

Faculty of Science



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(Co. No. 570227-M)



Final Industrial Training Briefing (Oct 2020 Trimester)

Date: 8 August 2020 (Saturday)

Time: 10 am

Platform: Microsoft Teams

(Team Code: mz3y2bz)

**Dr. Sit Nam Weng
Deputy Dean (SD&IT)**

Industrial Training

- a 6-credit course, requirements for graduation
- **Pre-requisites:**
 - Earned at least 44 credit hours,
 - CGPA of 2.00 or above, and
 - GPA of 2.00 or above

The above pre-requisites shall apply to the students upon the pre-registration of internship (one trimester before internship trimester).



Pre-registration: May Trimester

Eligibility: based on April Examination results

Period of Training (12 weeks)

**12 October 2020
– 2 January 2021**

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Industrial Training (12 weeks) Action Plan

No.	Action Required	Deadline/Date/Duration
1.	1 st IT briefings	Online (Microsoft Teams)
2.	Online submission of personal particulars for verification letter	4 May 2020 (deadline)
3.	Sending out of verification letter by FGO	18 May 2020 onwards
4.	Final briefing on IT <ul style="list-style-type: none"> • Pre-registration using ITMP • Indemnity letters • Assessments • Company appraisal form • IT visitation 	Week 7/8 (May 2020 trimester)
5.	Confirmation of IT placement <ul style="list-style-type: none"> • Submission of indemnity letters and company offer/acceptance letter (Google Form) 	3 October 2020

Industrial Training (12 weeks) Action Plan

No.	Action Required	Deadline/Date/Duration
6.	Release of IT university supervisor list	9 October 2020 (tentative)
7.	IT period	12 October 2020 – 2 January 2021
8.	Release of IT visitation list	Week 3/4 (October 2020 trimester)
9.	IT visitation by visiting academic staff	20 November – 19 December 2020
10.	Oral presentation	12, 13 & 14 January 2021
11.	Submission of final report, company appraisal form & survey on student interns form to university supervisor	14 January 2021

Safety Precaution

- Students are extremely required to observe “**SAFETY FIRST**” in all compliance of the assignments at the company.
- Female students are highly encouraged to **take extra precaution** and extra reasonable care for themselves to make sure for safer environment.
- Seek assistance if you encounter any problem relating to your training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) & communicate directly as soon as possible with company supervisor and university supervisor.

UTAR Industrial Training Management Portal

- pre-registration – **COMPULSORY** for every student going for IT
- at <http://indtrng.utar.edu.my>
- login using:
 - username: 0912345 (student's ID without alphabets)
 - password: 880324-14-3668 / Passport number (IC number with dashes for Malaysian students; Passport number with capital letters for international students)
- for FSc students, open for pre-registration from 8 August 2020 and close on 3 October 2020

<http://indtrng.utar.edu.my>

UNIVERSITI TUNKU ABDUL RAHMAN
 Industrial Training Management Portal

[Home](#)
[Faculties](#)
[Participating Companies](#)
[Login](#)
[Register](#)

Faculty Intern Period

Faculty	Contact Person/Details	Programme Name	Internship Period	The month to contact the faculty/institute	Duration
Faculty of Business and Finance	Mr Yew King Tak	Bachelor of Commerce (Hons) Accounting	October to December	June	3 Months
	Deputy Dean (Student Development and Industrial Training)	Bachelor of Commerce (Hons) Accounting	October to January	June	4 Months
	Email: yewkt@utar.edu.my	Bachelor of Business Administration (Hons)	October to December	June	3 Months
	Tel: 05-4688888 Ext 1032	Bachelor of Business Administration (Hons) Banking and Finance	October to December	June	3 Months
		Bachelor of Business Administration (Hons) Entrepreneurship	October to December	June	3 Months
		Bachelor of Marketing (Hons)	October to December	June	3 Months
		Bachelor of Economics (Hons) Financial Economics	October to December	June	3 Months
Faculty of Accountancy and Management	Mr David Ng Ching Yat	Bachelor of Accounting (Hons)	October to March & June to November	June & January	6 months
	Deputy Dean (Student Development and	Bachelor of International Business (Hons)	January to April & June to September	September & January	4 months



Log In

Username : Password : Remember me next time.

