TIT 6336/ HIT3011
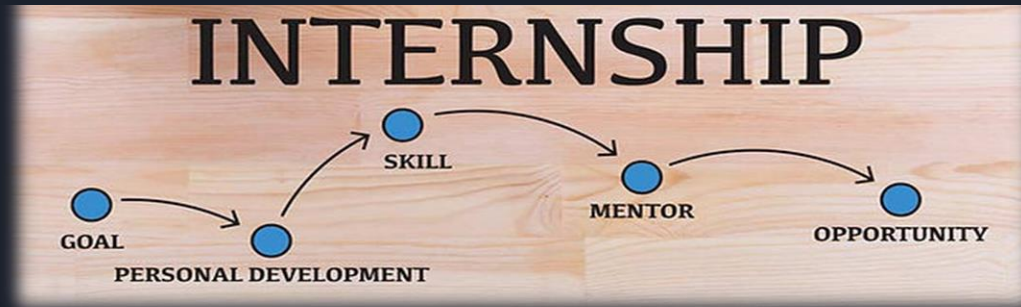
Industrial Training Programme (ITP)

Trimester JULY 2025
(12 weeks)

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 IT experience so that students 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.

Learning Outcomes

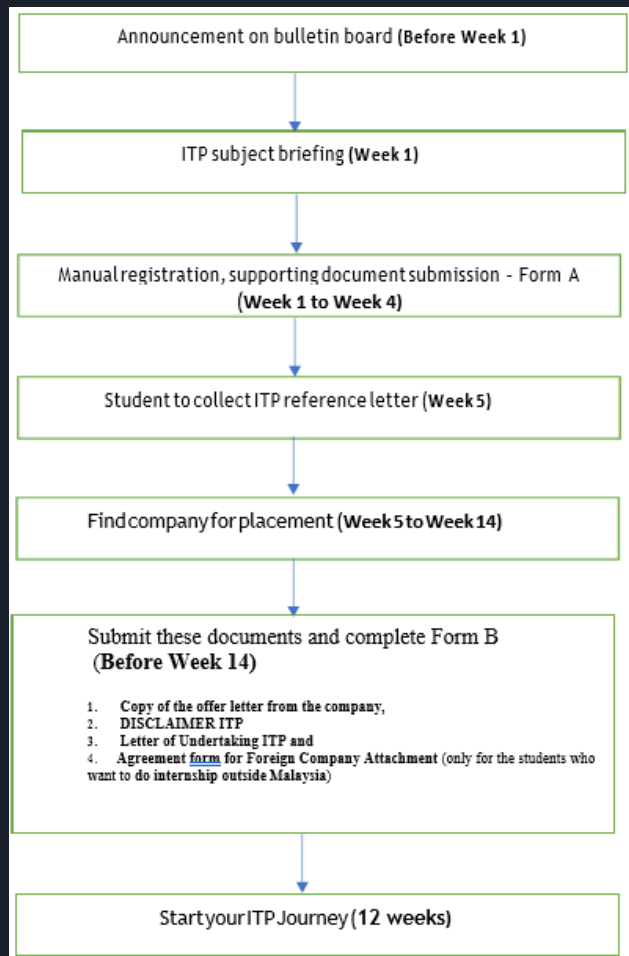| Course Learning Outcomes (CLO)	Domain	Level
CLO1: Demonstrate the ability to use digital technologies to solve the assigned tasks.	Cognitive	3
CLO2: Display interactive communications skills in completing tasks.	Affective	5
CLO3: Demonstrate independent learning and positive attitudes in completing tasks.	Affective	3
CLO4: Conform to the ethics and professional conducts in the industrial training process.	Affective	2

Pre-requisite for ITP
(12 weeks: 21 July until 11 October 2025)

Are you eligible to join ITP?

Only students who have completed (passed) or completing (i.e., included the subjects taken in this trimester) 60 or more than 60 credit hours **excluding Arts and Humanity** subjects are allowed to do industrial training.

