

To the organization concerned:

Thank you for hosting our student at your organization. The following is information relating to the placement of our student for your reference and action.

Introduction

The student Industrial Training Programme involves the placement at UM students in organizations for a specified period of time. During their training period, students will be supervised by a lecturer from UM and a representative at your organization.

Objectives¹

The general objectives of the Industrial training programmes are as follow:

- To provide students with relevant job training, thus enhancing their employability.
- To provide students with the opportunity to apply the level of knowledge and skills learnt at university to real job situations.
- To provide students with the opportunity to obtain practical knowledge from practitioners in their areas of specialization.
- To expose students to a real-life work environment with its related professional practices, work ethics, and possible job opportunities.
- To enhance relevant soft skills (e.g. communication, interpersonal, teamwork).

General Learning Outcomes¹

At the end of the industrial training period students will be able to:

- Relate the knowledge and skills obtained at the workplace to their classroom knowledge and vice versa.
- Compete in the job-market having been equipped with the relevant knowledge, skills, attitudes and practical experience.

Expectations

- The organization must assign a supervisor to the student.
- The supervisor should provide the necessary job training, guidance and feedback to the students.
- Students should be assigned tasks that are aimed at achieving the objectives and outcomes of the programme.
- The organization is expected to:

¹Individual department / faculties may have more specific objectives and learning outcomes

- (i) provide a list of task/duties to be assigned to trainees during their placement through the ***Student's job list during Industrial Training form***, which must be returned to the University within 2 weeks of commencing the training.
- (ii) assess the performance of the students and provide relevant feedback to the university via the Industry Supervisor's feedback form within 2 weeks after the completion of the training.

¹Individual department / faculties may have more specific objectives and learning outcomes