UNIVERSITI MALAYSIA PERLIS

INTRA GUIDELINE

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ACKNOWLEDGEMENT

We would like to acknowledge the contributions by the Deans of all the School of Engineering and also those involved directly or indirectly in producing this Industrial Training (InTra) Guide. This publication of this guide would never been possible without their inputs and comments. The InTra Programme is one of the main components in the academic learning curriculum of Universiti Malaysia Perlis (UniMAP) and it has always been a mission of the Centre of Industrial and Governmental Collaboration, UniMAP to produce this guide which will enable students and staff to be well informed about the procedures and activities carried out throughout the InTra programme.

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ABSTRACT

Industrial training (InTra) is one of the main components of the academic learning curriculum of Universiti Malaysia Perlis (UniMAP). The purpose of this Industrial Training Guide is to serve as a source of reference and a guide to students who are about to embark on their industrial training. Students are expected to fully utilize the guidelines given to handle situations and problems that may arise during the course of their training.

TABLE OF CONTENTS

CHAPTER 7   GUIDELINE FOR INDUSTRIAL TRAINING LOG BOOK WRITING

CHAPTER 8 CONCLUSION

APPENDICES **Page**

CHAPTER 1

INTRODUCTION

1.1 Introduction

Industrial training (InTra) is one of the major courses in the academic curriculum outlined by Universiti Malaysia Perlis (UniMAP). Students are required to pass Industrial Training to be eligible for graduation and to be conferred the Bachelor Degree and Diploma in UniMAP. Students will be placed in a specific organization to enable them to be exposed to the real working environment.

The purpose of this Industrial Training Management Guideline for Bachelor Degree and Diploma is to serve as a source of reference and guide for students who are about to embark on their Industrial Training program. Students are expected to fully utilize this guideline to handle situations and problems that may arise during the training period.

1.2 Industrial Training Outcomes

The course outcomes of Industrial Training are listed in the HEA-01 Forms for DIT 361, BIT 190, BIT 290, BIT 291, EIT 302, KIT 432, PIM 400 and PIT 304 courses**.**

1.3   Definitions

Terms used in this guideline are defined as in Table 1.1 below.

Table 1.1: Terms used in this guideline

Industrial Training	A course which is taken by students to fulfill their programme's requirement where they will be placed in a selected industry/host company for a period of 12 weeks (between semester 6 and 7).
Application for Placement	A process where students apply for Industrial Training placement to Host Companies which have been endorsed by the respective Schools.
Confirmation of Placement	A process where an official confirmation of placement to a specific Host Company to selected student(s) is produced by the staff of the respective Schools.
Students' Evaluation	A process where students who registered for Industrial Training are evaluated by Supervisors from their respective Schools and Host Company Supervisors.

1.4   Training Components

The InTra should have the following features:

a) Practical and project based training.
b) Research and development based.
c) Communication and management skills.
d) Costing and safety awareness.
e) Exposure to data collection, troubleshooting, improvement, design and development of system.
f) Understanding on system operation as a whole.

1.5   Roles and Responsibilities

Roles and responsibilities of different parties involved in Industrial Training are elaborated in Table 1.2.

Table 1.2: InTra Roles and Responsibilities

Director of CIGC	Responsible for the overall planning and execution of Industrial Training for UniMAP students at the University level
Dean of schools	Responsible for the overall planning and execution of Industrial Training for UniMAP students at the respective School level
Programme Chairman (CIGC)	Responsible for monitoring all activities that are related to Industrial Training in UniMAP.
Coordinator for Industrial Networking and Quality Management (PJIPK)	Responsible for monitoring all activities that are related to Industrial Training in UniMAP at his/her respective School level
School Supervisor	Responsible for the evaluation of selected Industrial Training students that have been assigned to them.
Host Company Supervisor	Responsible for the evaluation of selected Industrial Training students that have been assigned to them at the Host Company.
Assistant Registrar (CIGC)	Responsible for recording updates of all activities that are related to the Industrial Training in UniMAP
Assistant Registrar (Schools)	Responsible for the preparation, record and updates of all activities that are related to Industrial Training at his/her respective School level
Administrative Assistant (CIGC)	Responsible for assisting the Assistant Registrar in preparation, record and updates that are related to the Industrial Training in UniMAP.
Administrative Assistant (Schools)	Responsible for assisting the Assistant Registrar in the preparation, record and updates of activities that are related to the Industrial Training at his/her respective School level.

1.5.1   Centre for Industrial and Governmental Collaboration (CIGC)

a) Planning and coordinating Industrial Training.

b) Planning the training scopes and guidelines.

c) Coordinating the collaboration between student's school supervisor and the host company supervisor.

d) Preparing the evaluation procedures.

e) Briefing students on their roles and responsibilities.

f) Coordinating the industry visit by the school supervisors.

g) Assisting the Schools in conducting visits and discussion with the Host Company Supervisor, monitoring students' progress, assessment and presentation.

h) Reviewing and analyzing the feedback from company, supervisor and students before, during and after InTra.

i) Assessing students' evaluation form.

j) Responsible for student's welfare during InTra.

1.5.2   Schools

a) Each school will select one coordinator for the students.

b) Each coordinator will monitor various relevant aspects of the InTra.

c) Conduct visits and discussion with the Host Company Supervisor, monitor students' progress, assessment and presentation.

d) Each School Coordinator will assess students' performance during InTra.

e) Each School Coordinator has to develop and maintain good rapport with the Host Company Supervisor, review the logbooks and final report.

f) Each School coordinator will submit the evaluation form upon completion of the InTra to the School Coordinator.

1.5.3   Host Company

a) Planning and scheduling InTra.

b) Selecting and assigning the student's Host Company Supervisor.

c) Planning and discussing with students on details of InTra.

d) Liaising with the School Supervisor during visits.

e) Supervising and guiding students during InTra.

f) Assessing students' logbooks **(Appendix G)** and periodically reviewing their report (**Appendix F(i)** to **F(vi)**).

g) Evaluating student's performance using InTra02 Form for Diploma **(Appendix C(i-a))** and InTra03 Form for Degree **(Appendix C(i-b)).**

h) Providing the necessary physical facilities to the students to carry out the tasks assigned to them.

1.5.4   Students

a) Attend the InTra Leadership Workshop.

b) Adhere to the University and Host Company's rules and regulation.

c) Identify the suitable company and apply for placement.

d) Attend InTra at Host Company from start till the end, and not changing Host Company under any circumstances, **unless permitted by the Host Company AND the University** as in **Appendix B(iv).**

e) Maintain good discipline and personal conduct.

f) Adhere to training schedules and complete the assigned duties and tasks on time.

g) Regularly update their report and logbook.

h) Develop and maintain good rapport with company staff.

i) Acquire as much knowledge and skills as possible.

j) Inform Host Company and School Coordinator if faced with any problem.

k) Upkeep the image of University and Host Company.

l) Submit the logbook and report to the Schools at the end of InTra.

CHAPTER 2

INDUSTRIAL TRAINING PREPARATION

2.1   Registration

Students are required to register for the Industrial Training as according to the registration instructions. Students who failed to do so will **NOT BE ALLOWED** to undertake the course.

2.2   InTra Application Briefing

Students are required to attend the briefing, which purpose is to explain about the guidelines of choice and application for Industrial Training. The overall flow for application process is provided in **Appendix A (i).**

2.3   InTra Placement Application Procedures

Application for placement needs a resume (**Appendix A (ii)**), an official application letter that is issued by their respective Schools (**Appendix A (iii)**), and Acknowledgement of Acceptance Industrial Training Application Form (**Appendix A (v)**). Potential organizations can be identified either by referring to the Database of Companies that is available at the CIGC portal/UniMAP website, by contacting the organization directly, or going through online sources.

For organizations that are not listed in the Database of Companies, students are advised to get detailed information before applying for placement at that company. As a guide, details that are required are:

a) Background of the Organization
b) Types of Activities
c) Service that are provided by the company
d) Types of products that are produced by the company

After gathering all information and the organization is deemed suitable, students must get approval from their School Coordinators before applying. Upon approval the next steps are as follow:

a) Students must contact the organization's Human Resource Department
b) Students must introduce themselves, and to let them know about the reasons for contacting them.
c) Students must submit the official application letter, resume and relevant documents to the organization.
d) Students must prepare for an interview (if required) on theoretical knowledge, practical and UniMAP's general information.
e) If the organization could not provide an immediate decision, students are advised to leave the application documents and follow up on the application later.

After the placement has been confirmed, students must present a copy of the Acknowledgement of Acceptance Industrial Training Application Form (**Appendix A (v)**) and/or the Company's Offer Letter (**Appendix B (i)**) as soon as possible to the School Coordinator for record purpose. Students are advised to consult School Coordinator on matters related to the selection and problems that may arise in application for placement.

Upon the confirmation of placement there are several regulations to be followed:

a) Students are **NOT ALLOWED** to accept more than one training place at a time.
b) Students are **NOT ALLOWED** to change training placement venue after the confirmation of placement letter (**Appendix B (iii)**) has been issued by respective Schools.
c) Once placement is offered by the Host Company, students are required to response to the offer within the stipulated period, or the soonest possible.
d) Students are **NOT ALLOWED** to ask potential companies about allowances.

