



# Industrial Training

## Pengajaran dan Pembelajaran

Bil.	Komponen	Maklumat	Markah	Pencapaian	Jumlah Markah
1.2	Latihan Industri	<u>2009</u> Menyelia 8 pelajar	0.25	8	2
		<u>2010</u> Menyelia 3 pelajar	0.25	3	0.75
1.3	Penyeliaan PSM	<u>2009</u> Menyelia 2 pelajar PSM	1.00	2	2
		<u>2010</u> Menyelia 1 pelajar PSM	1.00	1	1
		<u>2011</u> Penyelia Utama 1 pelajar Sarjana	2.00	1	2
		Penyelia Bersama 1 pelajar Sarjana	1.00	1	1
		Penyelia Bersama 1 PhD	2.00	1	2
		Penyelia Bersama 1 PhD	2.00	1	2

# OBJECTIVES OF INDUSTRIAL TRAINING FROM UTeM PERSPECTIVE..

- Expose students to engineering practices in the industrial sector under the supervision of experienced engineer or technical staff.
- Expose students on matters relating to human relations, engineering management, human resource management and the like in the industrial sector.



# QUESTIONS ON PROGRAMME OUTCOME (PO) MAPPED TO INDUSTRIAL TRAINING

No	PO	Example of things to be assessed/evaluated/
1	<b>The Engineer and Society</b>	<ul style="list-style-type: none"><li>• Understand and demonstrate non-technical part of working ,e.g. social responsibility, safety, health?</li><li>• Able to work in safe manner?</li></ul>
2	<b>Ethics</b>	<ul style="list-style-type: none"><li>• Able to follow the policies, rules, regulations of the company, e.g. punctuality?</li><li>• How's your ethical and moral conduct/behavior?</li><li>• Able to behave professionally?</li></ul>



# QUESTIONS ON PROGRAMME OUTCOME (PO) MAPPED TO INDUSTRIAL TRAINING

No	PO	Example of things to be assessed/evaluated/
3	<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to communicate and respond effectively?</li><li>• Able to write good technical report?</li></ul>
4	<b>Individual and Team Work</b>	<ul style="list-style-type: none"><li>• Able to carry out task assigned by supervisors?</li><li>• Able to work effectively in a team?</li></ul>
5	<b>Life Long Learning</b>	<ul style="list-style-type: none"><li>• Able to learn new knowledge from the training?</li><li>• Able to work/search information independently?</li><li>• Did you always depends on others to do your task?</li></ul>



# SYNOPSIS OF LI

## (REFER ACADEMIC HANDBOOK)

- **Compulsory before graduation**

- **When:**

After Semester 5 (3<sup>rd</sup> year, 2<sup>nd</sup> Semester) for a 10-week period.

- **Where:**

At the Company which has been selected by the students

- **Evaluation based on:**

- Observation by company supervisors
- Observation by appointed faculty supervisors
- Student Logbook
- Final Report

# OVERVIEW OF LI Assessment

## Assessment:

50% : Visiting Lecturers from

- during visit: based on logbook & interview
- After visit : based on final report

50% : Company's supervisors

- Based in overall performance, as per criteria below

## Criteria of assessment:

- Communication Skills (CS)
- Technical Knowledge
- Critical thinking and Problem Solving (CTPS)
- Teamwork (TS)
- Ethics and Moral / Discipline (EM)
- Lifelong Learning (LL)

# PARTIES INVOLVED & MAIN RESPONSIBILITY

Person	Responsibilities
JKLI	<ul style="list-style-type: none"><li>• Set LI schedule, visit and assessment</li></ul>
Students	<ul style="list-style-type: none"><li>• Before start LI<ul style="list-style-type: none"><li>• Understand the LI guidelines</li><li>• Find and apply LI placement</li></ul></li><li>• During LI:<ul style="list-style-type: none"><li>• Report to company's attached</li><li>• Prepare daily log, final report &amp; presentation</li></ul></li><li>• After LI:<ul style="list-style-type: none"><li>• Submit final report &amp; logbook</li></ul></li></ul>
Companies attached/ supervisors	<ul style="list-style-type: none"><li>• Offer LI placement</li><li>• Conduct assessment</li></ul>
Lecturers	<ul style="list-style-type: none"><li>• Undergo LI visit</li><li>• Conduct assessment</li></ul>



# FAQ

- **Which/what type of company I need to apply?**
  - Preferably, any company which will make you learn something relevant to the engineering working environment. e.g. a cookie factory, but, have electrical department.
- **What if the company wants us to stay up to 12 weeks?**
  - Yes you can, but, insurance will cover only 10 weeks & the extra time is at your own responsibilities (e.g. if missed 1<sup>st</sup> week of class, need to inform lecturer early).
- **Can I join MASUM or any other activities?**
  - YES, but you must replace the number of days missed.
- **Can I take leave?**
  - Yes, 3 days max, other than MC or other emergencies. Must keep the letter and give to your appointed faculty supervisors
- **Can I change place after start LI?**
  - YES, within 2 weeks of LI starts & with permission from your appointed faculty supervisors.

# Common problems in LI

- Student didn't & can't register in SMP but still proceed to do LI
- Student register SMP but didn't key in student online database
- Student register LI but didn't got for LI
- Student change LI placement after 2 weeks of LI starts.
- Student didn't notify company properly to reject extra offer.

