




# **FACULTY SUPERVISORS GUIDE FOR LI ASSESSMENT**

## **Standard of Procedure(SoP)**

# GENERAL ROLES AND RESPONSIBILITIES OF FACULTY'S SUPERVISORS FOR INDUSTRIAL TRAINING ASSESSMENT



➡ Make sure to get the following docs:


No.	Item	Purpose
1.	Excel file which has: 1. Lists of all LI visit and placement 2. Coding for online assessment	<ul style="list-style-type: none"><li>• Make visit arrangements</li><li>• Claim of P&amp;P points</li><li>• Claim for travel/milage etc</li></ul>
2.	Letter of appointment for LI visit	<ul style="list-style-type: none"><li>• Claim of P&amp;P points</li><li>• Claim for travel/milage etc</li></ul>



From the excel file, check the students list and contact (both email **and** phone calls) and remind each of them to :


- 1. Inform that you'll be visiting them (provide them your contact info)
- 2. Double check with the information in the excel file ( to see if there's any changes). If there's any changes, just adjust personally and email it back to JK LI for record purposes.
- 3. Arrange the exact dates and time of the visit

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- 4. Remind them to inform their industry supervisors about the visit and they are encouraged to join in during the visit session. If the supervisors are not available, any other staff would do, as long as they have directly/indirectly involved in observing/mentoring the student's LI activities.
  - 5. Ensure their logbook are up to date
  - 6. Ensure to make ready any MC letter/leave etc.
  - 7. Be prepared to “present” (optional to have slides) which may include the key important points of their LI activities. (as students to make use of their logbook as reference).




Amend and send the following docs to both the student and the industry supervisors via email and preferably **CALL THEM** to make sure they have received the following info:

- 1. The Industry Supervisors aware about the visit
- 2. Give them the link to the online assessment google link
- 3. Give them the correct “students code” to be filled in the online form



Pick up the souvenirs from the admin staff (KPP) if available, as courtesy & a token of appreciation to the industrial SV for accepting the students.



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- Fill in “Borang Tugas Rasmi Luar Pejabat” available in the admin forms C16
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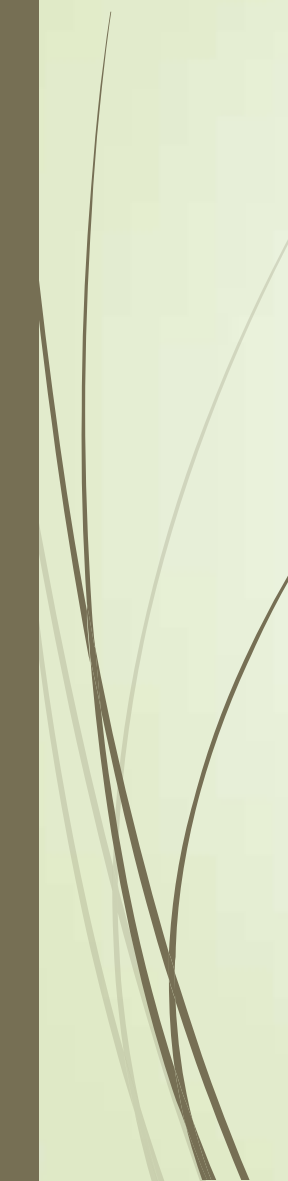
## **Execute the visit. During the visit:**

- 1. Things to bring :
  - a. All the documents provided earlier, just as backup (hardcopy as well as softcopy)
  - b. Souvenirs
  - c. Staff ID
  - d. Your business cards (to be exchanged with the staff at the company)



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2. Conduct the assessment session as follows (suggestions):
- ➡ a. Greetings and thank the company for accepting our students.
  - ➡ b. Explain to all the purpose of the visit and the assessment process


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- c. Ask the student to present their LI activities. (using slides etc) and start to interview them while making assessment in the simplified form. You may ask the following questions, in addition to the items in the form :
  - · What new knowledge or skill have you learn ?
  - · What have you learned in college that you applied ?
  - · List any difficulties, mistakes, pleasant or unpleasant experiences that occurred and how did you manage it?
  - · What did you do to correct your mistake?
  - · On what skill or question could you use to help in performing your internship responsibilities better?
  - · What interesting or challenging experience did you have with your fellow workers or site supervisor?

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- d. Give some motivations and reflections to the students on the importance of their LI activities.
  - e. Check the following for assessment:
    - i. Students attendances (ask for proof of MC/leave forms)
    - ii. Logbook –refer the LI logbook guideline
  - f. If you have time, you may request to have a short visit to the facilities and let the students explained to you about what is being visited.
  - g. Closing : Thank again the company and the students and give the souvenir to the company's supervisor.
  - h. Before end, remind the students to submit their final report and the logbook by end of 1 week after finishing LI.



Return all the followings to  
the academic unit

- • Logbook
- • Final report
- • Business cards (staple to  
an empty paper)



Settle all the travel claims, by filling in the forms and also attach with the following additional docs (other than the usual receipts):

1. Amended excel form to include the actual travelling arrangements in table form- which has:

- a. Name of student:
- b. Name of company:
- c. Contact no of company:
- d. Students hp no:
- e. Address of company
- f. Date & time of visit

2. LI appointment letter signed by Dean.