2.4   InTra Placement

Student placements will be approved once the students have met **ALL** the following criterias:

a) Attended the InTra Leadership Workshop and related briefings.

b) Achieve the 'active' status (with a CGPA of at least 2.0).

c) Completed minimum to start the Industrial Training course is as follows:

  i.   DIT 361 – 92 unit

  ii.   BIT 190 – 30 unit

  iii. BIT 290 – 60 unit

  iv.   BIT 291 – 60 unit

  v.   EIT 302 – 60 unit

  vi.   KIT 432 – 106 unit

  vii. PIT 302 – 100 unit

d) Require directives issued by the University.

The Coordinator for Industrial Networking and Quality Management, will issue an Official Application Letter (**Appendix A (iii)**). The letter should contain:

a) The name, address, phone and fax number of the school

b) The names of the responsible officer/contact persons

c) The phone and fax number of the University

d) The Industrial Training start-end dates and duration of the attachment

PLI will also send an official Confirmation of Placement Letter (**Appendix B (ii)**) to the organization to inform them of the Trainee's Name, and the date-time that the students are due to report for duty.

2.5   InTra Leadership Workshop *(Bengkel Kepimpinan InTra)*

All students that are due to register for the Industrial Training are expected to attend InTra Leadership Workshop (*Bengkel Kepimpinan InTra*). The attendance is **COMPULSORY**. This workshop serves as a guide to the students on the procedures that need to be undertaken while undergoing training in the organizations. Students will also be briefed on the methods and guidelines for writing their Log Books and Industrial Training Reports.

CHAPTER 3

GUIDELINES DURING INDUSTRIAL TRAINING

3.1   Reporting for Duty

Students are required to report for duty at their respective organization at the specified time and date students are required to submit InTra Verification Form. They are also required to dress up properly and appropriately, to show a high level of enthusiasm and to protect the image of the University at all times.

3.2   Documents and Submissions

When reporting for duty, students are required to produce the following documents to the Host Company:

        a) Host Company Offer Letter (**Appendix B (i)**)

        b) Student Matric Card

        c) Confirmation of Placement Letter (**Appendix B (ii)**)

        d) Industrial Training Log Book (**Appendix G**)

3.3   Change of Address

Any change of training venue (**ONLY** upon instruction by the organization/host company) or house address **MUST** be reported in writing to the University immediately.

3.4   InTra Duration

Students are required to go on the industrial training within the required duration. Students can start their training earlier. However, students are **NOT ALLOWED** to end their training before the date stated in the Letter of Acceptance/Offer Letter. Students who leave their training earlier than the ending date (even with the organization's/host company's approval) shall be required to repeat their training and disciplinary action will be taken against them. However, final decision will be made upon discussion with Dean and Director of CIGC.

3.5   Change of Host Company

Students are **NOT ALLOWED** to change training venue, except for health problem (medical report) and sexual harassment and forced labour (police report & evidence). Those reasons must have written permission from the Director of CIGC **AND** respective School's Dean **AND** approval from the present company.

3.6   Log Book

Students must always keep their log book with them at all times during training for ease of making activity recording and daily updates. The log book must be handed to the Host Company supervisor **AT LEAST** once in every two weeks for review and acknowledge by signature, and must be presented to the School Supervisor during their visit.

3.7   Attendance

Students are required to be present for work daily throughout the period of the Industrial Training and to obey all work and organizational rules and regulations set by the Host Company.

3.8   Leaves of Absence

Students are ineligible for any leaves of absence and annual leaves. However, students may seek for approval from the Host Company **AND** Coordinator for Industrial Networking and Quality Management approval for any pre-planned leaves of absence. In the case of an emergency, students are required to inform their Host Company supervisors **AND** Coordinator for Industrial Networking and Quality Management immediately and to apply for official leave once they are back from the emergency leave.

The University will only recognize medical certificates from government hospital or UniMAP panel clinics. A copy of the medical certificate **MUST** be pasted in the Industrial Training Log Book on the day of leave, and another copy **MUST** be submitted to Coordinator for Industrial Networking and Quality Management.

Student who is absent from work without valid reason prior to the approval of Host Company will have to face the disciplinary action by the university or be disqualified from their

Industrial Training course.

3.9   Insurance

The University will provide group insurance coverage for all students who are will perform their Industrial Training. In the event of any accidents during training, the student or their representative is required to contact the School's Coordinator, Centre for Industrial and Governmental Collaboration and Students Affair Department (HEPA) immediately. Students are advised to be extra cautious about their safety throughout their training.

3.10   Organizational Secrecy and Non-Disclosure

Students are strictly prohibited to expose any information to any third parties without a proper written permission from the organization. Students are also strictly prohibited to produce their own copies and pictures of any documents and equipments which are confidential and deemed as the trade secret of the organization without written permission.

3.11   Termination, Dismissal and Fail

Students who failed to obey their respective organizational rules and regulations will be disqualified from their Industrial Training course. Major disciplinary problem (e.g: complaints from Host Company (HC), failure to submit logbook, report and required documents on time, and involvement/accusation of crimes) will be liable for disciplinary action according to UniMAP's Industrial Training Guidelines (as stated in Chapter 5).

3.12   InTra Report

Students are expected to submit their full Industrial Training Report by the end of the training. Thus, they are advised to update their reports in stages throughout the training period. The University will not entertain any kind of appeal for late submission of report.

3.13   Completion of Training

At the end of the training period, students are required to obtain a **SIGNED VERIFICATION OF COMPLETION** as in **Appendix C (v)** from respective Host Company

Supervisors. Students who are unable to produce this form to the School Coordinators will be considered to have not completed or attended the Industrial Training, and will be asked to repeat.

3.14   Performance Evaluation Forms

Students are required to submit their Performance Evaluation Forms (InTra02 Form for Diploma **(Appendix C (i-a))** and InTra03 Form for Degree **(Appendix C (i-b)))** to their Host Company Supervisors a month prior to the completion of training for evaluation purposes. Completed forms must be submitted to the School Supervisors during their visit to the company **OR** as per School Coordinators' instructions.

CHAPTER 4

INDUSTRIAL TRAINING EVALUATION

4.1   Confirmation of Training Completion

Students who have completed their training are required to submit the following documents:

1. Log Book

2. Industrial Training Report

3. Acknowledgement Letter of training completion from host company

4.2   Industrial Training Pre-requisites

Before starting their training, students need to fulfil the following criteria:

a) Must be in the 'active' status (with a CGPA of at least 2.0).

e) Completed minimum to start the Industrial Training course is as follows:

      i.   DIT 361 – 92 unit

      ii.   BIT 190 – 30 unit

      iii.   BIT 290 – 60 unit

      iv.   BIT 291 – 60 unit

      v.   EIT 302 – 60 unit

      vi.   KIT 432 – 106 unit

      vii.   PIT 302 – 100 unit

b) Other directives issued by the University.

c) Subjected to Dean's approval if students do not fullfil the criteria mentioned above

Students will be disqualified from attending their Industrial Training if he/she does not meet **ALL** the requirements stated above.

4.3   Industrial Training Assessment

The **Diploma assessment** breakdowns are as follow:

a) Performance Evaluation by Host Company Supervisor   - 30%

b) Monitoring Evaluation   - 10%

c) Log Book   - 20%

d) Presentation after Completion   - 20%

e) Industrial Training Report   - 20%

TOTAL   **100%**

The **Degree assessment** breakdowns are as follow:

a) Performance Evaluation by Host Company Supervisor   - 30%

b) Log Book   - 20%

c) Monitoring Evaluation   - 20%

d) Industrial Training Report   - 30%

TOTAL   **100%**

Students **MUST** submit all the required materials and documents for the assessment above.

4.4   Industrial Training Grades

Degree students will be given Pass or Fail according to the University's Examination Evaluation System. Meanwhile, Grades will be given to Diploma student based on UniMAP examination grading system.

4.5   Industrial Training Results

Result Slip will be issued by the University after approval by the University's Examination Board. Students who failed **MUST** repeat the training.

For any appeal for re-assessment of the results, terms and conditions in Chapter 3 shall be observed.

CHAPTER 5

INDUSTRIAL TRAINING RULES & REGULATIONS

5.1   Discipline and Conduct

Students are responsible to show a high level of discipline and conduct worthy of a University student both within and away from the Host Company/organization.

5.2   Pre-InTra Rules and Regulation

Students need to make ample preparation prior to their Industrial Training. Items that need to be taken into careful consideration are as follows:

a) To register the course (Industrial Training) within the stipulated registration period.
b) To attend InTra Leadership Workshop.
c) To attend any briefing related to Industrial Training at the specified time and date.
d) To apply for placement according to the regulations determined.
e) To accept only **ONE** offer during Industrial Training Placement.
f) Not to reject/change verbally/written accepted offers without the consent of the School's Coordinators.
g) Not to falsify any documents that is being submitted to the Host Company, School and/or CIGC.

Students may refer to the Flowchart for InTra Application Procedure as in **Appendix A (i).**

5.3   Rules and Regulation During InTra

Students who have satisfied all requirements in **paragraph 5.2** will be eligible to go on an Industrial Training within the stipulated period.

Items that need to be taken into careful consideration are as follow:

a) To obey all University and Host Company's Rules and Regulations.

b) To report in for duty at the Host Company at the specified date and time.

c) To complete the Industrial Training at the specific Host Company until the completion date. Any applications and appeals for shortening the duration of training will not be entertained.

d) Not to change the Host Company without any written permission from the Director of CIGC **AND** respective School's Dean.

e) To fill-up and submit all related forms and documents within the stipulated submission period without forgery.

f) To observe organizational secrecy with care.

g) Not to take any leave of absence without prior approval from Host Company or University or both.

