UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Advanced Informatics School (UTM AIS)

INDUSTRIAL ATTACHMENT GUIDELINE BOOK

Master of Software Engineering

First Edition
2011

AIS ADVANCED INFORMATICS SCHOOL

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INDUSTRIAL ATTACHMENT GUIDELINE BOOK

Master of Software Engineering

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CHAPTER 1

PROGRAM SYNOPSIS

1.1 Introduction

The Industrial Attachment program is part of academic module for Masters Degree program organized by Advanced Informatics School (AIS), Universiti Teknologi Malaysia. Students are required to complete this module for the eligibility of being awarded with ***Masters of Software Engineering***.

Details of this program as per shown below:

Course Code : MNP1123
Duration : 3 Months
Course Name : Industrial Attachment I
Credit Hours : 3

Course Code : MNP2126
Duration : 5 Months
Course Name : Industrial Attachment II
Credit Hours : 6

Course Code : MNP3123
Duration : 8 Months (during Industrial Attachment I & II)
Course Name : Master Project Report
Credit Hours : 3

1.2 Objectives

a) To provide practical exposure in real working environment particularly in Software Engineering industry.

b) To orient the students to adopt software engineering theories and eventually improvised their skills and knowledge for future placement.

c) To nurture quality Software Engineering graduates well versed in SE technology, versatile, competitive, innovative and resourceful.

d) To provide guideline on what to expect in the pool of working environment

e) To improvised the existence projects and systems via knowledge sharing between the students and expertise from the industry.

1.3 Expectation upon program completion

a) Gain professional knowledge and experience in software engineering area

b) Ability to work independently and in team

c) Ability to meet datelines

d) Organization and communication skill

e) Ability to commit in any task assigned with full motivation.

f) Innovation and originality

g) Contribution to the attached company.

1.4 Scope Of Project

Our expectation to industry throughout this IA program is that the industry could provide sufficient scope of project relevant to software engineering activities (Analysis, Design, Implementation, Testing, Maintenance, Project Management, Configuration Management and Software Quality Assurance). The scopes of the project need to be discussed along with Academic Mentor (AM), Industrial Mentor (IM) and students. In general, the scope of the project should be equivalent to master's level.

Who is Academic Mentor?

Academic Mentor will be decided by AIS IA committee and basically from AIS group of lecturers.

Who is Industrial Mentor?

There will be an Industrial Mentor (IM) who will be selected by industrial project committee. Industrial Mentor is basically those who champion or lead the project and know all about the project background.

The Nature of Training

The nature of training is to assign the students in software development related task. This might include areas such as the system analysis and design phase, programming and development work, system specification and maintenance, setting up and design of software deployment program, software configuration management, quality assurance program etc. Students who are attached to an organization during the internship period are required to adhere to all rules and regulations of the company, which they are attached to, whilst adhering to the regulations and requirements of the university's.

This might include periodical reports or contacts that have been agreed between the university's (AIS) and the respective student. It is the responsibility of AIS and Industry to ensure that these students are given the appropriate training, work and given responsibility within the realm mentioned above. The success of the IA program is dependent on the cooperation of students, training organization and the AM.

1.5 Activities

Below, are some major activities pertaining to the IA program:

- Students are required to prepare project proposal to AM within the first 2 weeks of the Industrial Attachment. AIS reserves right to rearrange new placement for students if project assigned does not meet the criteria required.
- Periodical contact for progress updates (every two week) to IM & AM need to be performed by students.
- Students are required to present a final report at the end of the training period to the Industry and AIS IA Program Board. The presentation schedule will be announced at least two weeks before actual date.
- The IM will provide a final evaluation of the student with constructive criticism, including comments on academic strength/weaknesses of the student, work habits, and ability to focus. The standard evaluation form will be prepared by AIS.
- Students are also required to produce a 2 reports to illustrate all the activities during IA program. One to be prepared at the end of IA1 and the final report (Master Project) to be prepared at the end of IA2.

1.6 Intellectual Property And Conflict Of Interest

Since the IA Program is carried out on the premises of a company outside of the university campus and without university's financial resources, all intellectual properties produced during the IA period belongs to the company. An agreement will be negotiated among the student, the academic advisor (AM) and Industry prior to the start of the IA so as to ascertain ownership of intellectual property. The agreement depends on the particular status and scope of each project as well as previous patent ownerships. Students are encouraged, but are not required to publish their work during the Industrial Training period in a peer-reviewed journal.

1.7 Assessment

There are four categories of assessment exercise in this program:

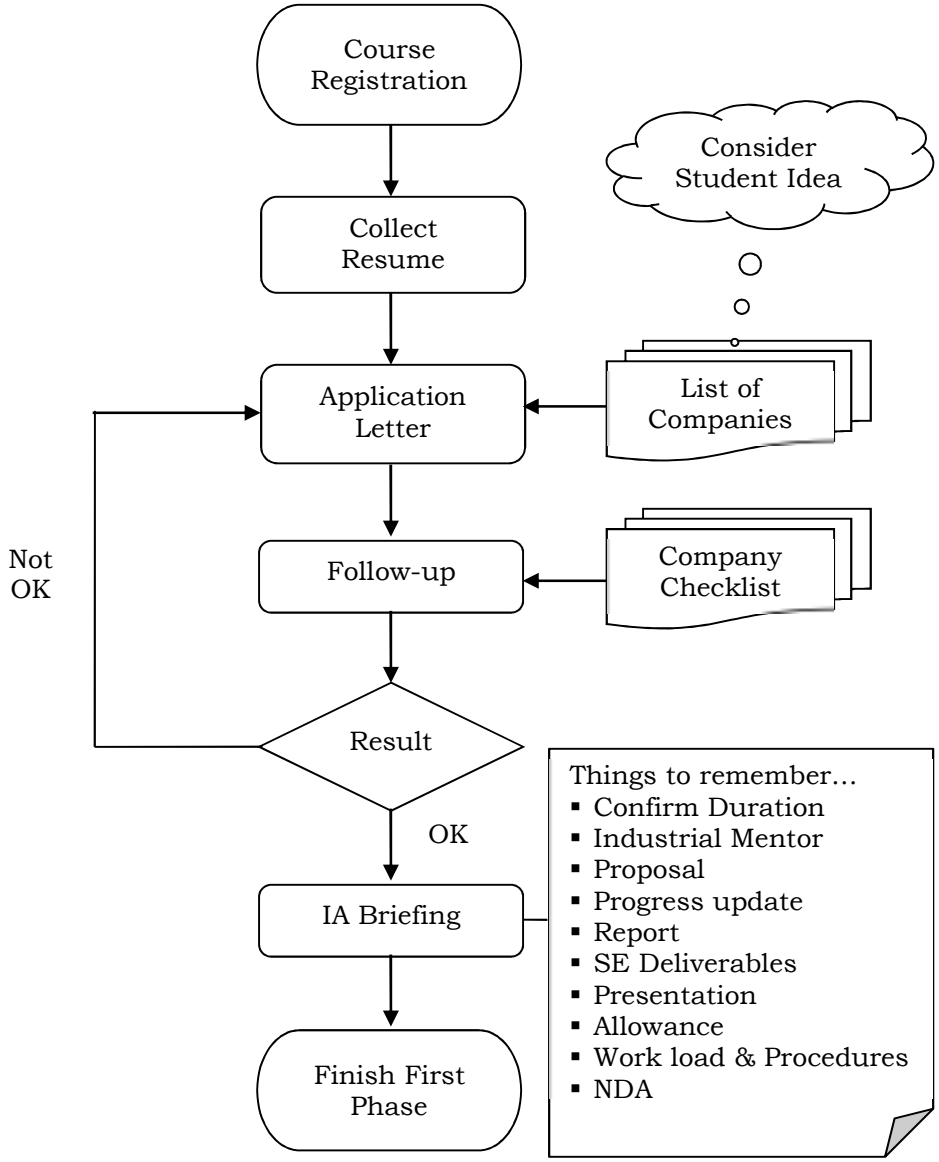
- Industry Supervision (evaluate by IM)
- Academic Supervision (evaluate by AM)
- Seminar / Presentation Evaluation
  (Evaluate by AIS IA Program Board)
- Reports & Log Book evaluation
  (Evaluate by AIS IA Program Board)

Attendance of IM or his/her representative is compulsory for the seminar/presentation evaluation.