1. All LKC FES students please refer to this website for your internship <http://fes.utar.edu.my/current-students/itp/>
 2. For LKC FES Industrial Training Vacancy, please refer: <http://fes.utar.edu.my/current-students/itp/student/links/>
 3. For LKC FES Pre-registration and placement confirmation, please refer: <http://fes.utar.edu.my/current-students/itp/student/forms/>
 4. For Company that wishes to offer industrial training to LKC FES, please fill up the online internship recruitment form [here](#).
- You may refer to our website for more details: <http://fes.utar.edu.my/current-students/itp/company/>

Username	:	<input type="text"/>
Name	:	<input type="text"/>
Student ID	:	<input type="text"/>
Email Address	:	
Faculty	:	Faculty of Science (FSC)
Department	:	Department of Agricultural and Food Science (DAFS)
Programme	:	Bachelor of Science (Hons) Agricultural Science (AG)
GPA	:	2.6447
CGPA	:	2.7344

**3 sections
for
browsing**

Select a Semester

Current Semester(s)

October 2020 (From 2020-10-12 To 2021-01-10) Request Application Closing Date : 2020-10-11 00:00

Previous Semester(s)

May 2020 (From 2020-06-01 To 2020-10-11)

January 2020 (From 2020-01-13 To 2020-05-03)

**Look for
October
2020**



Username :
 Name :
 Student ID :
 Email Address :
 Faculty : Faculty of Science (FSC)
 Department : Department of Chemical Science (DCS)
 Programme : Bachelor of Science (Hons) Biochemistry (BE)
 GPA : 2.5850
 CGPA : 2.5225



at Main section

Agreement

1 Industrial Training Guidelines for Students

Students are required to participate and work as industrial trainees in the industry of their chosen discipline. Industrial training is a credited course programme, and thus is compulsory in order to satisfy the degree coursework requirements for graduation.

1.1 Background

Industrial training provides the impetus for students to comprehend and appreciate real-life working experiences. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialise in niche areas.

1.2 Objectives

The objectives of the Industrial Training programme are as follow:

- 8.3.11 Business knowledge.
- 8.3.12 Other skills and knowledge requirements/necessary for work or career.
- 8.3.13 Specific directions of the company (public information).
- 8.3.14 Work Culture of the company and also of the industry.
- 8.3.15 Work Ethics of the company/industry.
- 8.3.16 The industry and its markets.
- 8.3.17 The industry and its governing operation standards (if any)
- 8.3.18 The industry remuneration standards and employment conditions.
- 8.3.19 Expectation of the company/industry in general on employees.
- 8.3.20 Technicalities on the project that you worked on without breaching any term of agreement with the company.
- 8.3.21 Your ambition/career aspiration now - on completion of industrial training.
- 8.3.22 Any information that you consider useful for this report.

8.4 Submission of Final Report

Each student must submit a Final Report and deliver a presentation on industrial training at the end of the industrial training period.

Important: Attach your Weekly and Monthly Report with this Final Report and any other relevant material. The Monthly Report must be signed by your supervisor. Discuss and verify your Final Report with your supervisors.

Final Report must be handed in to the Faculty General Office on the first week of the new semester.

Do you agree to have UTAR to conduct an Industrial Training placement for you for the October 2016 Semester?

- YES. I agree to have UTAR to conduct an Industrial Training placement for me.
- NO. I will look for a company on my own.

I agree with the Letter of Indemnity (downloadable [here](#)) and the Terms and Conditions above (downloadable [here](#)).

 Next

Click

Tick

Info Update (Page 1 of 11) - Personal Particulars

Next, go to
Edit Account



You may omit the Password fields if you do not plan to change your password.

Current Password :
 New Password :
 Confirm Password :

Gender : Female
 IC Number :
 Date of Birth : -
 Nationality : -
 Race : -
 Marital Status : -
 Mobile Phone Number : -
 Email Address : -
 Upload Photo : *

Use appropriate
email address

Preferred Locations for Industrial Training

Option 1 State : -
 Area : -
Option 2 State : -
 Area : -
Option 3 State : -
 Area : -

* Required Fields



Next

Department : Department of Chemical Science (DCS)
Programme : Bachelor of Science (Hons) Biochemistry (BE)
CGPA : 2.2970

