



# INDUSTRIAL TRAINING LOGBOOK (ENGINEERING)

Student's Name : \_\_\_\_\_

Matrix Number : \_\_\_\_\_

Program : \_\_\_\_\_

School : \_\_\_\_\_

Company Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PUSAT KERJASAMA INDUSTRI DAN AGENSI KERAJAAN  
KEMASKINI: 14 FEBUARI 2020

## **INDUSTRIAL TRAINING RULES AND REGULATIONS**

Students are responsible to show a high level of discipline and conduct themselves in a manner worthy of a UniMAP student during the industrial training. Therefore, the students MUST,

1. Obey all the university and host company's rules and regulation.
2. Report duty at the host company on the arranged date and time.
3. Complete the industrial training at the host company within the prescribed period.  
Any application and appeal for shortening the industrial training duration will not be entertained.
4. Not change the host company without any written permission from the Director of CIGC and respective School's Dean.
5. Fill up and submit all the related forms and documents within the stipulated submission period.
6. Preserve the host company/organizational secrecy with care.
7. Not take any leave of absence without the approval from the host company.

## CHECKLIST OF THE INTRA FORMS

NO.	FORMS	ACTION	NOTES
1	InTra Verification Form	To be filled by the student and the host company	Submission of the form within 1 week after reporting at the host company by uploading the completed form through the OSI system
2	InTra 03	To be filled by the host company during the last week of the industrial training	Submission by student after the industrial training period to the InTra coordinator (INTEAM)
3	InTra 04	To be filled by the university panel of examiners/ evaluators	-
4	InTra 05		
5	InTra 06		
6	Host Company Acknowledgement Form	To be filled by the host company during the last week of the industrial training	Submission by student after the industrial training period to the InTra coordinator (INTEAM)
6	Host Company Survey Form		

## SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
1				
2				
3				
4				
5				

## SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
6				
7				
8				
9				
10				

Week: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

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# **INTRA FORMS**

## INTRA VERIFICATION FORM

Update: 12<sup>th</sup> February 2019

<b>STUDENT DETAILS</b>	
<b>Student Name</b>	
<b>Matric Number</b>	
<b>IC Number</b>	
<b>Program</b>	
<b>ORGANIZATION DETAILS</b>	
<b>Organization Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>CONFIRMATION BY THE INDUSTRY SUPERVISOR</b>	
<p>I hereby certified that the UniMAP student as for named above has reported to undergo for industrial training at our company starting on .....</p> <p>Supervisor's signature and official stamp:</p> <p>Date:</p>	

*\*Student is required to upload the certified verification form through the OSI system within 7 days after reporting.*

**HOST COMPANY EVALUATION FORM**  
(To be filled by the Industrial Supervisor)

Student Name:	IC Number:
Program:	Matric Number:
Host Company Name:	

Please evaluate and tick (√) based on the given scales.

		VERY POOR	POOR	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
<b>(A) Technical Knowledge (PO9, CO1)</b>						
1	Ability to identify appropriate engineering technique and knowledge					
2	Ability to select correct engineering techniques and resources					
3	Ability to apply engineering tools/equipment with an understanding of the limitations					
<b>(B) Personality and Teamwork (PO9, CO2)</b>						
1	Personality & appearance (attitude, professional appearance, motivation, self-confidence & discipline)					
2	Work quality (work output, initiative to work independently, ability to meet work deadline, responsibility)					
3	Ability to adapt with the working environment & teamwork (participation and cooperation with group members, give or receive orders)					
<b>Total Marks PO9</b>						<b>/30</b>

Other comments (if any):

.....  
.....

Is it possible to continue the student's project during industrial training as a final year project at university?

.....

Signature & Date : \_\_\_\_\_

Name : \_\_\_\_\_

(please endorsed with official stamp)

Position : \_\_\_\_\_

**Please seal the completed form in an envelope and attach to the student's industrial training logbook during the last week of industrial training.**

**ENGINEERING  
INTRA 04**

Update: 12<sup>th</sup> February 2019

**STUDENT MONITORING EVALUATION FORM**  
(To be filled by the School Evaluator)

Student Name:	IC Number:
Program:	Matric Number:
School:	
Method of evaluation: <b>Video Presentation/Industrial Visit</b>	

**Evaluation (PO10, CO3):**

	<b>Evaluation Points</b>	<b>Marks</b>
1	Motivation towards industrial training	/5
2	Experience and exposure	/5
3	Student's suitability with the industry	/5
4	Communication skill	/5
<b>Total Marks PO10</b>		<b>/20</b>

