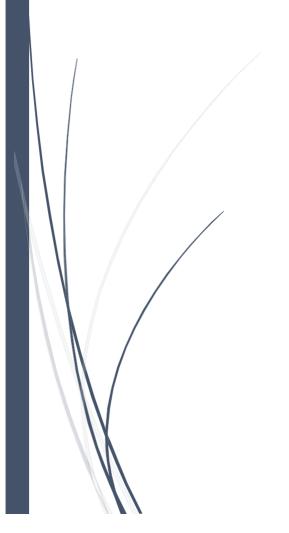# Industrial Training Guidelines

Faculty of Computing and Informatics

Faculty Supervisor-Guidelines

Tasks of Faculty Supervisor:

1. To monitor the industrial training activities of the student by maintaining frequent contact with company supervisor and student.

   - To go through the weekly logs from the student.

   - To give feedback to the student and company supervisor if needed.

   - To report to industrial training committee if any problem arises in the middle of internship period.

2. To visit the company (if the company is located within Klang Valley) once during the internship period.

   - The visit would normally be conducted during the third month of the internship period.

3. To conduct and evaluate the presentation of the student

   a) If the company is located within Klang Valley
      - Under normal circumstances, the presentation can be conducted at the company's premises. In this scenario, both the faculty supervisor and the company supervisor can serve as panel members to evaluate the presentation.
   b) If the company is located outside Klang Valley and within Peninsular Malaysia
      - Under normal circumstances, the presentation can be conducted at the company's premises or online. In this scenario, both the faculty supervisor and the company supervisor can serve as panel members to evaluate the presentation.
   c) If the company is located outside Peninsular Malaysia
      - Presentation can be conducted online through video conferencing in the presence of the company and faculty supervisors. In this case, faculty supervisor and company supervisor (as a panel member) can evaluate the presentation.

4. To perform evaluation of the student based on the report, presentation and the company supervisor assessment, and consolidate all the evaluations and feedback.

Company Supervisor-Guidelines

1. Training Duration

The period of training must be 3 months. Any changes to the duration must be agreed between the trainee and the company and submitted to the faculty for approval.

2 Company Supervisor

The company must appoint a supervisor for each student. The name, designation, telephone and email of the company supervisor must be given to the faculty for further communication. The faculty will appoint a lecturer as faculty supervisor, who will liaise with the company supervisor on all matters pertaining to the training. The duty of the company supervisor is to monitor, guide and assess the progress of the student under his/her supervision.

3 Training Activities

The students should be given proper tasks, aligned with their major, to perform in their training rather than given only clerical and maintenance jobs. It is suggested that the students be given tasks that will enhance their knowledge and skills in Information Technology. In addition, the students should be encouraged to participate in the management activities of the company. These exposures add value to their experience, working as trainees. We expect the company to provide sufficient resources for the student to complete the given tasks. Please inform the faculty in the event of any shortcomings that may hinder the student from completing their tasks. Any issues on the performance and discipline of the student must be brought to the attention of the faculty.

4 Logs and Reports

a. Weekly logs:

The students will prepare Weekly Logs, documenting their tasks assigned and completed on daily basis, reflections along with remarks and signature from company supervisor.

b. Final Report:

A soft copy of the final report should be submitted by the student to the faculty supervisor and uploaded in ebwise at the end of training. All the activities done throughout the training have to be summarized in the Final Report, which can include the following sections:

- Company Background
- Objectives
- Training Projects/Tasks/Assignments
- Description/Methods
- Achievement of the Tasks/Implementation
- Problems Encountered and Ways to Improve
- Training Analysis
- Skills Developed/Other Knowledge gained
- Suitability, Strengths, Weaknesses etc.
- Application of subject knowledge gained in university to the industrial environment
- Recommendation to others
- Conclusion
- References
- Appendices:

Reporting form, Weekly Logs with verification from company supervisor,Tables, Diagrams, charts, etc., Letters, Forms and Sample Inputs/Outputs

The students must submit the Final Report to the company supervisor for approval. The company may request the student to remove any confidential items in the report.

5 Visits

The faculty supervisor will visit the students at least once during the training, if the company location is inside Klang Valley. This is one of the ways to ensure active engagement between the faculty supervisor, the students and the company. The company supervisor is expected to brief the faculty supervisor on the performance of each student under his/her supervision, with demonstration of the student's work if possible. The faculty supervisor will also discuss with the students the progress of the training, and to address any problems that the students may have during the training. If the company   location   is   outside   Klang   Valley,   the   contact   between

company supervisor and faculty supervisor can be done through emails, phone, video conferencing or other forms of communication.