ITP Flow

Announcement on bulletin board (Before Week 1)

↓

ITP subject briefing (Week 1)

↓

Manual registration, supporting document submission - Form A (Week 1 to Week 4)

↓

Student to collect ITP reference letter (Week 5)

↓

Find company for placement (Week 5 to Week 14)

↓

Submit these documents and complete Form B (Before Week 14)

1. Copy of the offer letter from the company,
2. DISCLAIMER ITP
3. Letter of Undertaking ITP and
4. Agreement form for Foreign Company Attachment (only for the students who want to do internship outside Malaysia)

↓

Start your ITP Journey (12 weeks)

ITP Schedule

WEEK	TOPICS/ACTIVITIES
Trimester MARCH 2025	
1	Subject briefing
2	Manual registration & supporting document submission to Form A
3	Manual registration & supporting document submission to Form A
4	Manual registration & supporting document submission to Form A
5	Collect reference letter from ITP Committee
6	Collect reference letter from ITP Committee
7	Collect reference letter from ITP Committee
8	Collect reference letter from ITP Committee
9	Find company for industrial training placement
10	
11	Receive offer letter & supporting document submission to Form B
12	
13	
14	Prepare accommodation & transportation for industrial training
Study Week	Prepare accommodation & transportation for industrial training
Exam Week	Prepare accommodation & transportation for industrial training
Exam Week	Communicate with your company supervisor to notify industrial training start date
BREAK	Industrial Training (approximately 12 weeks)
	Faculty supervisor will communicate with students in the 1st week of ITP.
	Prepare weekly and monthly logs to record your ITP activities
Trimester JULY 2025	
1 Oct – 10 Oct	Collection of company supervisor evaluation form
9 Oct – 11 Oct	Submission of Industrial Training report and presentation video

*LAST SUBMISSION of report → the status for Industrial Training will be failed.

ITP Important Activities (TEAMS Classroom)

1. Please read all statements listed in the **Guidelines and Rules for Internship Programme**.

2. Find academic advisor (AA) to verify 3 documents.

3. Submit verified documents to **online form (FORM A) BEFORE 22 Apr 2025.**

Bioinformatics students submit your documents to Ms. Amelia.

Documents that required AA's signature

01   Course Structure (crossing off all subjects passed **excluding Arts and Humanity** and write TOTAL Credit Hours)

02   Soft copy of Insurance payment document (e.g., from MSIG, Tune Insurance etc.)

03   Latest Resume/ CV (**Add your current CGPA for Degree**)

Meet your Academic Advisor (AA)

Total CH = Previous + Current Sem

02 **Soft copy of Insurance payment document (e.g., from MSIG, Tune Insurance etc.)**

Purchase Personal Accident Insurance ONLINE:

https://www.tuneprotect.com/products/pa-easy

1. Insurance document MUST show your **name, passport/ IC No. & coverage period**.
2. Rename the file as STUDENT ID_INSURANCE (Example: 12345678_INSURANCE

Tune Protect **PA** Easy

Certificate of Insurance

Congratulations! You are now protected. Life is easier when you are worry free.
Thank you for having confidence in us to protect you throughout your life's journeys and adventures.

Tune Protect PA Easy

Certificate No.	PA-EASY-2023-00000■	Coverage Period	21 Feb 2023 - 20 Feb 2024

Insured Name | | **Passport No./NRIC Number**

| NAME | | PASSPORT/ IC |

Type of Benefits

Accidental Death	Medical Expenses	Hospital Income Allowance
Up to RM 50,000	Up to RM2,000	Up to RM6,000
Bereavement Allowance	Cosmetic Surgery	Total Permanent Disability
Up to RM2,000	Up to RM1,000	Up to RM 50,000

Latest Resume/ CV (Please add in your current CGPA for Degree)

KATHY JAMES
Programmer

✉ Kathyjames@email.com
📞 (123) 456-7890
📍 Tulsa, Oklahoma
🌐 kjcodes.com
in linkedin.com/in/kat-james
github.com/kj-codes

EDUCATION
B.S.
Computer Science
University of Alabama
2014 - 2018
Tuscaloosa, AL

SKILLS
JavaScript
HTML/ CSS
Django
SQL
REST APIs
Angular.js
React.js
Jest
Eclipse
Java

CAREER OBJECTIVE
Graduate of computer science with experience working across the full-stack of software development. I have built 30+ projects on 7 small teams and am looking for a role with Cisco where I can grow and continue to learn from other experienced team members.