5.4 Post-InTra Rules and Regulation

Students who have completed the Industrial Training course successfully, without any disciplinary problems will pass the course. However, the official results for the training will be issued after the endorsement made at School and University levels.

Items that need to be taken into careful consideration after completion of the training are as follow:

a) To submit the following documents on the completion of InTra at the **stipulated date and time**:
   i. Log Book
   ii. Industrial Training Report
   iii. Acknowledgement Letter of training completion from host company

b) To submit the Industrial Training Report and Log Book without any falsification and forgery.

5.5   Disciplinary Actions

Student who failed to obey the rules in **paragraph 5.2, 5.3** and **5.4** will be punished with the following actions:

a) **Official Warning Letter** OR

b) **Cancellation of Industrial Training Registration** OR

c) **Mark deduction not more than 50%** OR

d) **Fail and liable to repeat the InTra Programme in next session** OR

e) Others decision(s) decided by University.

Notes: Official Warning Letter must be Carbon Copied to Dean, Deputy Dean of HEPA, RPS, InTra Coordinator and CIGC.

5.6   Appeals

Students have the right to submit an appeal letter upon the disciplinary actions taken on them. The appeal letter must be submitted to the respective Dean of the Schools, and carbon copied (cc) to the Director of the CIGC within 14 days from the date stated on the disciplinary action letter that is issued to them.

CHAPTER 6

GUIDELINES FOR INDUSTRIAL TRAINING REPORT WRITING

6.1   Introduction

This chapter will explain the guidelines in writing and formatting an Industrial Training Report. This report is part of the assessment requirement and the following guidelines are set out to ensure the format and final form of the report will meet the minimum requirements in order to complete the Industrial Training. **Students MUST follow these guidelines when preparing the report.**

6.2   Purpose

All details stated in this document are intended to guide students in preparing a high-quality official report of their Industrial Training.

6.3   Industrial Training Report

6.3.1   General Guidelines

    a) Report should be typewritten on white papers and placed in a proper order.

    b) Paper used must be of A4 size (210 x 297mm), and the minimum weight of the paper is 80 grams.

    c) Capital letters must be used at the start of every sentence and noun. After comas and full stops, ONE blank space must be provided prior to the next word.

6.3.2   Binding

The final report must be **stapled-bind** with black tape at the side. Transparent Plastic covers should be used for the front and the back of the report.

6.3.3 Cover Page

The **student's name** and **Programme**, the **School**, the **University**, and **the year of submission** should be typed on the front cover and printed out in block letters of **18 point size (Times New Roman).**

The cover and back pages for each school is as follow:

Programme	Cover pages colour
School of Mechatronic Engineering	Light Blue
School of Manufacturing Engineering	Purple
School of Material Engineering	Yellow
School of Microelectronic Engineering	Orange
School of Computer and Communication Engineering	Red
School of Electrical Systems Engineering	Green
School of Bioprocess Engineering	Pink
School of Business Innovation and Technopreneurship	Brown
School of Environmental Engineering	Peach
School of Human Development and Communication Technology	Light Green
Faculty Engineering Technology	White

Refer to **Appendix F (i)** for cover page text format.

6.3.4 Language

Reports must be fully written in English.

6.3.5 Submissions

Students are required to submit **ONE** hardcopy of stapled bound report and **ONE** softcopies in CDs, to their respective Schools.

6.3.6 Length of the report

The final report should not exceed 60 pages (excluding appendices).

6.3.7 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.

6.3.8   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

Refer to **Appendix F (ii)** for margin of report format.

6.3.9   Pagination

All the pages are numbered consecutively at the centre bottom of each page. The Preliminaries are numbered in consecutive lower case Roman numerals (i, ii, iii, etc). The title page at the front of the report is considered to be page i, but the number is not typed. Roman numeral ii, appears on the next page after the title page. The text and all References and Appendices pages are numbered consecutively in Arabic numerals (1, 2, 3, 4, etc) beginning with 1 on the first page of the text.

6.3.10   Subdivision

The internal organization of the text should be used consistently throughout the report. It is recommended that the text should be divided into chapters. Text in each chapter should be organized based on chapter numbers and content numbers in sequence. For example are 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.

6.3.11   Tables and Figure

Tables must be properly centered on the page within the prescribed margin. Each table must bear a reference number (in Arabic numeral) and a caption. The 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.

The word 'Table', its number and its caption appear above the table (font 12, single-spaced). If any table continued onto the following or subsequent pages, the top line of the pages reads: Table 1.2 continued. The caption is not repeated. If the table is reproduced, the reference must be cited.

The word 'Figure' or 'Fig.' is numbered in Arabic numeral, and its caption is placed below the figure (font 12, single-spaced).

6.4   Layout of Contents
Final Report Project is composed of four parts, which are explained below:

6.4.1   Preliminaries
The Preliminaries are made up of a number of sections such as title page, acknowledgement, Company Verification Statement, table of contents and abstract.

6.4.1.1 Title Page
Important information to be included at the front page – University, course name and code, name of the student, matric no, programme, academic year of submission, Host Company's name and address. Reports must be entitled "Industrial Training Report".

Refer to **Appendix F (iii)** for title page format.

6.4.1.2 Host Company Verification Statement
Refer Acknowledgement Letter of training completion from Host Company.

6.4.1.3 Acknowledgement
Acknowledge any help you received throughout your project. These include helps from staff personnel as well as the facility provided for the project.

6.4.1.4 Abstract
Abstract is short, information packed summary of the activities throughout the training/project. In one or two paragraphs, students should state the purpose of the project, the essentials of the project or the outcomes of the project in brief. Abstract should be

informative, as it should serve as a substitute for the whole report. Abstract must **concretely summarized** and shall be written in one page.

Refer to **Appendix F (iv)** for abstract format.

6.4.1.5 Table of Contents

The titles of parts, sections or chapters and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

Refer to **Appendix F (v)** for table of contents format.

6.4.2   Main body (Text)

6.4.2.1 Introduction

In introduction, the host company's background should be highlighted. This includes its organizational structure, top management team, corporate profile and etc. It is also desirable to include an organizational chart of the management/departmental hierarchy. This section should include the scope of work of the department where the student is attached, the tasks (e.g main activities), and the projects involved.

(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)

6.4.2.2 Industrial Training Project and Main Activities

A detailed description of the methodology and materials used (inclusive design and testing phases) should be given. Any interesting and important steps taken in solving/troubleshooting problems should be included.

Then, the obtained results from daily/periodic duty and tasks must be presented in the report. Students must give specific explanation about the topics, and be creative in presenting their results. Every detail of duties and task must be supported by tabulated data, graphs, diagrams, charts or pictures and theoretical knowledge learned during study.

These contents must also be factual and accurate, based on references from magazines, books, journals, manuals, work instructions etc. Students are also required to relate their practical experience to their theoretical knowledge learnt in the course of their study.

6.4.2.3 Discussion and Recommendation

Students should emphasize evaluation on the subject/material/process/problem faced. The significance of challenges and limitations of findings/solutions should be discussed.

6.4.2.4 Conclusion

This is usually treated as the last major division of the text. Students are to conclude their work and findings in this section. Further improvements or suggestions for future work should also be mentioned. The text should not be more than one page.

6.4.3   References

References must be presented according to the number system.

Refer to **Appendix F (vi)** for references format.

6.4.4   Appendices

Each part has several sections which may be arranged in a numerical sequence of chapters.

CHAPTER 7

GUIDELINES FOR INDUSTRIAL TRAINING LOG BOOK WRITING

7.1   Introduction

The Log Book is an important assessment component in the Industrial Training course. A Log Book is usually used to record ideas, engineering processes, experimental tests, results and observations. If properly organized and maintained, it can help to recall important information that might be useful in report writing. It is a good practice for the students to update their Log Book on a daily basis and to get their Host Company's supervisors verification on a fortnightly basis.

7.2   Items to be reported in the Log Book

Entries that are written in the Log Book are usually short and precise. Information that is usually entered into a Log Book is as follows:

7.2.1   Works carried out by the student

Work and duties that are carried out personally should be detailed out from the start to the end. All explanations and reporting are best supplemented by sketches of diagrams, pictures or calculations.

7.2.2   Works that are observed

The organization usually does not allow students to carry out dangerous and highly specialized job. In these situations, students are allowed to observe and note down in details every step that is taken in carrying out the job by the co-worker or authorized personnel. Learning through observation is also an essential part of the training.

7.2.3   Work/Duties that are heard

In established organizations, some of the settings of important equipments that are the backbone of the company's operation are too critical to be risked for demonstration purposes. Thus, it is also important for the student to learn and report about duties and operations of certain equipments/systems through listening.

7.3   Example of Log Book Writing

a) Record down the instructions given by the Host Company's Supervisor

b) List down all equipments/documents that are required to carry out the task

c) List down each detailed step one-by-one from the start until the end

d) Relate the activities with theoretical knowledge

e) Sketch all equipments and components that are involved, and calculations done

f) Details of the task conducted and results gathered

g) References

h) Make a conclusion, summary, comments and perhaps suggestions on how the task may be improved.

CHAPTER 8

CONCLUSION

8.1   Conclusion

Students are always advised to contact the University in the event of any problem that arises during the course of their Industrial Training. The contact person could be the School's Coordinators, or CIGC personnel through the addresses, e-mail addresses and telephone numbers that are listed in the Industrial Training Log Book.