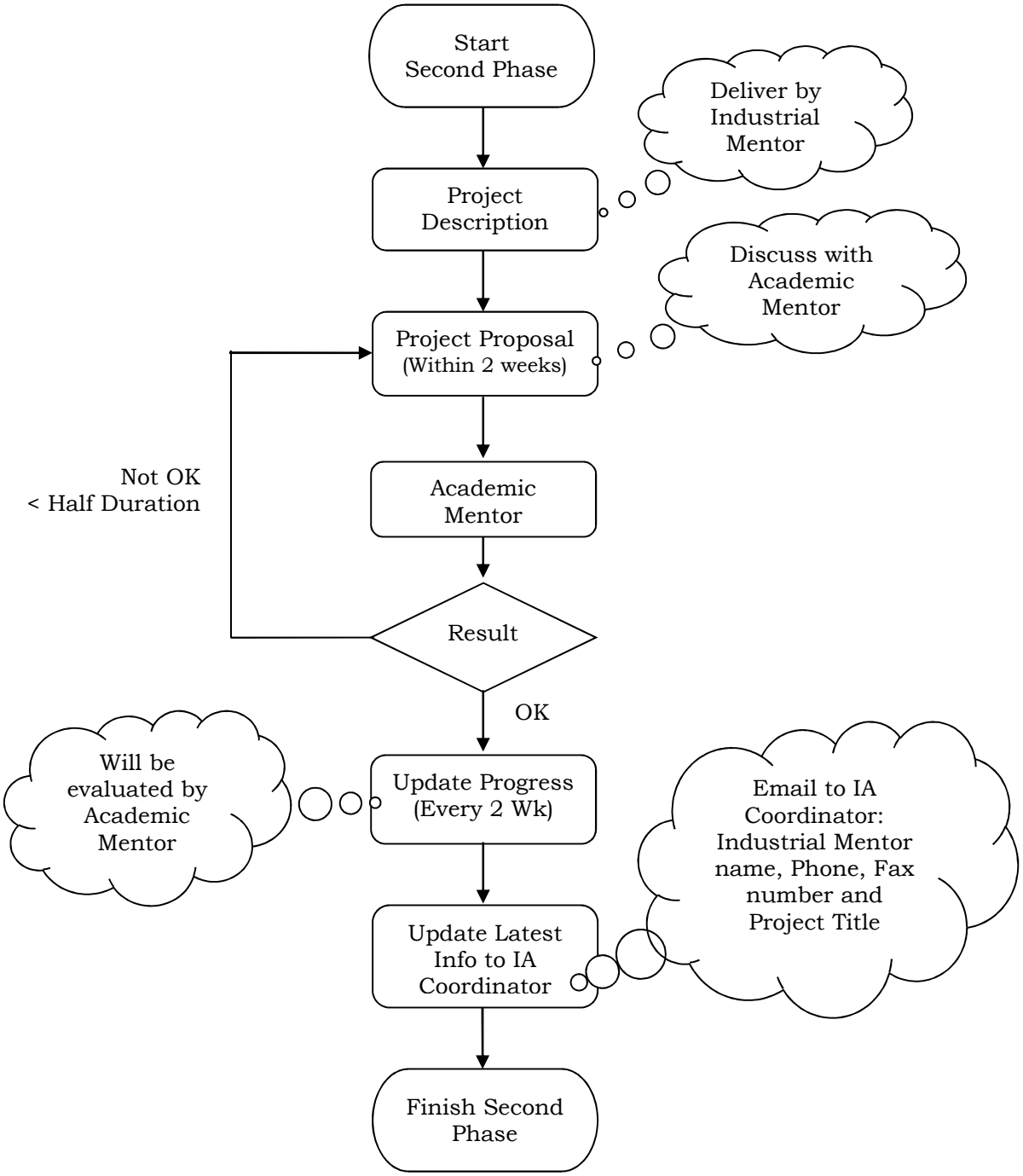
CHAPTER 2

PROCESS FLOW

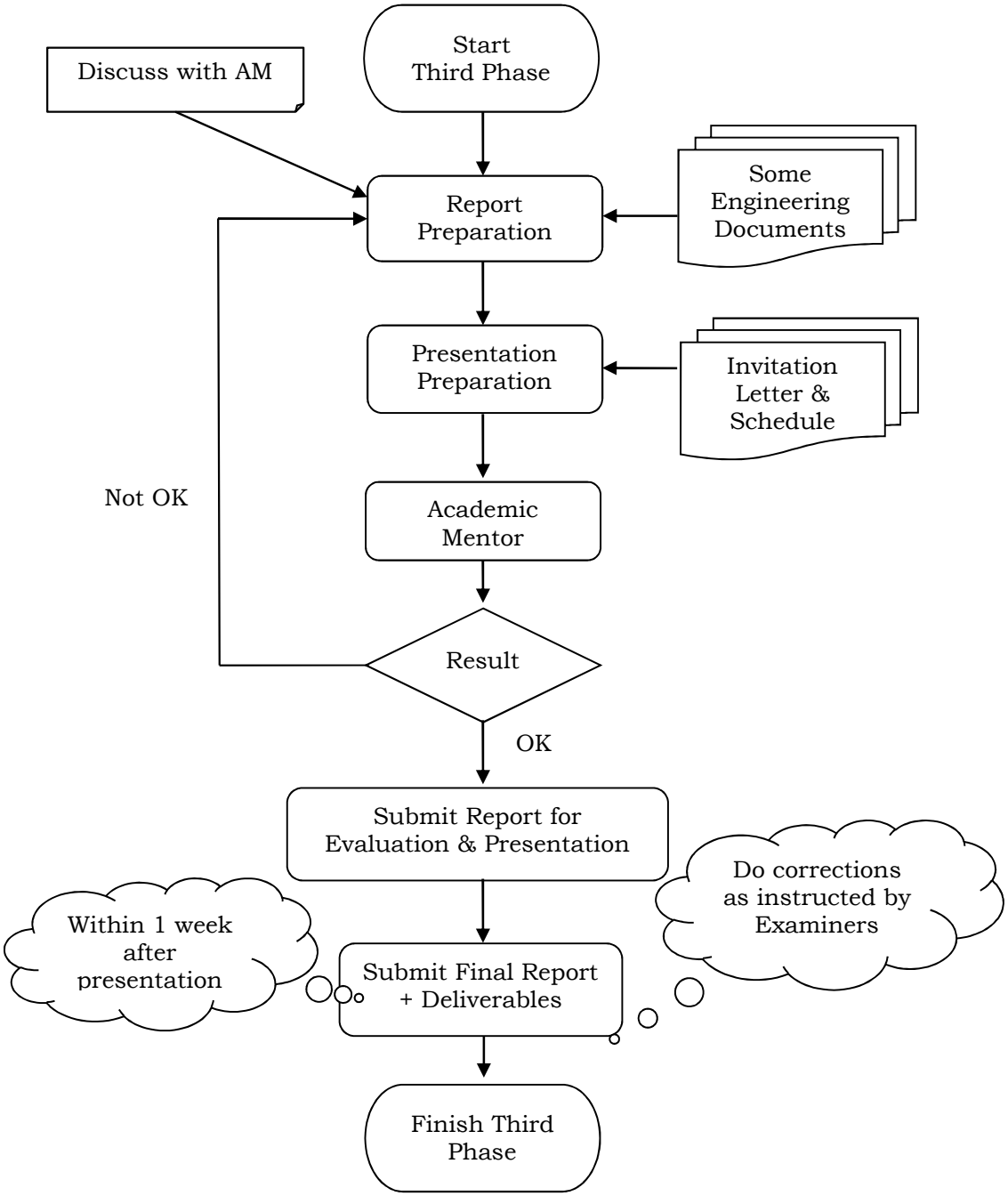
2.1 First Phase – Before Attachment



2.2 Second Phase – During Attachment



2.3 Third Phase – 2 Weeks Before End Of Attachment



CHAPTER 3

PROPOSAL GUIDELINE

3.1 Introduction

The main objective of the proposal is to provide a clear picture about what are you going to do for the next three/five month. The proposed chapters as below is ***modifiable*** depending on the information of your project. It will be used by Academic Mentor to decide whether your project can be accepted or not. Please note the following:

a) *Expected number of pages is 10 – 15 pages (excluding Appendix).*

b) *Please submit the hardcopy and softcopy of your proposal to IA Coordinator & Academic Mentor within the first **2 weeks** time of placement date.*