Signature & Date : \_\_\_\_\_

Evaluator's Name : \_\_\_\_\_

*(please endorsed with official stamp)*

Position : \_\_\_\_\_

## Rubrics

No	Assessment criteria				
	5 (Excellent)	4 (Good)	3 (Average)	2 (Poor)	1 (Very Poor)
1	Student exhibits high motivation towards industrial training	Student exhibits good motivation towards industrial training	Student exhibits moderate motivation towards industrial training	Student exhibits low motivation towards industrial training	Student exhibits poor motivation towards industrial training
2	Students exhibits lots of experience and exposure to industry	Students exhibits enough experience and exposure to industry	Student exhibits moderate experience and exposure to industry	Student exhibits less experience and exposure to industry	Student exhibits poor experience and exposure to industry
3	Student exhibits high suitability with industry	Student exhibits good suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
4	Student exhibits high communication skill	Student exhibits good communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

**ENGINEERING**

**INTRA 05**

Update: 12<sup>th</sup> February 2019

**LOGBOOK AND FINAL REPORT EVALUATION FORM**

*(To be filled by the School Evaluator)*

Student Name:	IC Number:
Program:	Matric Number:
School:	
Host Company Name:	

**Evaluation (PO10, CO3):**

ITEM	ASSESSMENT	MARK
<b>A</b>	<b>LOGBOOK</b>	
1	Format/Organization	/5
2	Activities report	/5
3	Relate activities with evidence (tables, diagram, drawing and etc.)	/5
4	Verification by supervisor	/5
<b>Total Marks</b>		<b>/20</b>
<b>B</b>	<b>FINAL REPORT</b>	
1	Introduction	/5
2	Company background	/5
3	Training scope	/5
4	Conclusion	/5
5	Writing skill	/5
6	Report format	/5
<b>Total Marks</b>		<b>/30</b>
<b>TOTAL MARKS PO10 (50%)</b>		<b>/50</b>

Signature & Date : \_\_\_\_\_

Evaluator's Name : \_\_\_\_\_

*(please endorsed with official stamp)*

Position : \_\_\_\_\_



**ENGINEERING**  
**Rubrics INTRA 05**  
Update: 12<sup>th</sup> February 2019

**(A) LOGBOOK**

No	Criteria	Assessments				
		5	4	3	2	1
1	Format/ Organization	Completely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is excellently organised.	Frequently fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is appropriately organized.	Often fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is moderately organised.	Occasionally fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is fairly organized.	Rarely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is poorly organised.
2	Activities Report	Logbook is always updated and monitored. Relevant activities reported with no repetition in activities.	Logbook is frequently updated and monitored. Relevant activities reported with little repetition in activities.	Logbook is often updated and monitored. Relevant activities reported with some repetition in activities.	Logbook is occasionally updated and monitored. Relevant activities reported with significant repetition in activities.	Logbook is rarely updated and monitored. Significantly missing content.
3	Relate activities with evidence (tables, diagram, drawing and etc.)	Complete evidence is provided and relevant to the activities. All tables/diagrams/drawings are labels and well presented.	Adequate evidence is provided and relevant to the activities. However, tables/diagrams/drawings are not labels but well presented.	Some evidence is provided and relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	Little evidence is provided but not relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	No evidence (tables, diagram, drawing and etc.) is provided.
4	Verification by supervisor	Logbook is always verified by the supervisor with signature and stamp (more than 80%).	Logbook is frequently verified by the supervisor with signature and stamp (more than 60%).	Logbook is often verified by the supervisor with signature and stamp (more than 40%).	Logbook is occasionally verified by the supervisor with signature and stamp (more than 20%).	Logbook is rarely verified by the supervisor with signature and stamp (less than 20%).

## (B) FINAL REPORT

No.	Criteria	Assessments				
		5	4	3	2	1
1	Introduction	Excellent insight. Concise explanation and relevant with training scope.	Clear statement for the introductions with consistent explanation.	Introduction is adequate but not clearly presented	Introduction is inconsistent and not clearly presented.	Serious deficiencies in presenting the general information of the training.
2.	Company Background	Thorough and complete overview with some history, product/services of the company.	Thorough but succinct overview with limited history, products/services of the company.	Brief but incomplete overview of the company	Little overview of the company	No apparent company background
3.	Training Scope	Excellent delivery and activities. Detail discussion and providing an in-depth look into the task performed.	Good delivery. An appropriate discussion of the task performed.	Moderate delivery. Relevant discussion of the task performed.	Fair delivery. Weak discussion of the task performed.	Poor delivery. Fail to discuss the task performed.
4.	Conclusion	Complete the conclusion with the objective, and training scope. All important conclusions have been clearly made, student shows good understanding. Clear and well-written	Relates the conclusion with the training scope. All important conclusions have been clearly made, student shows good understanding.	Relates the conclusion with the training scope. All important conclusions have been drawn but could be better stated	Conclusions regarding major points are drawn, but many are misstated, indicating a lack of understanding	Fails to provide adequate summary and conclusion
5.	Writing Skill	Excellent sentence structure, word choice, sequencing of ideas and paragraph transitions	Good sentence structure, word choice, sequencing of ideas and paragraph transitions	Moderate sentence structure, word choice, sequencing of ideas and paragraph transitions	Fair sentence structure, word choice, sequencing of ideas and paragraph transitions	Poor sentence structure, word choice, sequencing of ideas and paragraph transitions
6.	Report Format	Formatting completely follows the UniMAP InTra Report Guidelines with proper cover page, language, length of report, format and spacing, pagination, subdivision, table and figures, references, etc.	Formatting follows the UniMAP InTra Report Guidelines with less than two improper formats	Formatting follows the UniMAP InTra Report Guidelines with less than four improper formats	Formatting follows the UniMAP InTra Report Guidelines with more than four improper formats	Did not follow the UniMAP InTra Report Guidelines