Info Update (Page 2 of 11) - Permanent Residence

Address : *
:
:
City :
Postcode : *
Province/State : [Please Select] v *
Country : Malaysia v *
Contact Number :

* Required Fields

 
Back Next

Department : Department of Chemical Science (DCS)
Programme : Bachelor of Science (Hons) Biochemistry (BE)
CGPA : 2.2970

Info Update (Page 3 of 11) - Correspondence Residence

Address : *
:
:
City :
Postcode : *
Province/State : [Please Select] v *
Country : Malaysia v *
Contact Number :

* Required Fields

 
Back Next

Info Update (Page 4 of 11) - Emergency Contact

Contact Name : *

Relationship : *

Address : *

:

:

City :

Postcode : *

Province/State : [Please Select] *

Country : Malaysia *

Contact Number : *

* Required Fields



Back



Next

**Fill in
the first
four
pages,
others
are
optional.**

IT Placement

Q: If I got an offer from a company for industrial training, what should I do?

- ✓ **inform the company if you accept the offer**
- ✓ **submit a copy of the offer letter to the faculty (online)**

IT Placement

Q: If I got more than one offer for industrial training, what should I do?

- ✓ **decide & inform the company that you accept the offer**
- ✓ **reject the other offers in a proper manner**
- ✓ **submit a copy of the offer letter to the faculty (online)**

IT Placement

Q: I have sent my application for industrial training to a company few weeks ago. Until now, I have not received any reply from the company. What should I do?

- ✓ Follow up with the company**
- ✓ Call or email the company to check for the status of your application**

Indemnity Letters

- **fill in after confirmation of placement**
- **one set (two copies: one for student & one for parents/guardian)**
- **sign in two sets:**
 - **one set → submit to the faculty (online) latest by 3 Oct 2020**
 - **another set → pass to the company on the first day of IT**

[Appendix 1](#)

[Appendix 2](#)

Downloadable from
faculty IT webpage

<http://fsc.utar.edu.my/>

Home

Overview

Programmes ▾

Industrial Training ▾

Laboratories, Equipment and Services ▾

News and Events ▾

Contact Us

Welcome to Faculty of Science



UTAR
UNIVERSITI TUNKU ABDUL RAHMAN

Durian Cultivation: Challenges and Potentials

23 November 2019
SATURDAY
9 am – 5 pm
(Registration starts at 8.30am)

DDK1
Faculty of Science,
UTAR Kampar Campus

Registration Fees:
RM 100 Public
RM 30 UTAR staff,
postgraduates,
non-UTAR students
RM 20 UTAR students
(Fee inclusive of 9:30-5:30, lunch
and refreshments)

**UTAR students
with
IP/IB/OC
status**

REGISTER ONLINE NOW AT:
www.fsc.utar.edu.my/industry

Speakers:

- Diversity and conservation of *Durio*
Dr. Mohd Shukri bin Mat Ali
(Horticulture Research Centre, MARDI)
- Durian agronomy
Mr. Roger Saw Gee Shyang
(MIO Nature Sdn. Bhd.)
- Durian cultivation in Chanthaburi,
Thailand
Mr. Kittiak Vittayakorn
(SCK (269) Co. Ltd., Thailand)
- Durian varietal registration and
varietal protection
Dr. Mohd. Desa bin Haji Hassim
(Department of Agriculture, Malaysia)
- Durian agrotourism
Ms. Merlina Yap
(Pahang Fruits Grower Association)
- Durian fruit development for local and
overseas market
Dr. Tan Sue Sian
(Top Fruits Sdn. Bhd.)



UTAR
UNIVERSITI TUNKU ABDUL RAHMAN

One-day Seminar

Bird's nest and durian: From farm to table

"Igniting entrepreneurship, transforming business"

DATE : 22nd October 2019 (Tuesday)
TIME : 8.30 am - 4.30 pm
(Registration starts at 8.30 am)
VENUE : A003, Heritage Hall, UTAR Kampar Campus