3.2 Proposal Contents

Your proposal should at least include the following:

Front page cover (see the next page)
Table of contents
List of figures (if necessary)
List of tables (if necessary)
Appendix (i.e: Gant Chart)

Chap 1: Introduction

- Brief company background (type of business, structure, experience in software, SE technology etc).
- Background of project involved and importance to company.
- Project objective and scope (in point form - Concise and precise).
- You can put project vision statement if any.
- Your main deliverables / products at the end of the project.
- Your Project Plan (Gant Chart) – For three/five month duration

Chap 2: Literature Study (The more you study, the more you know!)

- Background study of existing system – discuss the pros and cons.
- Study on other existing systems that have the same purpose but using different approach (if any)
- Comparison study with any related system (in term of pros and cons, techniques, features, technology etc)

Chap 3: Project Methodology (Focus more on this part – discuss with Academic Mentor)

- Software development methodology (process, standard, guideline, technique, tool etc that will be used during the project).
- Problem solving methodology (focus on actual problem that are going to be solved in software development – i.e HR system, SMS system etc)

Chap 4: Conclusion

- Share what you expect to get after 3 months with the industry (i.e learn new technology, new technique, tools, methods, standards etc as long related to software engineering).
- Your expectation or assumption of the project

3.3 The Proposal Front Page

Proposal For

- Project Title -

Prepared By

- Your Name -

Academic Mentor	Industrial Mentor
- Academic Mentor Name -	- Industrial Mentor Name - - Complete Company Address – - Phone Num – - Fax Num -

CHAPTER 4

THE GENERAL RULES

4.1 Introduction

These rules should:

a) Apply to all students
b) Apply to students for IA1 & IA2 (Full Time)
c) Apply to students for IA1 & IA2 (Part Time)
d) Apply to mentor (academic & industrial)

4.2 The Rules

a) Involve in project that apply any phases of SDLC.
→ *Project involved must meet the SDLC requirement*

b) Project proposal must be discussed and submitted to academic mentor within **TWO WEEKS** of attachment.

c) Final report for Industrial Attachment I need to be submitted at least **ONE WEEK** before the presentation for Industrial Attachment I.

d) Master Project report need to be submitted at least **ONE WEEK** before the presentation for Industrial Attachment II.

e) Master Project report with correction need to be submitted at least **ONE WEEK** after the presentation of Industrial Attachment II.

f) Communicate with academic mentor at least twice per month (every two weeks).
→ *Students are required to provide informal industrial report to academic mentor every fortnightly*

g) Academic mentor MUST visit the students at least once during the period of attachment.

h) All cost of industrial training and producing report writing is under student's load and responsibility. Students are not allowed to use the facilities at AIS.
→ *Students must bear all costs incurred during the attachment and they are not allowed to use any facilities (printing and photocopying) in AIS.*

i) During presentation day, students, academic mentor and industrial mentor (or his/her representative) must be around.
→ *Attendance is compulsory to all students, academic and industrial mentor during the presentation day.*

j) Academic and industrial mentor will involve in student evaluation (using standard marking form from AIS).
→*Students will be evaluated by both academic and industrial mentor by using standard evaluation form provided by AIS upon presentation*

k) Industrial mentor will get a formal invitation letter for presentation and students will get the softcopy through email.

l) For full time students, the place for attachment is negotiable with Industrial Attachment Coordinator. Students are welcome to propose a good place.

m) For part time students, the place for attachment is at the company that he/she currently working with.
→ *Part time student may continue undergo particular project at the company he/she are currently working for.*

n) Total working hours are 8 hours per day

o) Both Industrial Attachment I and II contain 3 and 6 credit hours respectively.

p) Students are bound to the company/organization rules and procedures during industrial attachment period.

q) Maternity leave need to be planned early and need a mutual understanding between AIS and Industries.

r) All the confidential matters from industries need to be declared in a `Confidential Items Form'

→ *All reports and presentations must be treated with the strictest confidential and must be declared in 'Confidential Items Form'*

s) Students cannot make a duplication of Thomson Guideline Methodology to be used in industries. Students only allowed making a reference and not more than that.

→ *Students are allowed to make an internal reference by using Thomson Guideline Methodology that is available at AIS. However, any duplication whatsoever is strictly prohibited.*

t) **Plagiarisms** of any works during industrial attachment are strictly prohibited.

These rules are subject to change.

CHAPTER 5

REPORT WRITING

5.1 Introduction

There are two reports need to be prepared, excluding the other deliverables (i.e. IRS, SRS, SDD) during the Industrial Attachment. These reports are:

(a) Industrial Attachment Report
   – *To be submitted after Industrial Attachment 1*
(b) Master Project Report
   – *To be submitted after Industrial Attachment 2*

5.2 Industrial Attachment Report Guidelines

The report aims to describe what have been achieved in the past 3 months and what to be done in the next five month. The proposed chapters as below is **modifiable** depend on the information of your project.