**OVERALL MARKS**  
*(To be filled by the InTra Coordinator)*

Student Name:	IC Number:
Program:	Matric Number:
School:	
Host Company Name:	

**Summary of the marks by POs**

Forms	Evaluator	POs	Domain	Marks
Intra 03	Industrial Supervisor (Host Company)	PO9	IT	/30
Intra 04	UniMAP Panel of Examiners	PO10	CM	/20
Intra 05		PO10	CM	/50
<b>Total Marks</b>				<b>/100</b>

Signature & Date : \_\_\_\_\_

Evaluator's Name : \_\_\_\_\_

*(please endorsed with official stamp)*

Position : \_\_\_\_\_

## Host Company Acknowledgement Form

Update: 12<sup>th</sup> February 2019

Date .....

Centre for Industrial and Governmental  
Collaboration (CIGC)  
Universiti Malaysia Perlis

Dear Sir/Madam,

### **Acknowledgement for the Completion of Industrial Training**

This form is to certify that the UniMAP student .....  
with IC number ..... has completed his/her industrial  
training successfully at ..... The  
duration of the training is ..... weeks.

Thank you.

Yours sincerely,

**Name & Position:**  
*(with official stamp)*

## HOST COMPANY SATISFACTION SURVEY

Update: 12<sup>th</sup> February 2019

Student Name:	IC Number:
Program:	Matric Number:
Host Company Name:	

Please evaluate and tick (√) based on the given scales.

		VERY POOR	POOR	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
1	The duration period of industrial training					
2	How would you rate the intern's interest involving the task given?					
3	How would you rate the intern's capability in decision making?					
4	How would you rate the intern's responsibility and integrity?					
5	The intern is able to communicate effectively toward co-worker/ team members					
6	The intern is able to put his/her knowledge into practice during the internship period					
7	The ability of the intern to deal with open problems with a wide range of solutions					
8	The intern demonstrated an ability to recognize the need for and to engage in this life-long learning					
9	The overall performance of the intern					
10	What is the best quality of UniMAP student during industrial training? <hr/> <hr/> <hr/> <hr/>					

**-THANK YOU FOR THE COOPERATION-**

## GUIDELINES FOR FINAL REPORT WRITING

1. Cover page
2. Content of the report
  - i. Introduction
  - ii. Company background
  - iii. Training scope
  - iv. Conclusion
3. Report format

### 1. Cover Page

Information about the host company address, student's name, matric number, programme and academic session should be typed on the front cover with block letters of 18-point size (Times New Roman).

### 2. Content of the report

#### Chapter 1: Introduction

Brief information regarding your industrial training (industrial training period, objectives, placement and activities during the industrial training and outcomes).

#### Chapter 2: Company background

Information on company background including the organizational structure, top management team, corporate profile and etc. It is also desirable to include an organizational chart of the management/departmental hierarchy.

*(Students are advised to discuss with their Host Company's management/supervisors before writing and reporting on confidential matters so that it may not go against the policy of the organization)*

#### Chapter 3: Training Scope

This section should include the scope of work of the department where the student is attached. The activities from weekly/periodic duty and tasks given by the host company during the industrial training period. Every detail of duties and task must be supported by graphs, diagrams, charts, pictures, etc.

*(Students are advised to discuss with their Host Company's management/supervisors before writing and reporting on confidential matters so that it may not go against the policy of the organization)*

#### Chapter 4: Conclusion

Conclusion of the industrial training activities and finding/benefit. Students can also write suggestion to improve the industrial training program.

### **3. Report format**

#### *4.1 Language*

Reports must be fully written in English.

#### *4.2 Report submission*

Students are required to upload the softcopy of the report through the OSI system.

#### *4.3 Length of the report*

The final report should not exceed 50 pages (excluding appendices).