The University wishes all students the best in their Industrial Training and hopes that all students will be able to benefit greatly from this experience. The exposure and knowledge that will be acquired throughout this duration will surely help the students in their future undertakings.

Students need to show a high level of commitment and discipline during their training as they will reflect on the University's image to the industry and community.

Appendix A(i) - Flowchart for InTra Application Procedure

```
                        ┌─────────────────┐
                        │      Start      │
                        └────────┬────────┘
                                 ▼
            ┌────────────────────────────────────┐
            │  School briefing to the students by │
            │          InTra Coordinator          │
            └────────────────────┬───────────────┘
                                 ▼
            ┌────────────────────────────────────┐◄──────────────┐
            │         Resume submission           │               │
            └────────────────────┬───────────────┘               │
                                 ▼                                │
                        ╱                ╲                        │
                      ╱   Resume reviewed  ╲        Rejected      │
                     ◄       by InTra        ►─────────────────────┘
                      ╲     Coordinator     ╱
                        ╲                ╱
           Accepted       ╲           ╱
            ┌────────────────────────────────────┐      ┌──────────────────┐
            │  Application letter uploaded in the │◄─────│  New application │
            │            School Portal            │      └──────────────────┘
            └────────────────────┬───────────────┘               ▲
                                 ▼                                │
    ┌──────────────────────────────────────────────────┐         │
    │ Documents for submitting application             │         │
    │   1.  Resume (Appendix A(ii))                    │         │
    │   2.  Application letter (Appendix A(iii))       │         │
    │   3.  InTra information (Appendix A(iv))         │         │
    │   4.  Feedback Form InTra 01 (Appendix A(v))     │         │
    └──────────────────────┬───────────────────────────┘         │
                           ▼                                      │
            ┌────────────────────────────────────┐               │
            │        Follow up by students        │               │
            └────────────────────┬───────────────┘               │
                                 ▼                                │
                        ╱                ╲                        │
                      ╱  Result from Industry╲       Rejected     │
                     ◄     in InTra 01          ►──────────┐      │
                      ╲   (Appendix A(v))      ╱      ┌──────────┐│
                        ╲                ╱            │  Record  │┘
           Accepted       ╲           ╱              └──────────┘
            ┌────────────────────────────────────┐
            │      Inform to InTra Coordinator    │
            └────────────────────┬───────────────┘
                                 ▼
            ┌────────────────────────────────────┐
            │               Record                │
            └────────────────────┬───────────────┘
                                 ▼
                        ┌─────────────────┐
                        │       End       │
                        └─────────────────┘
```

Appendix A(ii) – Sample of resume

CURRICULUM VITAE

YOUR PICTURE HERE

Your Name bin Your Dad
No 10, Jalan Padi Indah,
Taman Suria Petang, Pumpong,
Alor Setar, 02300
Kedah, MALAYSIA.
Tel: XXXXXXXX
Fax   : 604-9885167
Mobile   XXXXXXXX
Email: XXXXX@gmail.com

Personal Perticulars

- Age   : 22
- Date of Birth   : 22 May 1990
- Nationality   : Malaysia
- Gender   : Male
- Marital Status   : Single
- IC Number   : 880522265419

Educational Background

July 2009 – present
- Field of Study   : Mechanical Engineering
- Institute/University : Universiti Malaysia Perlis (UniMAP), Perlis,
- CGPA   : 3.45

Higher Secondary/STPM/"A" Level/Pre-U
- Field of Study   : Science & Technology
- Institute/University : Perak Matriculation College, Malaysia
- CGPA   : 3.02
- Graduation Date   : May 2009

Professional Qualification / Membership / Affiliation / Experience

1. Member of PI TAU SIGMA (Mechanical Engineering Honor Society, USA)
2. Board of Engineers, Malaysia

Previous Experience

- Kikwood Community College   : Responsible for handling trouble shooting.
                                : Students' record was maintained.
                                : Helped student in using hardware and software of computer.
                                : Done various other duties as assigned.
- Copy Cabbana   : Work as sales promoter
- Sekolah Kebangsaan Tanjung Pulai : Work as primary school teacher (temporary)

28

Computer Skills

- Extensive knowledge of Computer hardware support and networking basics
- Proficient with programming in Java, C++, and C sharp
- Proficient in Ms Office applications (Ms Excel, Ms Access, PowerPoint, Ms Outlook)
- Knowledge of mysql database programming language, and design programs (illustrator, Photoshop)
- SolidWork
- LS_DYNA
- EFD LAB
- AutoCAD
- C Programme
- Matlab

Personal strength

- Dynamic team player and flexibility for ad-hoc circumstances in work environment
- Able to work in fast paced environment and work efficiently with self discipline
- Fast learner with passion to keep learning and growing in all undertakings
- Able to speak and write in English, Malay and Chinese

Activity/Co-Curriculum

- Basketball state player of Kedah
- Basketball player of UNIMAP team (Captain)
- Attended BTN (Biro Tatanegara) course organized by UNIMAP
- Involve in community program (Baktisiswa) organized by UNIMAP

Award/Achievement

- Academic Excellence Award (Com Tech Industry)
- Certificate of Credit, Mathematic Competition
- Certificate of Credit, Science Competition

Referees

1. Prof. Madya Dr. Abdul Hamid Adom
   Dean,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: abdhamid@unimap.edu.my
   Phone: 04 – 988 5166

2. Dr. Mohd Afendi bin Rojan
   Programme Chairperson,
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: afendirojan@unimap.edu.my
   Phone: 04 – 988 5162

3. Mr Anas bin Abdul Rahman
   InTra Coordinator
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: anasrahman@unimap.edu.my
   Phone: 04 – 988 5201

5. Mr Hassrizal bin Hassan Basri
   Academic Advisor
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: hassrizal@unimap.edu.my
   Phone: 04 – 988 5203

Appendix A(iii) – Application letter for InTra

Universiti Malaysia Perlis
Dahulunya dikenali sebagai KUKUM

U₋iMAP

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK
PROGRAM KEJURUTERAAN MEKANIKAL

"UniMAP DIIKTIRAF MS ISO 9001: 2008"

Reference No : UniMAP/PPKMt/inTra/11/Meka/XXXXXXX(your full matrix number)/1
Date : 6ᵗʰ December 2010

The HR Manager,
Celestica (M) Sdn. Bhd.
Phase 1, Kulim Hi-Tech Park,
09000 Kulim,
Kedah Darul Aman.

(Attn :*Name of Contact Person*)

Dear Sir,

APPLICATION FOR INDUSTRIAL TRAINING (InTra)

The above matter is referred.

2. Please be informed that the University Malaysia Perlis (UniMAP) is looking for industrial training places in your esteemed organization for our 3ʳᵈ year student, **Ahmad bin Ahmed** (I/C: XXXXXX-XX-XXXX, H/P: XXXXXXXXXX) undergoing Bachelor of Engineering (Mechatronic Engineering). The duration of the industrial training is approximately 12 weeks and is scheduled from **2ⁿᵈ April 2011 till 17ᵗʰ July 2011.**

3. The industrial training is a part of the students' academic requirement. Besides that it also aims to strengthen their knowledge in working environment as well as to provide an opportunity for them to have good communication and leadership skills. We will appreciate if you could train our student based on your organizational approach and leadership.

4. Attached are the acknowledgement of acceptance form and basic information about Industrial Training Programme (InTra) for your attention. We would be very grateful if you could consider the application. We look forward to hearing a favorable response from you soon.

Thank you.

Yours faithfully,

_____
Dr. Siti Khadijah binti Za'aba
Programme Chairperson
Mechatronic Engineering,
School of Mechatronic Engineering,
Universiti Malaysia Perlis (UniMAP)

P/s : TULISAN YANG BERWARNA MERAH PERLU DITAIP OLEH PELAJAR DAN WAJIB DITUKAR KEPADA TULISAN BERWARNA HITAM DAN DICETAK – SILA PADAM NOTA INI SEBELUM CETAKAN DIBUAT"

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA
Tel : 604-9885166
Fax : 604-9885167

CENTER FOR INDUSTRIAL
COLLABORATION
Taman Kechor Administration
Complex, No 22 & 24, Taman
Kechor Indah Phase II,
Jalan Abi Tok Hashim,
01000 Kangar,
Perlis, MALAYSIA
Tel : 604-979 8888
Fax : 604-979 8885

INDUSTRIAL TRAINING PROGRAMME (InTra)

INTRODUCTION

Industrial Training program (InTra) is a program that is much similar to conventional industrial training in renowned universities. In UniMAP, every student has to undergo compulsory practical work in term of industrial training prior to the completion of their studies.

OBJECTIVE

> - To expose the students to Engineering practice and professional work style.
> - To introduce students the relationship between theory and real application.
> - To expose students to the actual working environment.
> - To expose students build and improve creativity.
> - To provide a channel for sharing/exchange of ideas between the students and other staff of the industry.

PROGRAM DETAIL

The details of the Industrial Training (InTra) are as follows:

Tentative Date : 2nd May 2011 – 22th July 2011
Duration   : 12 weeks (However, extension of training period is
                    acceptable through formal notification).
Attendance   : If any attitude problem please contact programme coordinator.
Program   : Bachelor of Engineering (Mechatronic Engineering).
Student   : 3rd year student.
Credit Hour   : 6 credit hours.