Chapter 5: Report Writing

The contents are:

Front page cover
Table of contents
List of figures (if necessary)
List of tables (if necessary)
Appendix (i.e: Gant Chart)

Chapter 1: Project Overview

- Brief company background (type of business, structure, experience in software, SE technology etc).
- Background of project involved and importance to company.
- Project objective
- Project scope (in point form - Concise and precise).
- You can put project vision statement if any.
- Your main deliverables / products at the end of the project.
- Your Project Plan (Gant Chart) – For the next five month duration

Chapter 2: Literature Review

- Background study of existing system – discuss the pros and cons.
- Study on other existing systems that have the same purpose but using different approach (if any)
- Comparison study with any related system (in term of pros and cons, techniques, features, technology etc)

Chapter 3: Project Methodology

- Software development methodology (process, standard, guideline, technique, tool etc that will be used during the project).

Chapter 4: Initial Findings

- Report and discuss any initial findings or progress that has been done in past 3 months

Chapter 5: Conclusion

- Share what you expect to get after 8 months with the industry (i.e learn new technology, new technique, tools, methods, standards etc as long related to software engineering).
- Your expectation or assumption of the project

5 . 3 Master Project Report Guidelines

The following guideline is based on the "Panduan Menulis Thesis" prepared by Sekolah Pengajian Siswazah, Universiti Teknologi Malaysia. For updated version, please refer to http: www.sps.utm.my

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Thesis contents:

Blank paper
Approval Form (Complete the form before binding your thesis)
Supervisor's approval
Project Title Page
Student's admission
Dedication
Acknowledgement
Abstract (In English and Malay)
Table Of Contents
List Of Tables
List Of Figures
List Of Acronyms
List Of Appendix

The following chapters are required. You may add new chapters after discussing with your academic mentor and getting his/her approval. The sub-sections under each chapter are also subjected to necessity but it is recommended that you divide your chapters into sections and sub-sections.

Chapter 1: Project Overview

This chapter is concerned with similar concerns to the abstract and should provide an overview of the project with more detail. It sets the scene by describing the general area that the project work addresses and also identifies the need for the specific work that the student has carried out.

1.1 Introduction

This chapter should provide an overview of the project and must coincide with the title chosen.

1.2 Company Background

This chapter should describe the organizational analysis in terms of: structure, functions and core business

1.3. Background of the problem

This chapter should describe brief description of the existing problems as a justification to conduct the project/survey.

1.4 Project objectives

This chapter should describe the objective of the project that must be specific, measurable, achievable/attainable, realistic and time factor (SMART), such as:

(a) To study …
(b) To analyze and design …
(c) To develop …
(d) To formulate … (policy/framework)

1.5 Project Scopes

This should define the boundary of the project in terms of the core functionality system, data, software, hardware, platform, features, user or type of testing

1.6 Importance of the project

This chapter should describe on potential benefits to the organization; or new contribution to the field of study

1.7 Chapter summary

This chapter should present conclusions about the investigation and outline further work. The chapter should re-outline what has been done in the investigation, and been shown in the report. The lessons learned from the overall investigation should be presented with appropriate examples.

Chapter 2: Literature Review

This chapter is concerned with presenting a survey of background relevant to the area of investigation, leading to an evaluation of pre-existing implementations or designs and of candidate re-usable components. The selection of what to review should be guided by a clear understanding of the aims and requirements of the project. The source for the background is published material, in general, journal and conference papers, theses, research monographs, textbooks, web sites and product information. Remember to acknowledge all work that is quoted. See the ***UTM Thesis Manual*** for further details.

2.1 Introduction

This chapter should provide an overview of literature review framework made by student.

2.(n) Chapter

This chapter should concern with various literature related to the topic chosen:

a. It could be an extension of a certain research/study/project; or
b. Other studies such as similar applications, techniques existing in the current market, models, similar business process, features of similar system, similar studies, system development strategies on similar projects

Ensure to quote references to reviews made according to UTM Thesis Manual. All sources used should be cited in the text; if any words are copied directly then they should be placed between quotes and the source acknowledged.

2.(n+1) Chapter

This chapter should conclude what has been done in the investigation with he/she own analytical analysis of the reviews, as part of the justification for nay method that he/she would choose later, or as a direct benefit to continue their project; or on how the review helps the project.

2.(n+..) Chapter summary

The chapter should re-outline what has been done in the investigation, and been shown in the report.

- Background study of existing system – discuss the pros and cons.
- Study on other existing systems that have the same purpose but using different approach (if any)
- Study on problem solving techniques.
- Comparison study with any related system (in term of pros and cons, techniques, features, technology etc)

Chapter 3: Project Methodology

This chapter focuses on the research methodology used for the project, which are the project methodology or software development methodology.

3.1 Introduction

This chapter should describe brief description of the research methodology used for the project.

3.2 Project Methodology

This chapter should describe brief description of the methodology used for the software development, such as:

- Software development process (RUP, Waterfall, V-Shape and etc..)
- Software techniques (UML, SA-RT, TO-OD and etc..)
- Software tools (Word, Rational Rose, VB and etc..)
- Software documentation (DoD, MIL, IEEE and etc)

3.4 Chapter summary

The chapter should re-outline what project methodology been used, system development methodology been used and project schedule.

Chapter 4: Project Discussion

- Output analysis
- Other deliverables (document, manual, etc)
- Constraints (related to software and not to personal)
- Recommendations (for the future goods of software or product, company or any parties that involved in the project, etc).