ITINERARY

- 8.30 am Registration
- 9.30 am (i) Speech by the Chairperson
(ii) Speech by Mr. Lam Ah Chye
(the initiator of the community project
for cottage food industries in Kampar)
- 10.00 am Topic 1: Bird's nest: Products
processing (quality assurance,
branding and marketing)
- 11.00 am Topic 2: Durian: Products
processing (business development
and branding)
- 12.00 pm Lunch
- 1.00 pm Topic 3: Durian: Plantation and
Products processing (products
quality assurance)
- 2.00 pm Topic 4: Licensing and regulation on
bird's nest and durian products
processing
- 3.00 pm Topic 5: Experience sharing on the
bird's nest products processing
(quality assurance, branding and
challenges faced)
- 4.00 pm Closing speech by the Dean, Faculty
of Science
- 4.15 pm Tea and light refreshments
- 4.30 pm End

KEY SPEAKERS

- Dato' Loke Yee Loong**
President & Director of IBBT Corp (IBBT)
- Mr. Aesoi Lai**
Founder & CEO of Sunshine Kingdom
Sdn. Bhd.
- Mr. Bruce Lee Sai Keong**
Founder of Mithilan Menang King Pte. Ltd.
- En. Azhar Bin Ahmad Bakri**
Penyidik Pegawai Kewangan
Persekitanan UTA, Jabatan Kewangan Awam,
Majlis Daerah Kampar
- Ms. Jazzylyn Tho**
Co-founder of Nutrition Wellness 小燕子

REGISTER ONLINE NOW AT:
www.fsc.utar.edu.my/industry
www.facebook.com/UTARindustry
www.instagram.com/UTARindustry

REGISTRATION FEES
RM 50 (Public)
RM 15 (UTAR Staff)
RM 10 (UTAR students)

UTAR students with IP/IB/OC status

REGISTER ONLINE NOW AT:
www.fsc.utar.edu.my/industry



Industrial Training Committee 2020

Chairperson:	Dr Sit Nam Weng Deputy Dean (Student Development and Industrial Training) Email: sitnw@utar.edu.my	
Members:		
Department	Coordinator	Committee
Agricultural and Food Science	Puan Azida Ilyani (Agricultural Science) Email: azida@utar.edu.my	
	Dr Ee Kah Yaw (Food Science) Email: eeky@utar.edu.my	
Biological Science	Dr Goh Wei Lim (Biotechnology) Email: wgoh@utar.edu.my	Dr Shit Chong Seng Email: scseng@utar.edu.my
	Dr Wong Hann Ling (Microbiology) Email: hlwong@utar.edu.my	Dr Yap Moh Lan Email: ymlan@utar.edu.my
Allied Health Sciences	Dr Annaletchumy Loganathan (Biomedical Science) Email: annal@utar.edu.my	Dr Michelle Ng Yeen Tan Email: ngyt@utar.edu.my
	Encik Muhammad Zulhusni Bin Suhaimi (Dietetics) Email: zulhusni@utar.edu.my	Ms Sangeetha a/p Arullappan Email: sangeetha@utar.edu.my
Chemical Science	Dr Chai Tsun Thai (Biochemistry) Email: chaith@utar.edu.my	Ms Saw Seow Hoon Email: sawsh@utar.edu.my
	Dr Ooi Mei Lee (Chemistry) Email: ooiml@utar.edu.my	Dr Anto Cordelia Email: antoc@utar.edu.my
Physical and Mathematical Science	Dr Lim Boon Hoe Email: bhlim@utar.edu.my	Dr Lim Hui Tein Email: limhuait@utar.edu.my
	Mr Looi Sing Yan (Statistical Computing and Operations Research) Email: looisyy@utar.edu.my	
	Mr D Karunanithy (Logistics & International Shipping) Email: karunanithy@utar.edu.my	

- List of Companies (FSc) March 2020 pdf (updated 11/06/2020) **(NEW)**
- Appendix 5a Agricultural Science PLO Survey V2.pdf
- Appendix 5b Biomedical Science PLO Survey V2.pdf
- Appendix 5c Biotechnology PLO Survey V2.pdf
- Appendix 5d Chemistry PLO Survey V2.pdf
- Appendix 5e Logistics & International Shipping PLO Survey V2.pdf
- Appendix 5f Biochemistry PLO Survey V2.pdf
- Appendix 5g Food Science PLO Survey V2.pdf
- Appendix 5h Microbiology PLO Survey V2.pdf
- Appendix 5i Statistical Computing & Operations Research PLO Survey V2.pdf
- IT visitation report (staff)
- IT visitation report (student)
- Appendix 1 IT Indemnity Letter UTAR-FSc (student)
- Appendix 2 IT Indemnity Letter UTAR-FSc (parents guardian)
- Appendix 3 Important Contact Particulars (UTAR-FSc)
- Appendix 4 Company Appraisal on Student (UTAR-FSc)
- UTAR Industrial Training Manual Version 4.0 (Sept 2012)
- MOHE Dasar Latihan Industri