Student-Guidelines

1. Duration and Prerequisites

Duration for the cycle is 3 months.

Prerequisites:

- **i) Minimum 60 credit hours**
- **ii) In doing calculation**
    - ☐ Include Core, Specialization Core/Elective, Elective subjects only.
        - ■ Include credit transfer subjects in the above category
    - ☐ Include the current trimester subjects
    - ☐ Exclude University subjects.

2. Objectives

- i) To expose students to the real working environment and to get familiarity with the organization structure, business operations and administrative functions.
- ii) To have hands-on experience in their related fields so that they can relate and reinforce what has been taught in the university.
- iii) To expose students to new technologies and knowledge in the market and to enhance the soft skills.
- iv) To foster cooperation and to develop synergetic collaboration between industry and the university in promoting a knowledgeable society.
- v) To produce graduates who have necessary ability, knowledge and skill to be successful and thus increasing the employability level of graduates.

3. Training Scope

- i) During the training period, students should be given tasks that are more focused on his/her field of specialization.
- ii) The scope of work should provide opportunities for students to apply the knowledge and skills learned in the university and gain exposure of work practices in their respective fields.
- iii) For example, training may involve some of the following activities: feasibility study, requirement and functional analysis, system analysis and design, development, testing and

implementation, evaluation, maintenance and installation, data collection and processing, organization reengineering, opportunities to improve essential soft skills such as communication, documentation and entrepreneurial skills.

4. Grading

The overall result is **pass** or **fail** only. In order to pass, the student must pass in each of the following components separately.

Components	Percentage Distributions	Minimum Requirement for Pass
ASSESSMENT BY COMPANY SUPERVISOR (Company Supervisor)	40	16
PRESENTATION ASSESSMENT (MMU Supervisor and panel member)	30	12
REPORT AND PROFESSIONALISM (MMU Supervisor)	30	12
Total	**100**	**40**

5. Steps in Industrial training process

    i)   Register ITP at clic.mmu:

Main menu-Self Service-Industrial Training Program-Apply for ITP Placement. Not eligible to apply

        ☐ Financially barred

        ☐ Minimum Criteria not obtained

        ☐ Current status is not active ('suspended' or 'LOA')

    ii)   Update personal information and upload resume

        ■ Update your personal information in clic.mmu

            ☐ Main menu – Self Service – Campus Personal Information

        ■ Upload your resume

            ☐ Main menu – Self Service – Resume – myresume

            ☐ Personal/academic information, academic qualification, work experience, honors/awards/languages, skills and Qualifications or upload resume

iii)   Check and collect the reference letter from faculty office and sign in the sheet provided after collection. Normally one week after your registration and updating personal information and resume.

iv)   Apply to different companies with cover letter, reference letter, resume and copy of transcripts. The company master list is available at clic.mmu.

v)   Once you got the **offer letter** from the company, upload it in clic.mmu along with **letter of undertaking** and **insurance copy**. If the company is not in master list, inform the company to fill up **company details form**.

vi)   The committee will check whether the training given by the company would be relevant to the curriculum and give approval/disapproval. Once the approval is given by the committee ('approved' status), **registration of the Industrial training subject** will be done by the committee.

vii)   Faculty supervisors for the approved students will be assigned before the start of the training. The faculty supervisor list will be uploaded in **MSteams classroom** and **ebwise.**

viii)   Students must submit the **report for training form, weekly logs and final report** to your faculty supervisor. Formats of above documents will be uploaded in bulletin board and **ebwise.**

6. Placement in companies outside Malaysia

i)   The faculty will strictly verify the placement in companies outside Malaysia

ii)   Approval may be given

- Worldwide known companies
- Submission of strong supporting documents from the company, corresponding embassy in Malaysia, etc.

iii)   Student's responsibility is to have frequent contacts with MMU supervisor and also to facilitate the contact between MMU and company supervisors

iv)   Report for Training Form, Weekly logs, monthly reports, and Final report have to be submitted and Presentation has to be done.

7. Professional Conduct

i)   Students must not accept offers from more than one company.

ii)   Disciplinary action would be taken if a company informs the faculty that an offer has been accepted but the student did not report to the company.

iii)   If a student wish to change his placement under exceptional circumstances,

- Discuss with Industrial Training Committee

- Submit the approval letter for withdrawal of offer from the old company to industrial training committee

- After getting approval from the committee only, the student can change the placement.