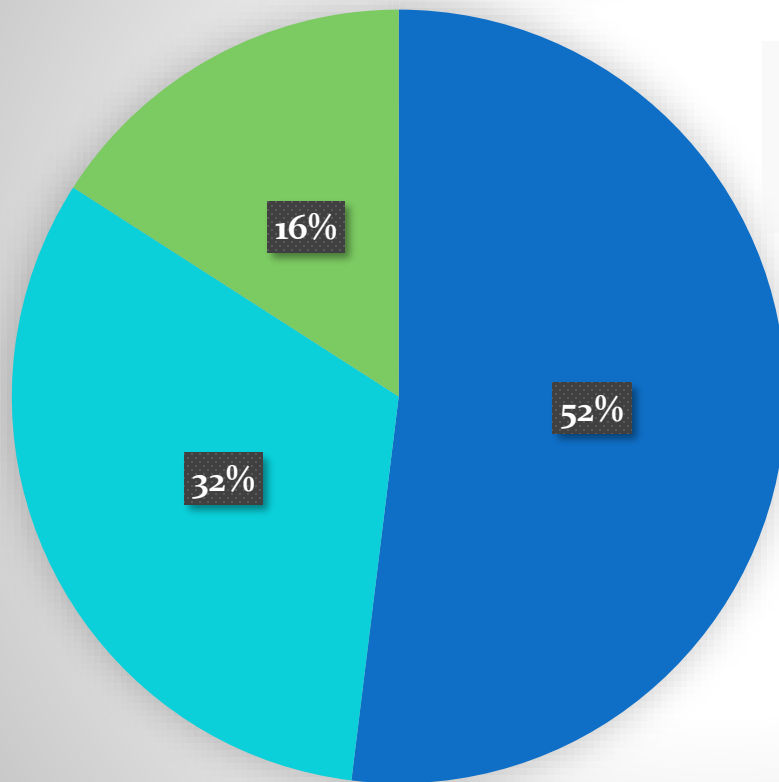
- Register LI subject (*BIC41812*/BIT 40112)
 - **Now the registration for LI subject is automatic taken from ELI system. Please check SMAP after registration week. Please remember if you drop your subject, please contact me then fill in the drop form.**
 - **Three reason student name are not registered automatically**
 - Student have debt
 - Student have not confirmed placement
 - Student status is inactive.
- Have you received any offer letters from companies?
 - **If yes, please confirm your placement with PKKA – li@uthm.edu.my**
 - **If not, please check with PKKA. Don't forget your manners!**
- Submit Conferment of Degree form to your PA.
 - Attached copies of SPM result and MUET (>band 3)

Reminder

- Please welcome your supervisor
- Make sure Industrial supervisor are there for your presentation
- Do not come late for work.
- Dress appropriately.
- Mingle around with other staff
- Be proactive

Current eLI data

Internship Placement Percentage



- Have not confirmed placement
- Did not search for company
- Confirmed Placement

332 Student Registered
Only 53 student have
confirmed placement
(less than 2 months
left)

Guide to LI

1. Send cover letter and CV to all potential companies and called them to confirmed they received your CV.
2. Be proactive, do not wait for offers called them up to ask about their decision. If their respond are negative find other companies.
3. Find a place before the date of industrial training start.
4. Student are allowed to receive **Work From Home Internship Offer**.
5. If they don't have an IT department and need your help in developing software or system, please do apply.
6. If you have two or more offers, ask the companies if they wanted a replacement (among your friend) before rejecting the offers.
7. Ask your Seniors and lecturers about companies that offers internship placement

FAQ

1. Can I start earlier than the internship date?
 - Yes, but the earlier weeks will not be counted in for the 24 weeks. That means you must finish at the same time as your friends. Longer period of internship.
 - If the company ask to change the starting date, please write a formal letter stated the above.

2. Can I start later than the internship date?
 - Student are given maximum 2 weeks extension after the internship date to start internships.

FAQ

1. Can I reject the first internship offer that I received?
 - **No.** It is not advisable to reject the first offer from the company that has been sent to PHI.
 - If you still want to reject it, please send a formal written letter stating the reason for the rejection.
2. Can I change internship placement?
 - This problem is handled case by case. Normally if the reason is good enough and you have sufficient time to restart your internship elsewhere, the request is permitted. During the first month of your internship duration.
 - Please send a formal letter to apply for change and state the reason. If we agree and have contacted the company to verify your reason for change, you must discuss with your company and ask permission for resignation. If they accept your resignation, then you must find a new company as soon as possible

FAQ

1. What happened if I change the company without permission?
 - This is **VERY SERIOUS OFFENSE**. Board of Academic will give you a **FAIL**.
2. What happened if I just resign from the company without reporting to the University?
 - **FAIL**.

FAQ

1. Can I apply for a leave of absent?
 - Your leave of absent depends on your company permission
 - Student are not advice to apply for leave of absent more then a week. Student must replace the days of absents.
2. What about leave of absent because of sickness?
 - Must attached MC to logbook
 - If more then a week, please submit a written letter reporting the above and mentioned the extension of internship to cover the day of absents. Must have company approval.
3. Can I apply leave to go for Umrah?
 - No.