Indemnity Letter

(1) Sample Letter of Indemnity & Undertaking for the Company Given By Student

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

I, NRIC No. Student ID No.
(to state student's name)

Course of Study:Year & Semester:

Period of Industrial Training: From <date> to<date>

<hereinafter referred to as "I"> refer to the above industrial training given to me by your Company.

In consideration of your Company affording the above industrial training, I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I shall undertake full responsibility of my action and behaviour at all times during the course of industrial training. The University shall not be liable for my misconduct or wrong doing.

I confirm that I am currently a UTAR registered student, who is covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, I shall obtain and keep valid the necessary additional insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development and Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak.

Appendix 1

Indemnity Letter

(2) Sample Letter of Indemnity & Undertaking for the Company Given By Parents/Guardi

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We,

.....
(to state parents/guardian names and NRIC Nos.)
the parents/guardian of (to state student's name, NRIC No, Student ID No. Course of Study, Year & Semester)
<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training from <date> to <date> given to our son/daughter by the Company (to state the company name, company number and address) <hereinafter referred to as "the Company">

In consideration of your Company affording the above industrial training, we, the undersigned parents/guardian shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the course of industrial training.

We shall undertake full responsibility of our son/daughter's action and behaviour at all times during the course of industrial training. The University shall not be liable for our son/daughter's misconduct or wrong doing.

We confirm that our son/daughter, being a registered student, is currently covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary additional insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

Yours sincerely
Parents'/Guardian's Signatures

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development and Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak.

Appendix 2

Submission of Company Letter and Indemnity Letters

- Google Form (<https://forms.gle/DdCUa2qsfvz9XFin8>) for industrial training placement info and company offer/acceptance letter
- Google Form (<https://forms.gle/YApXbcBDhRiq68si9>) for indemnity letters
- Name your file according to the following format:
letter type(CL for company letter; IL for indemnity letter)_Programme code_Student's name (e.g. CL_AG_XXXXXX; IL_BT_XXXXXX01; IL_LI_XXXXXX)
- Upload the files latest by 3 Oct 2020

Insurance Coverage

Downloadable from
faculty IT webpage



**MPI
GENERALI**

MPI Generali Insurans Berhad (14730-X)
Head Office: 8th Floor, Menara Multi-Purpose,
Capital Square, 8, Jalan Munshi Abdullah,
50100 Kuala Lumpur, Malaysia.
Postal Address: P.O. Box 10122,
50704 Kuala Lumpur, Malaysia.
P +603 2034 9888
F +603 2694 5758, +603 2694 5759
mpigenerali.com

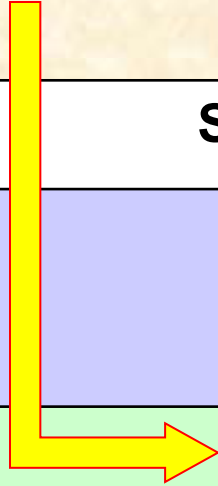
RENEWAL SCHEDULE JADUAL PEMBAHARUAN

ORIGINAL

Insured's Name / Address Pihak Diinsuranskan / Alamat Surat Menyurat UNIVERSITI TUNKU ABDUL RAHMAN		Class Of Insurance Kelas Insurans		GROUP PERSONAL ACCIDENT	
		Policy No. No. Polisi		PAG-P0231558-BR	
		Trans No. No. Trans		00012	
		Replacing Policy No. Menggantikan Polisi No.		P0222083	
		Cross References No Rujukan		PAG-P0222083-BR	
		Account Code Kod Akaun		BWN00362	
Period of Insurance Tempoh Insurans	From Dari	01/01/2020	To Hingga	31/12/2020	Expiring At Midnight
Premium Premium		: RM		Annual Premium Premium Tahunan	: RM
Government Tax Cukai Kerajaan		: RM			
Stamp Duty Duti Setem		: RM			
Total Amount Due Jumlah Amaun Perlu Dibayar		: RM			
RISK	:	0001 Group Personal Accident			
OCCUPATION	:	Education and University			