QUERY

If you have any doubt, please do not hesitate to contact us at:

Muhamad Khairul Bin Ali Hassan,
Industrial Coordinator,
Mechatronic Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis,
02600 Ulu Pauh, Perlis, MALAYSIA

Tel (O) : 604-9885244 Tel (HP) : 6019-5048644
Fax   : 604-9885167 Email   : khairulhassan@unimap.edu.my

**Appendix A(v) – Acknowledgement of Acceptance Industrial Training Application Result
(InTra 01)**

**Universiti Malaysia Perlis
UniMAP**

School of Environmental Engineering

Acknowledgement Of Acceptance Industrial Training Application Result

Thank you for supporting our Industrial Training Program. We appreciate if you can complete and return this form to us within 3 weeks upon receiving this application form:

**Dr. Irnis Azura Zakarya
Industrial Coordinator,
Environmental Engineering Programme,
School of Environmental Engineering,
Universiti Malaysia Perlis,
02600 Ulu Pauh, Perlis, MALAYSIA**

**Tel (O) : 604-9885128   Tel (HP) : 6013-3064928
Fax   : 604-9885134   Email   :** azaman@unimap.edu.my

Student Name: **Status**

1) ……………………………………   [ ] **Accepted**   [ ] **Rejected**   [ ] **KIV**

2)……………………………………..   [ ] **Accepted**   [ ] **Rejected**   [ ] **KIV**

3) …………………………….……..   [ ] **Accepted**   [ ] **Rejected**   [ ] **KIV**

4) …………………………….……..   [ ] **Accepted**   [ ] **Rejected**   [ ] **KIV**

Training Duration: [ ] **12 Weeks**   [ ] **Others   Please state** …….….………….

Student Reporting Date: **2ⁿᵈ May 2011** or   …...………………………….…………

Report at :   ...…….….…………………………..….…………………………….

Benefit Provided: …………………………………………………………….…..……

Comments /Suggestions /Remarks:

……………………………………………………………………….…...……....

Confirmed By:

………………………………
Name   :
Designation   :
Company   :
Contact No.   :
Fax   :

Appendix B(i) – Sample of Host Company (HC) Offer Letter

HR 423/13/15

24 Disember 2007

Encik Ahmad Danial bin Saipuddin
8/9218, Kg. Kurnia, Batu 3
Jalan Gambang
25150 Kuantan
Pahang Darul Makmur

Saudara,

PERMOHONAN LATIHAN INDUSTRI PELAJAR

Saya ingin merujuk kepada saudara berhubung perkara di atas.

Sukacita dimaklumkan bahawa SIRIM Berhad bersetuju menerima saudara untuk menjalani latihan praktikal di SIRIM Berhad mulai 02/01/2008 hingga 30/06/2008.

Dengan itu, sukacita sekiranya dapat saudara melengkapkan dan menandatangani dokumen-dokumen yang disertakan seperti berikut:-

1. Surat Perakuan Lepas Tanggungan dan Perakuan Kerahsiaan
2. Butir Peribadi Pelatih dan Permohonan Pas Keselamatan
3. Mengemukakan dua keping gambar berukuran paspot

Sekiranya bersetuju dengan syarat-syarat yang ditetapkan di Lampiran A, saudara adalah diminta untuk melengkapkan dokumen-dokumen tersebut dan dikembalikan beserta perakuan penerimaan tawaran ke Seksyen Pembangunan Sumber Manusia (u.p.: Cik Shaharatul Ima binti Zainuddin) pada atau sebelum 02/01/2008. Sekiranya pihak kami tidak menerima dokumen tersebut pada tarikh yang telah ditetapkan, tawaran ini adalah terbatal dengan sendirinya.

Tarikh melapor diri adalah pada **02/01/2008 jam 8.30 pagi** di Pusat Nasional bagi Teknologi Mesin dan Peralatan, SIRIM Berhad, No. 1, Persiaran Zurah, Kawasan Perindustrian Rasa, 44200 Hulu Selangor, Selangor Darul Ehsan.

Sekian, terima kasih.

Yang benar,

SHAHARATUL IMA BINTI ZAINUDDIN
Eksekutif
Seksyen Pembangunan Sumber Manusia
Jabatan Sumber Manusia dan Pentadbiran Kumpulan

SIRIM Berhad
(No. Syarikat 367474 - V)
1, Persiaran Dato' Menteri
Seksyen 2, Peti Surat 7035
40911 Shah Alam
MALAYSIA
Tel: 60-3-55446000
Hotline: 60-3-55103535
Faks: 60-3-55108095
http://www.sirim.my

s.k.:1. Encik Mohd Akhir bin Yeop Kamaruddin
Ketua Programme
Foundry Technology Programme

2. Prof. Madya Mohd Shuid Salleh
Director
P.O. Box 77, d/a Pejabat Pos Besar
01007 Kangar, Perlis

Appendix B(ii) – Sample of Placement Letter to Host Company (HC)

Universiti Malaysia Perlis

UniMAP

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No.   : UniMAP/PPKMt/InTra/12/Meki/Acp/ 001
Date   : 9 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

Ms. Vaithegiy,
Executive
Human Resources & Administration,
Wong Engineering Corporation Berhad.

Dear Ms,

ACKNOWLEDGEMENT FOR INDUSTRIAL TRAINING PLACEMENT

With regard to the above matter, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our high appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

Below are the details of the student who will be the trainee in your organization for your kind perusal:

Name	*:*	*HAWA BINTI AHMAD*
I/C No .	*:*	*900701-07-5202*
Duration	*:*	*18th June 2012 – 7th September 2012*

We strongly believe that our student could benefit from this internship and gain a myriad of valuable knowledge, technical expertise and extensive experience under the guidance of your assigned staff.

Thanks in advance for your kind assistance and conjunctive support towards our Industrial Training Programme. I believe this program is pivotal in initiating a link between both institutions and thus enhancing the importance of university-industry relationship as encouraged by the government.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.

Appendix B(iii) – Sample of Withdrawal Letter to Host Company (HC)

Universiti Malaysia Perlis

UniMAP

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No. : UniMAP/PPKMt/InTra/12/Meki/Transfer/ 001
Date : 9 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

Ms. Vaithegiy,
Executive
Human Resources & Administration,
Wong Engineering Corporation Berhad.

Dear Ms,

REQUESTING TO WITHDRAW STUDENT FROM INDUSTRIAL TRAINING

With regard to the above matter, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our high appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

Below are the details of the student who will be the trainee in your organization for your kind perusal:

Name	:	***HAWA BINTI AHMAD***
I/C No .	:	***900701-07-5202***
Duration	:	***18th June 2012 – 7th September 2012***

However, we are sorry to inform you that the student would like to withdraw from performing training at your organization due to some reasons. Nevertheless, we do hope that your company would still accept our students in the future and strengthen the cooperation between both institutions.

Thanks in advance for your kind assistance and conjunctive support towards our Industrial Training Programme. I believe this program is pivotal in initiating a link between both institutions and thus enhancing the importance of university-industry relationship as encouraged by the government.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.

Appendix B(iv) – Sample of Replacement Letter to Host Company (HC)

Universiti Malaysia Perlis

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No.   : UniMAP/PPKMt/InTra/11/Meki/Rpl/ 001
Date   : 20 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

MS. SYAHAFIZA BT ENDUT
Training Coordinator, HR Department
Minebia Electronics Motor (M) Sdn Bhd,

Dear Ms,

APPLICATION FOR INDUSTRIAL TRAINING STUDENT REPLACEMENT

First and foremost, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our highest appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

With regards to the above matter, kindly be informed that the student below would like to withdraw from performing training at your organization due to some unforeseen circumstances:

No	Name	I/C No.	Course
1	XXXXXXXX	901130-09-5000	Mechanical Engineering

Therefore, I would like to ask for your cooperation to replace her position with another student with the same period of training, i.e. **2nd May 2011 – 22nd July 2011**. Attached herewith is the resume of the student for your kind perusal:

No	Name	I/C No.	Course
1	XXXXXXX	880601-26-5249	Mechanical Engineering

It is hoped that this application would be given a profound consideration. Your cooperation is very much appreciated, and sorry for any inconvenience.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.

DIPLOMA FORM

InTra 02
Diploma

INDUSTRIAL TRAINING EVALUATION FORM
(To be filled by the Host Company)

Student Name :	IC No. :
Programme :	Matric No. :

Host Company Name　　　　:　_____

Please answer all items and tick (√) at

	POOR	UNSATISFACTORY	AVERAGE	GOOD	EXCELLENT
	1	**2**	**3**	**4**	**5**
A. Performances					
1　Knowledge about Workplace					
2　Understand the Job Scope					
3　Work Quality					
4　Time taken to acquire work skills					
5　Minimal Supervision					
6　Ability To Apply Knowledge					
B. Personality and Attitude					
1　Initiative					
2　Motivation					
3　Work Attitude					
4　Commitment					
5　Discipline/Punctuality					
6　Responsibility/Adaptability to duty					
7　Professional Appearance/Self Confidence					
C. Skills					
1　Presentation /Writing					
2　Decision Making					
3　Leadership					
4　Problem Solving					
5　Negotiation					
6　Stress Management					
7　Teamwork					
TOTAL MARKS					(　/100) x 30% =

Will you hire this student upon his graduation from UniMAP?　　YES ☐　　　NO ☐
If NO, please specifies the reason:

....

....