#### *4.4 Typing format and spacing*

Report should be typed, one and half-spaced, on one side of the paper using Word-processed. The acceptable font and font size format are Times New Roman and font size 12 pt, justified. Single spacing is used for Table, Figure, notes, footnotes and references.

#### *4.5 Margin*

Top Edge	: 2.5 cm or 1 inch
Bottom Edge	: 2.5 cm or 1 inch
Right Side	: 2.5 cm or 1 inch
Left Side	: 3.5 cm or 1.35 inch

#### *4.6 Pagination*

All the pages are numbered consecutively at the centre bottom of each page.

#### *4.7 Subdivision*

Text in each chapter should be organized based on chapter numbers and content numbers in sequence. For example, Chapter 1, Chapter 2, Chapter 3 and Chapter 4. Sub-divisions are also permitted. Content of each chapter may be divided under headings and sub-headings such as 1.1, 1.2, 1.3, and so on.

#### *4.8 Tables and Figures*

Tables must be properly centered on the page within the prescribed margin with caption. The table number must correspond to a similar number in the text. It may be useful to place tables in each chapter very close after to the discussion related to the table and number them in sequence, i.e. table found in Chapter 3 should be numbered Table 3.1, Table 3.2, and so on.

#### *4.9 Report Layout*

Final Report Project is composed of three parts, which are explained below:

##### *4.9.1 Preliminaries*

The Preliminaries are made up of a number of sections such as Acknowledgement, Table of Contents and Abstract.

##### *4.9.2 Main body (Text)*

Chapter 1: Introduction, Chapter 2: Company background, Chapter 3: Training scope and Chapter 4: Conclusion

#### 4.9.3 References

References must be presented according to the number system. Under the **Number System**, the references are listed in the order that they have been cited. With this system, a reference to published work is via the use of numbers, e.g.

“There are many undergraduate texts on Process Control [1-4]. The most popular seems to be the book by Zhang [2]. However, the only one to deal with process design and process control in an integrated manner is that by McAndrew [4].”

When there are **more than two authors**, e.g Kapoor *et. al* [2].

There are a number of types of publications, and they can be broadly classified as follows:

##### (i) Journal Articles

These are the most common sources of cited material, and include specialist technical journals as well as trade journals. Use the following format to present articles from technical journals:

Author(s), (year). Article title, Name of journal, Volume Number, page range.

For example: Liu, X., Davis, R.W., Hughes, L.C., Rasmussen, M.H., Bhat, R., Zah, C.E., and Stradling, J. (2006). **A study on the reliability of indium solder die bonding of high power semiconductor lasers**, J. Appl. Phys., 100, pp. 013104-013115.

##### (ii) Books

To list books, use the following format:

Author(s), (year). *Title of book in italics*. Edition number, Name of publisher, place of publication.

For example: Sze, S.M. (2002). *Semiconductor Devices: Physics and Technology*. 2<sup>nd</sup> Edition, John Wiley & Sons, Inc. USA.

##### (iii) Dissertations; Theses and Research Reports

Dissertations, theses and academic research reports are listed using the format below:

Author(s), (year). *Title in italics*. Type of publication, Research Group, Name of institution, Country.

For example: Peel, C. (1995). *Aspects of Neural Networks for Modelling and Control*. PhD Thesis, University of Newcastle-Upon-Tyne, UK.

##### (iv) Company Reports and Manuals

Sometimes, students may need to cite material contained in publications by companies and from manuals. In such cases there are no named individuals for authors. Use the format below:

Name of company or organisation, (year). *Title in italics*. Place of publication.

For example: Mathsoft Inc., (1999). *Mathcad 2000 Reference Manual*. Cambridge, MA.



(v) Information from the www (internet)

Nowadays, much information can be obtained from the internet, typically websites but sources include newsgroups and on-line forums. The format to use for such publications is:

Name of Author(s) or company or organisation, (year), Title of article, URL, date found.

The URL (Uniform Resource Locator) is the full internet address of the article. Due to the transient nature of on-line information, it is important to include the date when the information is retrieved.

For example: Tham, M.T., (1997). Distillation: an introduction,  
<http://lorien.ncl.ac.uk/ming/distil/distil0.htm>, 30 May 2001.

COVER PAGE FORMAT

**INDUSTRIAL TRAINING REPORT**  
**(EIT302/4)**



**Host Company:**

**TM RESEARCH AND DEVELOPMENT SDN BHD  
IDEA TOWER, UPM-MTDC,  
TECHNOLOGY INCUBATION CENTER ONE, UPM,  
LEBUH SILIKON, 43400 SERDANG,  
SELANGOR DARUL EHSAN**

**NAME:**

**MATRIC NUMBER:**

**PROGRAM:**

**ACADEMIC SESSION:**