WORK EXPERIENCE

Programmer
Perficient
September 2018 - current · Tulsa, OK
- Designed and coded 1,000+ unit and integration testing using Jest and Perficient methodology
- Troubleshooted 2,000+ code-related issues and defects
- Produced detailed design documentation, unit test plans, and documented code for 50+ clients
- Practiced strong configuration management and version control for 20+ projects across 7 teams
- Represented Perficient in 50+ client meetings
- Attended 100+ weekly stand-up meetings to receive tasks and instruction for weekly goals

Software Engineering Intern
TIBCO
June 2018 - September 2018 · Tuscaloosa, AL
- Delivered 8 front-end applications written in Angular.js
- Developed 3 Eclipse-based applications written in Java
- Contributed to 6 VSCode extensions
- Developed and executed 200+ unit tests using Jest
- Collaborated with 30+ colleagues in local and remote locations
- Mastered and taught engineering group's best practices and coding standards

PROJECTS

Social Media Scheduler
Creator
- Built a responsive web app using Django and Node that allowed users to schedule social media posts across Instagram, Twitter, and Facebook
- Utilized the Twitter and Instagram API's
- Built features using scikit-learn in Python that learned what time of day maximized engagement with social media posts and increased the overall user engagement rate by 15%
- Released free App for University of Alabama students and grew active users to over 500 per month

(overlay annotation) CGPA Mini Project

ANDREW WILLIAMS
PROGRAMMER

CONTACT
AndyWilliams@email.com
(123) 456-7890
Seattle, WA
andywilliams.dev
linkedin.com/in/andy-will
github.com/AndyW

EDUCATION
B.S.
Computer Science
University of Washington
September 2017 - June 2021
Seattle, WA
GPA: 3.7

RELEVANT COURSES
Data Structures
Algorithm Design
Database Management Systems
Computer Vision
Software Design Methodology

SKILLS
AWS
JavaScript
HTML
CSS
React.js/Redux
Angular.js
Node.js
Python
jQuery
Django
MongoDB
Jest
Mocha/Chai

CAREER OBJECTIVE
As a University of Washington graduate and current Amazon intern, I live and breathe software. I have received 5 best-in-class awards for design and mobile-first development. As a front-end developer intern at Amazon, I have implemented real-world industry best practices and turned client/customer concepts into workable models.

WORK EXPERIENCE

Front-End Developer Intern
Ozone AI
June 2021 - current / Bellevue, WA
- Performed independent research to identify 30+ project designs and proposed solutions to possible roadblocks
- Developed 12+ solutions that work with financial software ecosystems for both internal and external products
- Collaborated with 12 senior team members to learn techniques for writing practical code
- Developed 500+ test plans to ensure security, accuracy, and reliability of codebases
- Participated in the full lifecycle development process with a team of 42 engineers
- Identified and mitigated potential risks with early planning and devised practical solutions that prevented common roadblocks from reappearing

PROJECTS

Fridge to Plate Solutions
Creator
- Created responsive, accessible, and mobile-first web application that generates recipes based on user-inputted ingredients and desired caloric breakdown
- Utilized government health API (ratemyplate.gov) to provide and suggest caloric breakdown based on body type and goals
- Utilized RecipeFinder API to provide recipes based on user-input ingredient list
- Used JWT to allow users to create and save personal profiles
- Received first place in UW Computer Science Annual WebApp Competition over 3,000+ other entered projects
- Increased user base to 5,000+ monthly users via social media

(overlay annotation) CGPA Mini Project

ITP Important Activities (TEAMS Classroom)

4. Get **reference letter** from ITP committee after you submitted Form A. We need 2-3 weeks to process the reference letter.

5. Start to apply internship from companies by sending these items (apply at least 20 suitable companies inside/outside Malaysia).

- ✓ Send cover letter through email

- ✓ Attach Reference letter from FIST, academic transcript, CV/ resume

Physical Industrial Training Briefing

- ✓ 8 April 2025 (Tuesday)
- ✓ 22 April 2025 (Tuesday)
- ✓ 27 May 2025 (Tuesday)
- ✓ 24 June 2025 (Tuesday)

6pm at CLC A1 Hall

ITP Placement Requirements

Criteria for Company:

- Not family business.
- Have a **physical office** with minimum 3 permanent staffs.
- Should be able to assign IT tasks related to your study.
- Any company located in **Malaysia (including Sabah and Sarawak)**

- **For international students:**
  - Allowed to apply for company in your home country.
  - Verification on the company will be made by FIST

ITP Placement Requirements

✓ The job placement must be for FULL TIME work.