Signature　　　　　　:　_____

Name　　　　　　　　:　_____
　　　　　　　　　　　(Please endorsed with official stamp)

Position　　　　　　　:　_____

InTra 03
Diploma

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

Information:

Student Name*	
Programme Code/ Programme Name*	
School*	
Evaluator Name*	
Method*	Visit / Phone/ Skype(etc)

*To be filled by student

Evaluation:

Question	Content	Mark
Q1	The level of motivation of student towards Industrial Training.	/4
Q2	The level of response towards questions regarding overall task performed.	/4
Q3	The level of suitability student with the industry.	/4
Q4	The level of student's communication skill.	/4
Total marks (20 %)		(/16)*20 =

Evaluator Name :

Position :

Signature & Stamp :

Date :

INDUSTRIAL TRAINING –SCHOOL ORAL PRESENTATION

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

Aspects	Detail	Mark
Appearance	☐ Appearance, facial expression and gestures	**/3**
Content	☐ Structure (overview of the outline, objectives of project and/or presentation, discussion, recommendations and conclusion) ☐ Continuity of content (ability of audience to follow presentation)	**/3**
Clarity	☐ English (pronunciation, grammar, etc.) ☐ Tone of voice (monotonous, intonation) ☐ Pace of presentation ☐ Use of visual aids to enhance clarity	**/3**
Q&A	☐ Ability to listen ☐ Attitude towards person asking the question (defensive, respect) ☐ Ability to handle question ☐ Ability to respond if cannot answer question	**/3**
	Total Marks -------------- **x 20 % =** **12**	

Comment (If any): _____

_____

_____

Name   : _____   **Designation:** _____

Signature: _____   **Date   :** _____

INDUSTRIAL TRAINING — REPORT & LOGBOOK

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

LOG BOOK		
ITEM	**ASSESSMENT**	**MARK**
1	Summary of weekly report	/3
2	Format (Summary of weekly report, date, time, week, activity title, supervisor,department)	/3
3	Content of the full report	/3
4	Activities Report	/3
5	Relate activities with the theoretical knowledge	/3
6	Attach pictures, diagrams, drawing etc as evidence	/3
7	Signatures of the supervisor for verification purposes	/3
Mark (20%)	---- x 20 % = 21	

REPORT		
Aspect	**Detail**	**Mark**
Introduction	Front page, list of contents and abstract	/5
Background	Company background information and the structure	/5
Training	Training and experience gained	/5
Activities and Project	Objectives, relation between theory and practical and activities and project information	/5
Comment and Conclusion	Problem, suggestion, conclusion and references	/5
Writing Skill	Grammar, language and relevant picture and appendices	/5
Report Format	According to InTra guidelines	/5
Marks (20%)	----- x 20% = 35	

Comment (If any): _____

_____

Name   : _____   **Designation:** _____

Signature: _____   **Date   :** _____

INDUSTRIAL TRAINING – EVALUATION

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

No	Items	Aspects	Evaluator	Percentage %	Mark
1	InTra 02	Host Company Evaluation	HC Supervisor	30	
2	InTra 03	Monitoring Lecturer	School Supervisor	10	
3	InTra 04	Oral Presentation	School Supervisor	20	
4	InTra 05	Report & Log Book	School Supervisor	40	
			Total Mark	100	

Comment (If any):_____

_____

_____

Name   : _____   Designation: _____

Signature: _____   Date   : _____

Appendix C (b) – Degree Form

DEGREE FORM

                                                          UniMAP CiGC
                                                                  centre for industrial
                                                                  and governmental collaboration

Appendix C (i-b) – Industrial Training Host Company Evaluation (InTra 03)

InTra 03
Ijazah

INDUSTRIAL TRAINING EVALUATION FORM
(To be filled by the Host Company)

Student Name :	IC No. :
Programme :	Matric No. :

Host Company Name   : _____

Please answer all items and tick (√) at

	POOR	UNSATISFAC TORY	AVERAGE	GOOD	EXCELLENT
	1	2	3	4	5
A. Performances					
1 Knowledge about Workplace					
2 Understand the Job Scope					
3 Work Quality					
4 Time taken to acquire work skills					
5 Minimal Supervision					
6 Ability To Apply Knowledge					
B. Personality and Attitude					
1 Initiative					
2 Motivation					
3 Work Attitude					
4 Commitment					
5 Discipline/Punctuality					
6 Responsibility/Adaptability to duty					
7 Professional Appearance/Self Confidence					
C. Skills					
1 Presentation /Writing					
2 Decision Making					
3 Leadership					
4 Problem Solving					
5 Negotiation					
6 Stress Management					
7 Teamwork					
TOTAL MARKS					**/100**

Will you hire this student upon his graduation from UniMAP?   YES ☐   NO ☐
If NO, please specifies the reason:

....

....

Signature   : _____

Name   : _____
                        (Please endorsed with official stamp)

Position   : _____

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

Information:

Student Name*	
Programme Code/ Programme Name*	
School*	
Evaluator Name*	
Method*	Video Presentation

*To be filled by student

Evaluation:

Question	Content	Mark
Q1	The level of motivation of student towards Industrial Training.	/4
Q2	The level of response towards questions regarding overall task performed.	/4
Q3	The level of suitability student with the industry.	/4
Q4	The level of student's communication skill.	/4
Total marks (20 %)		(/16)*20 =

Evaluator Name   :

Position   :

Signature & Stamp :

Date   :

InTra 05
Ijazah

INDUSTRIAL TRAINING EVALUATION
(To be evaluated by Lecturer/Panel)

Student Name*		IC No.*	
Programme*		Matrix No.*	
Host Company Name*		Date*	

*To be filled by student

ITEM	ASSESSMENT	MARK
A	**LOGBOOK**	
1	Summary of the weekly report	/3
2	Format (Summary of the weekly report, date, time, week, activity title,supervisor, department)	/3
3	Activities Report	/3
4	Relate the activities with theoretical knowledge	/3
5	Attach pictures, diagrams, drawing etc as evidence	/3
6	Signatures of the supervisor for verification purposes	/3
SUB-TOTAL (20%)		**---- x 20 % = 18**
B	**FINAL REPORT: STRUCTURE/FORMAT**	
1	Apply knowledge of basic math, science & engineering/business & management/ basic communication, interpersonal management and new media	/3
2	Activities Report	/3
3	Relate the activities with theoretical knowledge	/3
4	Work quality / problem solving	/3
5	Describe new knowledge / experience gained	/3
6	Project	/3
SUB-TOTAL (30%)		**---- x 30 % = 18**
TOTAL MARKS (50%)		

Comment (If any):

_____

_____

Signature   : _____

Name   :_____
                 (Please endorsed with official stamp)

Date   : _____

46

CiGC
UniMAP   centre for Industrial
and governmental collaboration

Appendix C (iv-b) – Industrial Training Overall Evaluation Form (InTra06)

InTra 06
Ijazah

INDUSTRIAL TRAINING – OVERALL EVALUATION

Student Name		IC No.	
Programme		Matric No.	
Host Company Name		Date	

No	Aspect	Evaluator	Full Mark (%)	Mark (%)
1	Host Company Evaluation	Host Company Supervisor	30	
2	Monitoring Evaluation	Panel of Examiner	20	
3	Log Book & Report	InTRA Coordinator	50	
		Total Marks	100	

Comment (If any):

_____

_____

_____

_____

Signature   : _____

Name   : _____
                        (Please endorsed with official stamp)

Date   : _____

InTra FTK 03
Ijazah

INDUSTRIAL TRAINING EVALUATION FORM
(To be filled by the Host Company)

Student Name :		IC No. :	
Programme :		Matric No. :	

Host Company Name: _____

Please answer all items and tick (√) at

		0	1	2	3	4	5
A. Communication Skills/ Performance							
1	Formal and informal communications skills						
2	Capability of following instruction						
3	Contribution of new ideas to be implemented in organization						
4	Minimal Supervision (Independence)						
B. Technical Knowledge							
1	Ability to demonstrate technical knowledge and practical skills						
2	Initiative to add new skill and knowledge						
3	Understanding the industry job scope						
4	Quality of work in industry						
5	Creative critical thinking & problem solving						
C. Personality & Attitude							
1	Personality & appearance (Attitude, professional appearance, motivation and self confidence)						
2	Discipline (Punctuality, attendance, responsibility)						
3	Ability to adapt with the working environment						
4	Team Spirit						
TOTAL MARKS							**/65**

Will you hire this student upon his graduation from UniMAP?　　YES ☐　　NO ☐
If NO, please specifies the reason:

....

....