Chapter 5: Conclusion

- Lesson learnt (especially in SE)
- Comments

Appendix (documents delivered, company details and any related material, etc)
Bibliography

Other info:

- Maximum 150 pages excluding appendix
- If you have a bundle of SE documents in appendix, it is suggested that you burn them into a CD, put it in a CD pocket and paste it at the hard cover at the back of your thesis.
- Get the approval from Academic Mentor before you bind your thesis.
- Follow all the standard of writing as mentioned in `Panduan Menulis Thesis'.
- Please submit your final draft at least one month before your last day of attachment (give enough time for Academic Mentor to read and comment).

Please note that, this chapter outlines the guideline for writing your report. The final content or chapter/sub-chapter headings are subject to the nature of your project and the agreement between you and your academic advisor.

CHAPTER 6

EVALUATIONS

6.1 Introduction

The industrial attachment evaluation is intended to measure the student's performance, work quality and access their generic skills development during period of attachment.

There are three major evaluations will be made throughout the industrial attachment and each consists of different components:

MNP1123 (Industrial Attachment I) Evaluation

(a) IA Report	50% (Academic Mentor & 2 Examiners)
(b) Seminar	20% (2 Examiners)
(c) Performance	20% (Academic Mentor)
(d) Log Book	10% (Academic Mentor)

MNP2126 (Industrial Attachment II) Evaluation

(a) Seminar	30% (2 Examiners)
(b) Performance By AM	25% (Academic Mentor)
(c) Performance By IM	25% (Industrial Mentor)
(d) Log Book	20% (Academic Mentor)

MNP3123 (Master Project Report) Evaluation

(a) Academic Mentor	50%
(b) Examiner 1	20%
(c) Examiner 2	20%
(d) Correction	10%

6.2 Industrial Attachment Report

The Industrial Report should be prepared according to the **UTM's thesis format** – no more than 100 pages (excluding references and appendices). It must be written in English and should be submitted to the school one week before the presentation date of Industrial Attachment 1. The content guideline of the report has been described in Chapter 5.

The report shall be assessed with the following criteria:

(a) Style and presentation
(b) Project Background
(c) Goal, Objective and Scope
(d) Literature Review/Related Work
(e) Methodology
(f) Current Progress/Initial Findings
(g) Discussion and Conclusion

Please refer to Appendix A for the detail marking scheme.

6.3 Seminar

There will two oral presentations throughout the Industrial Attachment. One will be done after IA1 and the other will be done after IA2.

The ***appointed examiners*** shall assess the Industrial attachment 1 oral presentation according to the following criteria:

(a) Style and presentation
(b) Precision and clarity
(c) Understanding of the project
(d) Confidence
(e) Q&A handling session
(f) Preparation

The ***appointed examiners*** shall assess the Industrial attachment 2 oral presentation according to the following criteria:

(a) Style and presentation
(b) Precision and clarity
(c) Understanding of the project
(d) Confidence
(e) Q&A handling session
(f) Result and achievement of objectives

Please refer to Appendix B for the detail marking scheme.

6 . 4 Performance Evaluation by Academic Mentor

The ***academic supervisor*** shall assess the student performance according to the following criteria:

Job Performance:

(a) Knowledge about the job
(b) Quality of job performed
(c) Meeting the deadline
(d) Initiative
(e) Creativity and innovation

Attitude and Soft-Skill:

(f) Dedication and responsibilities
(g) Leadership and ability to decide
(h) Honesty and sincerity

Please refer to Appendix C for the detail marking scheme.

6 . 5 Performance Evaluation by Industrial Mentor

The ***industrial supervisor*** shall assess student performance according to the following criteria:

Job Performance:

(a) Knowledge about the job

(b) Quality of job performed

(c) Meeting the deadline

(d) Initiative

(e) Creativity and innovation

Attitude and Soft-Skill:

(f) Dedication and responsibilities

(g) Communication

(h) Discipline

(i) Leadership and ability to decide

(j) Honesty and sincerity

Please refer to Appendix D for the detail marking scheme.

6.6 Log Book

The ***academic supervisor*** shall assess the industrial attachment log book according to the following criteria:

(a) Orderliness of daily notes
(b) Verification by the Industrial Supervisor (biweekly)
(c) Description of work
(d) Learning experiences acquired

Please refer to Appendix E for the detail marking scheme.

6.7 Master Project Report

The **Master Project Report** should be prepared according to the **UTM's thesis format** – no more than 150 pages (excluding references and appendices). It must be written in English and should be submitted to the school one week before the oral presentation date of Industrial Attachment 2. The content guideline of the report has been described in Chapter 5.

The ***academic supervisor*** and ***examiners*** shall assess the Master Project Report according to the following criteria:

(a) Format and presentation
(b) Background, Objectives and Scope
(c) Literature Review/Related Work
(d) Methodology
(e) Results/Findings/Deliverables
(f) Discussion/Future Work/Conclusion

Please refer to Appendix F for the detail marking scheme.