Course Fee

WEEK	STUDENT'S DUTY (SHORT TRIMESTER)		
1	Add / drop week Request to repeat / offer a course		
2			
3	Student bill week		
4			
5	Late payment week	Course verification (UTAR Portal)	Meeting with Academic Advisor
6	Reinstatement week	Bar list out	
7	Examination authorisation slip	Course registration period	Student's online survey



Important Contact Particulars Form

- **Fill in the form (softcopy) when IT starts**
- **Email to your university supervisor within first week of IT (latest by 19 October 2020)**
- **Submit a copy to your company supervisor**
- **Students must update the Faculty and the company upon any changes of the contact particulars as soon as possible.**

[Appendix 3](#)

Also downloadable from
faculty IT webpage

**B1. : Important contact particulars**

Universiti Tunku Abdul Rahman (Perak campus)
Faculty of Science
Industrial Training: Important Contact Particulars

Name of Trainee: _____ Gender: _____

Student ID: _____

Course: _____

Year of Study: _____ Trimester: _____

Period of Industrial Training: from _____ to _____

Correspondence Address (during industrial training):

Telephone/Hand phone no. : _____ Email Address: _____

Name of emergency contact person:

Hand phone No. : _____ Relationship : _____

Name of UTAR supervisor: _____

Hand phone No. : _____ Fax No. : 05-4661676 Email Address: _____

Name of Company assigned: _____

Address (where the training is carried out):

Name of Company Supervisor:

Telephone No. : _____ Fax No. : _____ Email Address: _____

Name of Company Manager (or contact person):

Telephone No. : _____ Fax No. : _____ Email Address: _____

Student **must** update the Faculty and the company upon any changes of the contact particulars above as soon as possible.

Appendix 3

Industrial Training Visit

- ❖ An academic staff will be assigned by the faculty to perform **a visit** (site visit or video-conference/ phone call) to your company and to get feedback from the company supervisor on your performance.
- ❖ For **government hospitals under the memorandum of agreement (MoA)** between UTAR and Ministry of Health Malaysia, the visit will be carried out **3 times**.

Industrial Training Visit

- ❖ **The visiting academic staff will make necessary arrangements (date & time) with you and your company supervisor, and fill in the visitation reports during the visit.**
- ❖ **Please feedback to your respective industrial training coordinators if there are any problems or issues with the IT visit.**

Assessment

Work Performance Appraisal (Graded by placement site supervisor)	30%
Presentation and Attachment Report (Graded by the university course supervisor)	50%
Oral Presentation (Graded by the university course supervisor and a moderator)	20%
Total	100%

Final grading → pass or fail

Biweekly Report

- ❖ **Submit a biweekly report (every two weeks) to your **university supervisor** and **company supervisor** via email.**
- ❖ **Describe the tasks assigned/works that have been done for the past two weeks – – **free format****
- ❖ **Compile all the six biweekly reports and put into your final report.**

Final Report

- ❖ **Constitutes 50% of the overall assessment**
- ❖ **Contains the following sections:**

1. Introduction

- **introduction to industrial training experience and company background**

2. Work-based Learning Experience

- **overall description of tasks completed & experience gained during industrial training**

Final Report

3. Knowledge & Skills Applied & Gained

- **biweekly reports 1, 2, 3, 4, 5 & 6**

4. Conclusion

- **description of how learning experience at work relates to personal interest/ambition and preparation for career**
- **personal shortcomings and mitigation, i.e. personal development**

Final Report

- ❖ **Assessment on the final report also includes:**
 - **Correct use of English language**
 - **References are cited in content or body of report using Harvard Referencing System**
 - **Report is clearly structured with sections and headings.**
 - **Report is submitted on time.**

Final Report

- ❖ **Must submit to your university supervisor in CD form.**
- ❖ **Prepare your report in Words or pdf document.**
- ❖ **Put into a single file or multiple files with clear labeling.**
- ❖ **Label clearly on the CD with your name, student's ID, programme of study & a heading "Industrial Training October 2020 Trimester".**

Submit the final report to your university supervisor for examination latest by 14 January 2021.