✓ The company's supervisor cannot be student's close relative.

✓ NO changing nor swapping of jobs upon CONFIRMED placement without obtaining approval from ITP Coordinator

✓ If a student wants to leave his/her current placement, he/she must provide justification and get approval from ITP Coordinator and the company. Otherwise, student is deemed to FAIL this subject.

✓ Payment by the company as an allowance for industrial trainees is encouraged, but not compulsory.

ITP Placement Requirements

Example of tasks/project that should be given during ITP:

System/ Database development
      Planning, Analysis, Design
      Testing
      Implementation
      System maintenance/ support

Digital Marketing/ Multimedia/ animation
      Graphic Design
      Anime Development
      Video Editing
      Social Media (Facebook)
      e-Commerce (Lazada/Shopee)

Data Analytics
- Excel, PowerBI, Google Analytics

Web/ Portal development
- Homepage

Networking
- Setting-up/ installation/ support

Trainer / instructor for IT related courses

Other technical tasks
- Software Installation and troubleshooting for Operating System and off-the-shelf software
- Hardware assemble, configurations and troubleshooting

*Non-IT Jobs (**promoter, operator, sales, driver, etc.**) are **NOT allowed.**

ITP Placement Requirements

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.

If you don't secure an internship placement, you need to extend your graduation.

ITP Important Activities (TEAMS Classroom)

5. Start to apply internship from companies (apply at least 20 suitable companies inside/outside Malaysia).

Top 10 questions voted by students

BEFORE INTERNSHIP

1. What documents do I need to provide to apply internship?
2. Can my internship be fully remote or fully physical in company?
3. How long does it take for an internship confirmation?
4. What do I do/ prepare once I have accepted the internship offer?

DURING INTERNSHIP

5. Do you provide allowance during internship?
6. What is travel/ meal/ accommodation costs around the areas the company?
7. What are the usual working hours during internship?
8. What are the responsibilities as an intern?

AFTER INTERNSHIP

9. Do you offer industrial-linked Final Year Project after internship?
10. Is there any opportunity to continue as a full-time employee after internship?

ITP Important Activities (TEAMS Classroom)

6. Check TEAMS classroom every week to find the latest internship opportunities from companies.

IT Internship opportunities at ZTE (KL/ Selangor)

Based on the feedback of collaborator, you may try to request joining ZTE lab in MMU, Melaka during interview if transportation is an issue for you. The optimal expectation: You are encouraged to go KL/ Selangor for real working experience.

TEAMS classroom announcement

Reply

TW Tay Siok Wah 5/31/24 6:25 PM

Internship Opportunities at Likom CMS Sdn Bhd (Melaka)

Please submit your cover letter, CV and academic transcript to Ms. Hang at hangcs@likom.com.my

Internship Positions_Likom CMS.pdf

Stay tune for Internship Opportunities in TEAMS Classroom!

Upcoming Physical Industrial Training Briefing

**22 April 2025 (Tuesday) 6pm
At CLC A1 Hall**

ITP Important Activities (TEAMS Classroom)

6. Check TEAMS classroom every week to find the latest internship opportunities from companies.

7. Receive confirmation of acceptance and **offer letter** from 1 company.
❖ After confirmed 1 company, you are <u>NOT allowed</u> to change company.

8. Submit required documents to **online form (FORM B) BEFORE 23 JUNE 2025.**

9. Enjoy your internship **duration (21 July– 11 October 2025**) at your confirmed company.

10. Submit internship report to faculty supervisor **BEFORE 11 October 2025**.

11. Complete Internship presentation video **within 8 to 10 October 2025.**

Important (Company Offer Letter)

Internship Duration MUST END by 10 or 11 Oct 2025

Working hours & location

IT-related Job Scope & Allowance

Require student to accept offer

Form B (Submit by 23 JUNE 2025)

Form B: Company Information Tri 2420

After receiving confirmation of acceptance and **offer letter** from your company, kindly fill up this form.