Appendix A

REPORT EVALUATION FORM
(*To be completed by academic mentor and examiner*)

Name of Student : _____

Topic : _____

Academic Mentor/Examiner : _____

Guidelines for evaluation (50%):

1.	Format & Presentation (5)	[ ]
2.	Project Background, Objective and Scope (10)	[ ]
3.	Literature Review/Related Work (10)	[ ]
4.	Methodology (10)	[ ]
5.	Progress and Initial Findings (10)	[ ]
6.	Discussion and Conclusion (5)	[ ]

TOTAL _____ **/50%**

Any other comments:

_____

_____

_____

_____

_____

_____

_____

Appendix B

SEMINAR EVALUATION FORM
(*To be completed by academic Examiner*)

Name of Student : _____

Topic : _____

Name of Examiner : _____

Guidelines for evaluation (20%):

1)	Style of presentation (2)	[ ]
2)	Precision and clarity (4)	[ ]
3)	Understanding of project (5)	[ ]
4)	Confidence (2)	[ ]
5)	Preparation (2)	[ ]
6)	Q&A handling session (5)	[ ]

TOTAL _____ **/20%**

Any other comments:

_____

_____

_____

_____

_____

_____

_____

_____

*** Please submit this form to the chairman immediately after presentation.**

SEMINAR EVALUATION FORM

(To be completed by academic Examiner)

Name of Student : _____

Topic : _____

Name of Examiner : _____

Guidelines for evaluation (30%):

1)	Style of presentation (3)	[ ]
2)	Precision and clarity (5)	[ ]
3)	Understanding of project (5)	[ ]
4)	Confidence (2)	[ ]
5)	Result & achievement of objectives (10)	[ ]
6)	Q&A handling session (5)	[ ]

TOTAL _____ **/30%**

Any other comments:

_____

_____

_____

_____

_____

_____

_____

_____

*** Please submit this form to the chairman immediately after presentation.**

Appendix C

INDUSTRIAL ATTACHMENT
EVALUATION FORM

(To be completed by Academic Mentor)

Name of Evaluator	
Name of Industry Mentor	
Name of Academic Mentor	
Organization/Industry	
Name of Student	
Industrial Attachment (Part I or II)	
Year of Attachment	

INDUSTRIAL TRAINING PERFORMANCE EVALUATION

Please mark an '**X**' in one box for each item evaluated in section **A** and **B**.
Each item may be assigned a value ranges from **0** to **4**.

0. Bad	3. Good
1. Unsatisfactory	4. Very Good
2. Satisfactory	

SECTION A (Job Performance)

	Values:	0	1	2	3	4
1. Knowledge about the job: In-depth knowledge about area of work.		☐	☐	☐	☐	☐
2. Quality of job performed: Precision and efficiency.		☐	☐	☐	☐	☐
3. Meeting the deadline: Ability to carry out job within the specified time frame.		☐	☐	☐	☐	☐
4. Initiative: Ability to initiate work on his own and resolve problem.		☐	☐	☐	☐	☐
5. Creativity and innovation: Ability to give new ideas and bring changes to the existing process of executing the job.		☐	☐	☐	☐	☐

SUBTOTAL 1 = _____

SECTION B (Attitude and Soft Skills)

	Values:	0	1	2	3	4
1.	**Dedication and responsibilities:** Positive attitude and work dedication. Willingness to accept and carry out responsibilities.	☐	☐	☐	☐	☐
2.	**Communication:** Ability to express ideas in a clear and organized way.	☐	☐	☐	☐	☐
3.	**Discipline and attire:** Willingness to obey or conform to organization's rule. Have a proper attire according to circumstances.	☐	☐	☐	☐	☐
4.	**Leadership and ability to decide:** Ability to plan, manage and move subordinates in achieving goals. Ability to produce accurate, timely decision.	☐	☐	☐	☐	☐
5.	**Honesty and sincerity :** Honest, sincere, fair and concern for others in Carrying out jobs.	☐	☐	☐	☐	☐

SUBTOTAL2 = _____

TOTAL (20%) = (SUBTOTAL1 + SUBTOTAL2) /2 = _____

SECTION C (Overall Performance)
(Please give comments, if any)

SIGNATURE : _____

NAME : _____

OFFICIAL STAMP :

Please return the completed form to:

Head, Department of Software Engineering
Advanced Informatics School (UTM AIS)
Universiti Teknologi Malaysia
Jalan Semarak
54100 Kuala Lumpur
(Att: Dr Suriayati Chuprat)

Tel: 03 - 2615 4429
Fax: 03 - 269 30 933
Email : suria@ic.utm.my

INDUSTRIAL ATTACHMENT
EVALUATION FORM

(To be completed by Academic Mentor)

Name of Evaluator	
Name of Industry Mentor	
Name of Academic Mentor	
Organization/Industry	
Name of Student	
Industrial Attachment (Part I or II)	
Year of Attachment	

INDUSTRIAL TRAINING PERFORMANCE EVALUATION

Please mark an '**X**' in one box for each item evaluated in section **A** and **B**.
Each item may be assigned a value ranges from **0** to **4**.

0. Bad	3. Good
1. Unsatisfactory	4. Very Good
2. Satisfactory	

SECTION A (Job Performance)

	Values:	0	1	2	3	4
1. Knowledge about the job: In-depth knowledge about area of work.		☐	☐	☐	☐	☐
2. Quality of job performed: Precision and efficiency.		☐	☐	☐	☐	☐
3. Meeting the deadline: Ability to carry out job within the specified time frame.		☐	☐	☐	☐	☐
4. Initiative: Ability to initiate work on his own and resolve problem.		☐	☐	☐	☐	☐
5. Creativity and innovation: Ability to give new ideas and bring changes to the existing process of executing the job.		☐	☐	☐	☐	☐

SUBTOTAL 1 = _____

SECTION B (Attitude and Soft Skills)

	Values:	0	1	2	3	4
1.	**Dedication and responsibilities:** Positive attitude and work dedication. Willingness to accept and carry out responsibilities.	☐	☐	☐	☐	☐
2.	**Communication:** Ability to express ideas in a clear and organized way.	☐	☐	☐	☐	☐
3.	**Discipline:** Willingness to obey or conform to the University's rule.	☐	☐	☐	☐	☐
4.	**Leadership and ability to decide:** Ability to plan, manage and move subordinates in achieving goals. Ability to produce accurate, timely decision.	☐	☐	☐	☐	☐
5.	**Honesty and sincerity :** Honest, sincere, fair and concern for others in Carrying out jobs.	☐	☐	☐	☐	☐