Signature　　　　: _____

Name　　　　　　: _____
　　　　　　　　　　(Please endorsed with official stamp)

Position　　　　　: _____

Please return the completed form to the student/the sealed envelope/email to industrial coordinator)

<div align="right">

InTra FTK 04(A)
Ijazah

</div>

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

Information:

Student Name*	
Programme Code/ Programme Name*	
School*	
Evaluator Name*	
Method*	Visit / Phone/ Skype(etc)

*To be filled by student

Evaluation:

Question	Content	Mark
Q1	The level of motivation of student towards Industrial Training.	/4
Q2	The level of response towards questions regarding overall task performed.	/4
Q3	The level of suitability student with the industry.	/4
Q4	The level of student's communication skill.	/4
Total marks (20 %)		**(/16)*20 =**

Evaluator Name   :

Position   :

Signature & Stamp :

Date   :

InTra FTK 04 (B)
Ijazah

INDUSTRIAL TRAINING MONITORING EVALUATION FORM
(To be filled by Monitoring Lecturer/Panel)

Student Name		IC No.	
Programme		Matric No.	
Host Company Name		Date	

*To be filled by student

ITEM	ASSESSMENT	MARK
1	Overall contents	/5
2	Technical knowledge	/5
3	Critical thinking and problem solving	/5
4	Ethics and Moral / Discipline	/5
5	Presentation skills	/5
SUB-TOTAL (20%)		**---- x 20 % = 25**

Signature : _____

Name : _____
(Please endorsed with official stamp)

Date : _____

InTra FTK 05
Ijazah

INDUSTRIAL TRAINING EVALUATION
(To be evaluated by Lecturer/ Panel)

Student Name*		IC No.*	
Programme*		Matrix	
Host Company		Date*	

*To be filled by student

ITEM	ASSESSMENT	MARK
A	**LOGBOOK**	
1	Summary of activities	/5
2	Technical Knowledge	/5
3	Formatting	/5
4	Verification	/5
SUB-TOTAL (20%)		---- x 20 % = 20
B	**FINAL REPORT**	
1	Abstract/ Summary of Activities	/5
2	Introduction/Company Background	/5
3	Technical Knowledge / Content / Relate Theory With Activity	/5
4	Training Task/ Project	/5
5	Conclusion / Suggestion / Idea / Problem solving	/5
6	Format & Writing / Systematic Content Structure	/5
7	Describe New knowledge/ Experience Gained	
SUB-TOTAL (30%)		---- x 30 % = 35
TOTAL MARKS (50%)		

Comment (If any):

_____

_____

Signature : _____

Name : _____
          (Please endorsed with official stamp)

Date : _____

Appendix C (iv-b.i) – Industrial Training Overall Evaluation Form (InTra FTK 06)

INDUSTRIAL TRAINING - OVERALL EVALUATION

Student Name		IC No.	
Programme		Matric No.	
Host Company Name		Date	

No	Aspect	Evaluator	Full Mark (%)	Mark (%)
1	Host Company Evaluation	Host Company Supervisor	30	
2	Monitoring Evaluation	Panel of Examiner	20	
3	Log Book & Report	InTRA Coordinator	50	
		Total Marks	100	

Comment (If any):

_____

_____

_____

_____

Signature   : _____

Name   : _____
                   (Please endorsed with official stamp)

Date   : _____

Appendix C (v) – Confirmation form of InTra Completion

Date :…………………………………

Centre of Industrial Collaboration
Universiti Malaysia Perlis
Dear Sir/Madam,

Acknowledgement of Completion of Industrial Training

This is to certify that ………………………………………………………………………(Student Name) of UniMAP with IC number:…………………………………….has completed his/her industrial training successfully in ………………………………………………...(Company Name). The duration of the training is ………………..weeks.

Thank you.

Yours sincerely,

…………………………………………….
Name:
Position:

RUBRICS DIPLOMA FORM

Rubric – Monitoring Evaluation

No	Assessment criteria			
	4 **(Excellent)**	**3** **(Good)**	**2** **(Average)**	**1** **(Poor)**
Q1	Student exhibits high motivation	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
Q2	Student exhibits high response and feedback with sufficient explanation	Student exhibits moderate response and feedback but lack of explanation	Student exhibits low response and feedback	Student exhibits poor response and feedback
Q3	Student exhibits high suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
Q4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

Rubric – Oral Presentation   **Rubric InTRA04**
Diploma

No.	Criteria	Assessment		
		3	**2**	**1**
1.	Appearance	Formally and neatly dressed and shown courtesy behavior.	Dressed formally but with less neat and shown courtesy behavior.	Improper dress and shown disrespecting behavior.
2.	Content	Presentation slide meet all contents criteria.	Presentation slide moderately meet contents criteria.	Presentation slide poorly meet contents criteria.
3.	Clarity	Well verse and excellent English fluency. Clear explanation with examples and evidence.	A good English fluency. Clear explanation with some examples.	Uses conversational English with some hesitation and difficulty. Shows efforts of explaining.
4.	Q & A	Arguments shows extensive knowledge and understanding	Arguments shows considerable knowledge and understanding.	Arguments shows some knowledge but poor understanding

Rubric – Logbook   **Rubric InTRA05**
Diploma

No	Criteria	Assessment		
		1	**2**	**3**
1	Summary of the weekly report	Significantly missing content Poorly stated	Complete content Significantly have repetition in activities Fairly stated	Complete content Different activities Clearly stated
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Poorly complete the requirement Unorganized	Fairly complete the requirement Neat	Complete all the requirement Neat
3	Content of the full report	Less than 1/4	Complete less than 3/4	Complete up to the last week
4	Activities Report	Major error, missing content, very sloppy	A significant omission of error, Neat	Fairly no error Neat
5	Relate the activities with theoretical knowledge	Relationship between the theory and activity is not stated.	Relationship between the theory and activities are clearly.	Relationship between the theory and activities are clearly stated.
6	Attach pictures, diagrams, drawing etc as evidence	Irrelevant attachment	Attach with little explanation	Attach with satisfactory explanation
7	Signatures of the supervisor for verification purposes	Verified 1 to 3 times	Verified 4 to 6 times	Verified 7 times and above

Rubric - Report (Content)

No.	Criteria	Assessment				
		5	4	3	2	1
1.	Introduction	Distribution of title and sub title was in order according to criteria set by standard.	Very few elements were not in order according to criteria set in standard.	Some elements were not in order according to the set criteria.	Some elements did not comply according to set criteria.	Report does not comply at all according to format arrangement set by standard.
2.	Background	All background including research field, problem statement, proposed solution, expected result was accurate, clearly and concisely stated.	All background accurate and concisely stated but not very clear.	Not all background stated but statement was accurate, concise and clear.	Many background not stated and statement was not accurate and not clear.	Background is not relevant to project work.
3.	Training	Methodology takes suitable approach, fully thorough, procedures arranged properly and in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Only part of methodology understandable, procedures not arranged properly and detailing was unsatisfactory.	Procedures were not arranged properly, most of the procedures were not understandable, incomplete and confusing.

4.	Activities and Project	Activities and Project are thorough, covering all elements, following proper procedure, in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Activities and Project not relevant, not suitable and not satisfactory.	No Activities and Project shown in the report.
5.	Comment and Conclusion	Conclusion and comment is very relevant to problem statement of the project.	Conclusion and comment satisfactory, complete and accurate in term of research success and understandable.	Conclusion and comment given with fair research outcome.	Not clear conclusion and comment. No link was made with the problem statement of the project.	Conclusion and comment was unsatisfactory.
6.	Writing Skill	Sentences used were clear, understandable, concise, and accurate and has no grammatical error.	Criteria as (5) accept some grammatical error.	Sentences used were quite clear, but understandable with some additional explanation needed, some errors on words spelling and word selection.	Sentences used not very clear, and sometimes too long, not easily understandable and too much grammatical error.	Sentences used could not convey the message.

7.	Report Format	Activities are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries	Criteria as (5) accept some discussed in detail	An appropriate amount of detail is used to explain the activities logged/ observed, etc. No personal reactions/ comments stated.	Not appropriate amount of detail is used to explain the activities logged/ observed	Details are missing or fail to illustrate what activities were logged/observed etc.

RUBRICS DEGREE FORM

Rubric InTra 04
Ijazah

Rubric – Monitoring Evaluation

No	Assessment criteria			
	4 **(Excellent)**	**3** **(Good)**	**2** **(Average)**	**1** **(Poor)**
Q1	Student exhibits high motivation	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
Q2	Student exhibits high response and feedback with sufficient explanation	Student exhibits moderate response and feedback but lack of explanation	Student exhibits low response and feedback	Student exhibits poor response and feedback
Q3	Student exhibits high suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
Q4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

Appendix D (ii-b) – Rubric InTra05

Rubric – Logbook

No	Criteria	Assessment		
		1	**2**	**3**
1	Summary of the weekly report	Significantly missing content Poorly stated	Complete content Significantly have repetition in activities Fairly stated	Complete content Different activities Clearly stated
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Poorly complete the requirement Unorganized	Fairly complete the requirement Neat	Complete all the requirement Neat
3	Activities Report	Major error, missing content, very sloppy	A significant omission of error, Neat	Fairly no error Neat
4	Relate the activities with theoretical knowledge	Relationship between the theory and activity is not stated.	Relationship between the theory and activities are clearly.	Relationship between the theory and activities are clearly stated.
5	Attach pictures, diagrams, drawing etc as evidence	Irrelevant attachment	Attach with little explanation	Attach with satisfactory explanation
6	Signatures of the supervisor for verification purposes	Verified 1 to 3 times	Verified 4 to 6 times	Verified 7 times and above

Rubric InTra 05
Ijazah

Rubric - Report (Content)

No	Criteria	Assessment		
		1	2	3
1	Apply knowledge of basic math, science & engineering/ business & management/ basic communication, interpersonal management & new media	Fail or insufficiently to emonstrate the use of basic math, science & engineering/ business& management/ basic communication, interpersonal management & new media.	Readily use basic math, science & engineering/ business & management/ basic communication, interpersonal management & new media as ways to think, gain and share knowledge.	Readily use basic math, science & engineering/ business & management/ basic communication, interpersonal management & new media as ways to think, gain and share knowledge, solve problems and make decisions/ recommendation.
2	Activities Report	Detail is missing or fail to illustrates what activities were logged/observed etc.	An appropriate amount of detail is used to explain the activities logged/ observed, etc. No personal reactions/comments stated.	Activities are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries.
3	Relate the activities with theoretical knowledge	Explanation is missing or fail to relate the theory with activities perform/observed.	An appropriate amount of detail is used to explain the relationship. No personal reactions/comments provided.	Relationship between the theory and activities are discussed in detail. Personal reactions/comments are provided for at least some entries.
4	Work quality/Problem solving	Fail or insufficient quality to meet expectations.	Average skill to identify problems and propose solution	Competent skill to identify problems, propose solutions, make recommendations or decisions to improve current design or practice.
5	Describe new knowledge / experience gained	No new knowledge / experience explained.	New knowledge / experience clearly stated but not related to the task given	Both new knowledge and experience explained clearly and applied to the training.
6	Project	No project handled.	Completed the project given but without detail explanation or no support evidence provided.	Completed the project given. The project are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries.

