



INDUSTRIAL TRAINING LOGBOOK (IKOM)

Student's Name : _____

Matrix Number : _____

Program : _____

School : _____

Company Address : _____

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	To be filled by the InTra Coordinator (INTEAM)	
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				
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SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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12				
13				
14				
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Supervisor: _____ Department: _____

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INTRA FORMS

INTRA VERIFICATION FORM

Update: 12th February 2019

STUDENT DETAILS	
Student Name	
Matric Number	
IC Number	
Program	
ORGANIZATION DETAILS	
Organization Name	
Address	
Phone Number	
Email	
CONFIRMATION BY THE INDUSTRY SUPERVISOR	
<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
A. Performance					
1	Knowledge about workplace				
2	Understand the job scope				
3	Minimal supervision				
4	Capability of following instruction				
5	Ability to apply knowledge				
6	Work quality				
B. Personality and Attitude					
1	Initiative				
2	Motivation				
3	Work attitude				
4	Discipline (punctuality, attendance, responsibility)				
5	Ability to adapt with the working environment (commitment, teamwork)				
6	Professional appearance/self-confidence				
C. Skills					
1	Communication/ presentation/ writing				
2	Decision making				
3	Critical thinking /problem solving				
4	Negotiation				
TOTAL MARKS					/80
FINAL MARKS				$\frac{\text{total marks}}{80} \times 30 =$	

Other comments (if any):

Signature & Date : _____

Name : _____

(please endorsed with official stamp)

Position : _____

Please return the completed form in the sealed envelope or email to Industrial Training Coordinator within A WEEK after the industrial training ends.

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

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

Evaluation:

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

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

Rubrics

No	Assessment criteria			
	4 (Excellent)	3 (Good)	2 (Average)	1 (Poor)
1	Student exhibits high motivation towards industrial training	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
2	Students exhibits lots of 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 moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

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:

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

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

(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

Forms	Evaluators	Marks
InTra 03	Host Company	
InTra 04	Panel of Examiners	
InTra 05		
Total Marks		/100

Signature & Date : _____

Coordinator's Name : _____

(please endorsed with official stamp)

Position : _____

Host Company Acknowledgement Form

Update: 12th 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: 12th 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** -