Hi, lyong@mmu.edu.my. When you submit this form, the owner will see your name and email address.

* Required

Please ensure that you enter all the details correctly and upload the correct files, as you can only submit the form once, and it is not editable.

Upcoming Physical Industrial Training Briefing

27 May 2025 (Tuesday) 6pm
At CLC A1 Hall

Last Briefing Before Internship Begin

24 June 2025 (Tuesday) 6pm
At CLC A1 Hall

MMU Faculty Supervisor will be assigned to you when you begin internship. Check for the update at Google Classroom.

You will have 2 supervisors:

MMU Faculty Supervisor

Company Supervisor

Industrial Training Subject Registration

➢ Subject registration (for industrial training) will be done by FIST/ERU after your start internship.

➢ You are responsible to check your CLIC system to make sure this subject is registered.

➢ Make sure that you are NOT financially barred or terminated during the internship period.

➢ FIST will NOT register the subject for financially barred and terminated students.

During internship, you may discuss with your company supervisor to extend your work into an Industrial-linked Final Year Project (iFYP) that involves real business data and practical outcome.

Industrial-linked Final Year Project (iFYP) is helpful to add value to your resume/ CV for your career path..

GRADING: PASS or FAIL

1	PLANNING & ORGANISING
2	COMMUNICATION SKILLS
3	TECHNICAL SKILLS
4	LEARNING SKILLS
5	UNDERSTANDING OF TASKS/PROJECTS
6	ANALYSIS & PROBLEM SOLVING
7	MOTIVATION, RESPONSIVENESS & FLEXIBILITY
8	INNOVATION & ENTREPRENEURSHIP
9	ATTENDANCE & PUNCTUALITY
10	DISCIPLINE & ETHICAL BEHAVIOUR

If no report submission/ no presentation/ no assessment from company → automatically FAIL ITP.

ASSESSMENT CRITERIA

A. EXTERNAL SUPERVISOR ASSESSMENT (40%)
- to be assessed by external supervisor
- external supervisor evaluation form attached

(A student must achieve at least 20% or above to pass this section)

B. PRESENTATION ASSESSMENT (25%)
- to be assessed by MMU supervisor and presentation panel
- company background presented
- tasks / projects clearly described
- Justification of the proper 3-months training

(A student must achieve at least 12.5% or above to pass this section)

C. REPORT ASSESSMENT (25%)
- to be assessed by MMU supervisor
- report follows specified format
- tasks / projects clearly described
- supporting documents/screen shots attached
- weekly logs attached and signed by company supervisor

(A student must achieve at least 12.5% or above to pass this section)

D. ETHICS & PROFESSIONAL CONDUCT (10%)
- external supervisor: attendance, punctuality, discipline, ethics
- internal supervisor: professionalism, discipline, ethics

(A student must achieve at least 5% or above to pass this section)

E. OVERALL RESULT

PASS status – Passed ALL sections A,B,C,D.

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 TEAMS Classroom (The template is attached in the training final report template)

○ Weekly log is a brief description (like a diary) summarizing everything you have done in that particular week.

○ **Email to your Faculty Supervisor the weekly log's softcopy** *every month* or *at least every 2 weeks.*

○ Prepare softcopy of each weekly log to be digitally signed and stamped by the company supervisor and attach to the final training report.

○ Failure to submit when requested will affect 'FAIL' in result.

Training report

- Refer to the TEAMS Classroom for final report template.

- Make sure your report cover all the requirements/items as per template. (refer Table of content of the report)

- Include the details of all tasks given during internship.

- The report must be binding and submit during presentation day.

- Failure to submit will affect 'FAIL' in result.

Company Supervisor Evaluation Form

- The company supervisor will complete the form based on your performance and the supervisor's observation.
- Must be submitted latest by LAST WEEK of Internship through email to Faculty supervisor (softcopy digitally sign & stamp).

Video Presentation

- Pre-recorded in the last week of internship.

- Submit video (less than 5 minutes) to faculty supervisor.

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 virtually (unless requested by your company supervisor to have a physical visitation).

  - Around the last 6-8 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 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)

Enjoy your internship experience!

Thank you!