Company Appraisal Form

- **To be assessed by your company supervisor**
- **Four components of assessment:**
 - Interpersonal & soft skills**
 - Attitude**
 - General knowledge**
 - Contribution to the company**
- **Constitutes 30% of the overall assessment, students without company appraisal form → 0%**

Company Appraisal Form

- Print out from the faculty IT webpage ([Appendix 4](#)) and pass the form to your company supervisor for evaluation.
- Bring it back in a sealed envelope and pass to your university supervisor latest by **14 January 2021**.



Universiti Tunku Abdul Rahman			
Form Title: Company Appraisal on Student – Faculty of Science			
Form Number: FM-FSc-009	Rev No: 3	Effective Date: 6/8/2019	Page No: 1 of 1

INDUSTRIAL TRAINING STUDENT APPRAISAL BY COMPANY

Name of Student: _____ Programme: _____

Company: _____

Please assess the performance of our student trainee with your company.

Appendix 4

	Very Poor	Poor	Fair	Good	Very Good
A. Interpersonal & Soft skill					
Communicates with others at all levels					
Written communication skills					
Teamwork/Collaboration skills					
Interpersonal relations					
General appearance					
B. Attitude					
Timeliness/ Punctuality					
Initiative/ Self-motivation					
Work ethic/ Independence					
Resourcefulness					
Interest in work					
C. General knowledge					
Organizational/Business understanding					
Use of technology					
Problem-solving skill					
Learning and discovery					
D. Contribution to the company					
Completion of assigned tasks					
Quality of work					
Contribution/Work performed					

E. General comments

Please return this appraisal form in a sealed envelope and thank you for your kind cooperation.

Company's Supervisor Name and Signature:

Company Stamp:

Date:

Survey on Student Interns

- ◆ A survey on programme learning outcomes
- ◆ Print out from the faculty IT webpage ([Appendix 5](#)) according to your programme.
- ◆ Pass the survey form to your company supervisor to fill in.
- ◆ Bring it back to your university supervisor latest by **14 January 2021**.

Oral Presentation

- ★ **Constitutes 20% of the overall assessment**
- ★ **Scheduled on 12 – 14 January 2021 (Tue – Thu)**
- ★ **10 minutes presentation + 5 minutes Q&A**
- ★ **Assessment on:**
 - (a) Power-point presentation**
 - (b) Effectiveness in delivering presentation content**
 - (c) Presentation question and answer session**

Leave Application

- **Maximum: 6 days, including sick leave, hospitalisation leave, compassionate leave, emergency leave and etc. (Subject to the company policies)**
- **Annual leave is NOT an entitlement during industrial training.**
- **All students are required to obtain approval from company supervisor first before on leave.**
- **Students must also inform their university supervisor via e-mail.**

Feedback from Industries

Essential characteristics of an intern:

- ✓ **Good, positive attitude**
- ✓ **Punctual**
- ✓ **Hardworking**
- ✓ **Responsible**
- ✓ **Complete tasks given, meeting timeline**
- ✓ **Dedicated & committed**
- ✓ **Independent, minimal supervision**
- ✓ **Initiative & eager to learn new things**
- ✓ **Cooperative, good team player**

Feedback from Industries

Improvements needed for interns:

- **Communication skills, including expressing opinions**
- **Critical thinking skill**
- **Problem-solving skill**
- **English language**
- **Self-confidence**

Checklist – Before IT

- ☑ **Submit company offer/acceptance letter & signed indemnity letters to the faculty (online)**
- ☑ **Bring the following documents on the 1st day of IT:**
 - **offer/acceptance letter**
 - **original verification letter**
 - **signed indemnity letter (one set)**
 - **other documents as required by the company (e.g. student ID card, photo, etc.)**
 - **clean lab coat, personal protective equipment etc.**
- ☑ **Take note on the dress code of the company**

Checklist – During IT

- 1st week of IT → send "Important Contact Particulars Form" to your university supervisor & company supervisor**
- 3rd week of the trimester → pay fees for IT course**
- Every 2 weeks – send a biweekly report to your university supervisor and company supervisor**

Checklist – After IT

- ☑ **Prepare for oral presentation**
- ☑ **Submit the following documents to your university supervisor**
 - **CD containing final report**
 - **Company appraisal form (in a sealed envelope)**
 - **Survey on student interns form**



Questions ?