SUBTOTAL2 = _____

TOTAL (20%) = (SUBTOTAL1 + SUBTOTAL2) /2 = _____

SECTION C (Overall Performance)
(Please give comments, if any)

Overall Performance [5%] = _____

SIGNATURE : _____

NAME : _____

OFFICIAL STAMP :

Please return the completed form to:

Head, Department of Software Engineering
Advanced Informatics School (UTM AIS)
Universiti Teknologi Malaysia
Jalan Semarak
54100 Kuala Lumpur
(Att: Dr Suriayati Chuprat)

Tel: 03 - 2615 4429
Fax: 03 - 269 30 933
Email : suria@ic.utm.my

Appendix D

UTM UNIVERSITI TEKNOLOGI MALAYSIA | Sekolah Informatik Termaju (UTM AIS)

INDUSTRIAL ATTACHMENT
EVALUATION FORM

(To be completed by Industry Mentor)

Name of Evaluator	
Name of Industry Mentor	
Name of Academic Mentor	
Organization/Industry	
Name of Student	
Industrial Attachment (Part I or II)	
Year of Attachment	

INDUSTRIAL TRAINING PERFORMANCE EVALUATION

Please mark an '**X**' in one box for each item evaluated in section **A** and **B**.
Each item may be assigned a value ranges from **0** to **4**.

0. Bad	**3.** Good
1. Unsatisfactory	**4.** Very Good
2. Satisfactory	

SECTION A (Job Performance)

	Values:	**0**	**1**	**2**	**3**	**4**
1.	**Knowledge about the job:** In-depth knowledge about area of work.	☐	☐	☐	☐	☐
2.	**Quality of job performed:** Precision and efficiency.	☐	☐	☐	☐	☐
3.	**Meeting the deadline:** Ability to carry out job within the specified time frame.	☐	☐	☐	☐	☐
4.	**Initiative:** Ability to initiate work on his own and resolve problem.	☐	☐	☐	☐	☐
5.	**Creativity and innovation:** Ability to give new ideas and bring changes to the existing process of executing the job.	☐	☐	☐	☐	☐

SUBTOTAL 1 = _____

SECTION B (Attitude and Soft Skills)

	Values:	0	1	2	3	4
1.	**Dedication and responsibilities:** Positive attitude and work dedication. Willingness to accept and carry out responsibilities.	☐	☐	☐	☐	☐
2.	**Communication:** Ability to express ideas in a clear and organized way.	☐	☐	☐	☐	☐
3.	**Discipline and attire:** Willingness to obey or conform to organization's rule. Have a proper attire according to circumstances.	☐	☐	☐	☐	☐
4.	**Leadership and ability to decide:** Ability to plan, manage and move subordinates in achieving goals. Ability to produce accurate, timely decision.	☐	☐	☐	☐	☐
5.	**Honesty and sincerity :** Honest, sincere, fair and concern for others in Carrying out jobs.	☐	☐	☐	☐	☐

SUBTOTAL2 = _____

TOTAL (20%) = (SUBTOTAL1 + SUBTOTAL2) /2 = _____

SECTION C (Overall Performance)
(Please give comments, if any)

Overall Performance [5%] = _____

SIGNATURE : _____

NAME : _____

OFFICIAL STAMP :

Please return the completed form to:

Head, Department of Software Engineering
Advanced Informatics School (UTM AIS)
Universiti Teknologi Malaysia
Jalan Semarak
54100 Kuala Lumpur
(Att: Dr Suriayati Chuprat)

Tel: 03 - 2615 4429
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Email : suria@ic.utm.my

Appendix E

UTM UNIVERSITI TEKNOLOGI MALAYSIA | Sekolah Informatik Termaju (UTM AIS)

LOG BOOK EVALUATION FORM

(*To be completed by academic mentor*)

Name of Student : _____

Topic : _____

Academic Mentor : _____

Guidelines for evaluation (20):

1. Orderliness of daily notes (3) [ ]
2. Verification by the Industrial Supervisor (biweekly)(3) [ ]
3. Description of work (10) [ ]
4. Learning experiences acquired (4) [ ]

TOTAL _____ **/20**

Any other comments:

_____

_____

_____

_____

_____

_____

_____

Appendix F

MASTER PROJECT REPORT EVALUATION FORM
(*To be completed by academic mentor and examiners*)

Name of Student : _____

Topic : _____

Academic Mentor/Examiner : _____

Guidelines for evaluation (50):

1. Format & Presentation (5) [ ]
2. Project Background, Objective and Scope (10) [ ]
3. Literature Review/Related Work (10) [ ]
4. Methodology (10) [ ]
5. Results/Findings/Deliverables (10) [ ]
6. Discussion and Conclusion (5) [ ]

TOTAL _____ **/50**

Any other comments:

_____

_____

_____

_____

_____

_____

_____

MASTER PROJECT REPORT CORRECTION FORM
(*To be completed by academic mentor/examiners*)

Name of Student : _____

Topic : _____

Academic Mentor/Examiner : _____

Guidelines for evaluation (10):

1. All correction have been addressed (7) [ ]
2. Correction table (3) [ ]

TOTAL _____ **/10**

Any other comments:

_____

_____

_____

_____

_____

_____

_____