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1. Communication Skills/ Performance							
1.1	Formal and informal communications skills	Excellent communication skill with clear, fluent and proper message delivery	Good communication skill with proper message delivery	Acceptable communication skill with adequate message delivery	Weak communication skill with minimum message delivery	Poor communication skill with minimum and unclear message delivery	No communication skill with unethical message delivery
1.2	Capability of following instruction	Good and clear interpretation and always follow the instruction	Unable to interpret infrequently but able to follow the instruction	Always unable to interpret but follow the instruction	Always unable to interpret and infrequently disobey the instruction	Always unable to interpret and frequently disobey the instruction	Misinterpret and totally disobey the instruction
1.3	Contribution of new ideas to be implemented in organization	Excellent delivery of idea with precise information of the content, procedure, and quality control	Good delivery of idea with several information of the content, procedure, and quality control	Satisfactory delivery of idea with limited related information	Weak delivery of idea with inadequate related information	Poor delivery of idea with very inadequate related information	Not capable to deliver the idea and provide the related information

1.4	Minimal Supervision (Independence)	Independently monitors, assesses, and revises plans to complete tasks and meet goals on a regular basis	Monitors, assesses, and revises plans to complete tasks and meet goals with slight supervisor assistance	Monitors, assesses, and revises plans to complete tasks and meet goals with necessary supervisor assistance	Monitors, assesses, and revises plans to complete tasks and meet goals with intensive supervisor assistance	Highly dependent on supervisor for monitoring, assessing and revising plans to complete task and meet goals.	Totally dependent on the supervisor to complete the task and meet goals
2. Technical Knowledge							
2.1	Ability to demonstrate technical knowledge and practical skills	Excellent demonstration of technical knowledge and practical skills	Good demonstration of technical knowledge and practical skills	Satisfactory demonstration of technical knowledge and practical skills	Weak demonstration of technical knowledge and practical skills	Poor demonstration of technical knowledge and practical skills	Not capable to demonstrate the technical knowledge and practical skills
2.2	Initiative to add new skill and knowledge	Passionate to learn new knowledge and skills to meet industrial requirement	Ready to learn new knowledge and skills to meet industrial requirement	Ready to learn new knowledge and skills but only when required	Ready to learn new knowledge and skills but only when provided	Hesitant to learn new knowledge and skills when provided	Do not want to learn new knowledge and skills
2.3	Understanding the industry job scope	Excellent capability to complete any given task perfectly	Good capability to complete any given task properly	Satisfactory capability to complete any given task with some imperfections	Weak capability to complete any given task and need guidance	Poor capability to complete any given task even with guidance	Not capable to complete any given task even with guidance

2.4	Quality of work in industry	Capable of delivering works with very good quality in accordance to the standards set by the industry	Capable of delivering works with good quality	Capable of delivering good works but do not fulfill the instructions accurately	Capable of delivering good works but need to be instructed from time to time	Not capable of delivering works well	Not capable of delivering any work
2.5	Creative critical thinking & problem solving	Active in identifying problems, analyzing and proposing solutions	Able to analyze problems and propose solutions	Able to dentify problems and refine the solutions provided	Able to identify problems and solve through the recommendations of others	Able to identify problems with little attempt to solve	Cannot identify problems and do not try to solve when required
3. Personality & Attitude							
3.1	Personality & appearance (Attitude, profesional appearance, motivation and self confidence)	Neat appearance, exhibiting excellent attitude, highly motivated with great self-confidence	Neat appearance, exhibiting good attitude, motivation with self-confidence	Modest appearance, with average motivation and self-confidence	Less untidy appearance, with below average motivation and self-confidence	Untidy appearance with less motivation and confidence	Very untidy appearance with no motivation and self-confidence
3.2	Discipline (Punctuality, attendance, resposibility)	Excellent attendance record, punctuality and very responsible	Good attendance record, punctuality and responsibility	Satisfactory attendance record, punctuality and responsibility	Occasionally coming late with less punctuality and responsibility	Always coming late with least punctuality and responsibility	Absent to work with no punctuality and responsibility

3.3	Ability to adapt with the working environment	Able to adapt with the working environment very well	Able to adapt with the working environment properly	Able to adapt with the working environment moderately	Able to adapt with the working environment with little guidance	Able to adapt with the working environment but need guidance	Unable to adapt with the working environment
3.4	Team Spirit	Always listen, share and support the efforts of team members. Encourage the teamwork	Listen, share and support the efforts of team members accordingly.	Listen, share and support the efforts of team members but sometimes is not a good team mate	Show limited interest in teamwork but sometimes is not a good team mate.	Show a very minimum interest in teamwork and is not a good team mate.	Show no interest in teamwork

Rubric InTra FTK 04 (A)
Ijazah

Rubric – Monitoring Evaluation

No	Assessment criteria			
	4 **(Excellent)**	**3** **(Good)**	**2** **(Average)**	**1** **(Poor)**
Q1	Student exhibits high motivation	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
Q2	Student exhibits high response and feedback with sufficient explanation	Student exhibits moderate response and feedback but lack of explanation	Student exhibits low response and feedback	Student exhibits poor response and feedback
Q3	Student exhibits high suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
Q4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1	Overall contents	The overall contents are clear, relevant and details with excellent supporting materials.	The overall contents are good and adequate with sufficient support materials	The overall contents are acceptable with some supporting materials	The overall contents are weak with some supporting materials, but the student shows commendable efforts	The overall contents are very weak, lack of supporting material	The overall contents are poor and insufficient without any supporting materials
2	Technical knowledge	Excellent in demonstrating technical knowledge with additional informations	Very good in demonstrating technical knowledge with additional informations	Good in demonstrating technical knowledge and explanation is adequate	Good in demonstrating technical knowledge but explanation is insufficient	Can demonstrate technical knowledge but lack of information	Not capable of demonstrating technical knowledge
3	Critical thinking and problem solving	Active in identifying problems, analyzing and trying out solutions	Refines available solutions and able to try out solutions suggested by others	Suggest solutions, and willing to try out solutions suggested by others	Suggest solutions, but not willing to try out solutions suggested by others	Does not suggest or refine solutions, but is willing to help others to try out solutions	Does not try to solve problems or help others solve problems. Lets others do the work

4	Ethics and Moral / Discipline	Shows a high degree of professionalism. Punctual and wears proper attire.	Shows acceptable degree of professionalism. Punctual and wears proper attire	Punctual with proper attire	Punctual but dress inappropriately	Lack of punctuality. Dress inappropriately	Very late. Dress very inappropriately.
5	Presentation skills	Presents information clearly; audience can easily follow the line of reasoning; speaks clearly, keeps eye contact with audience and delivers presentation in a timely manner	Presents information quite clearly; audience can still follow the line of reasoning; speaks clearly, keeps some eye contact with audience and delivers presentation in almost a timely manner	Presents sufficient information; audience have difficulty to follow the line of reasoning; speaks too fast/too slow but keeps eye contact with audience	Presents insufficient information; audience have difficulty to follow the line of reasoning; speaks too fast/too slow but keeps eye contact with audience.	Presentation with low confidence, very little eye contact, pause several times during presentation	Presentation with no confidence, no eye contact, pause several times during presentation

Appendix D (iii-b.i) – Rubric InTra FTK 05

LOGBOOK

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1	SUMMARY OF ACTIVITIES	Daily task/routine is delivered with clear and focus, relevant and with appropriate method and supporting documents.	Daily task/routine is delivered with clear and focus, relevant however method and supporting documents are inadequate.	Daily task/routine is delivered with unclear and less focus, relevant however method and supporting documents are inadequate.	The delivery is weak in term of contents, method and quality	Not capable of delivering daily task/routine clearly.	No summary of activities.
2	TECHNICAL KNOWLEDGE	Excellent in demonstrating technical knowledge with additional informations	Good in demonstrating technical knowledge with additional informations	Capable in demonstrating technical knowledge with considered of contents	Capable in demonstrating technical knowledge but lack of contents	Not capable of demonstrating technical knowledge	No technical knowledge.
3	FORMATING	Logbook is consistently updated, monitored and officially verified	Logbook is regularly updated, monitored and officially verified	Logbook is sometimes updated, monitored and officially verified	Logbook is rarely updated, monitored and officially verified	Logbook is rarely updated, monitored and officially verified	Unacceptable format.

NO.	CRITERIA	5	4	3	2	1	0
4	VERIFICATION	100% signatures of the supervisor for verification purposes	80% and above signatures of the supervisor for verification purposes	60% and above of signatures of the supervisor for verification purposes	40% and above signatures of the supervisor for verification purposes	20% and above signatures of the supervisor for verification purposes	Less than 20% signatures of the supervisor for verification purposes

FINAL REPORT

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1	Abstract/ Summary of Activities	Abstract/summary is clearly defined with extra and latest information such as industrial training location, training scope and results.	Abstract/summary is complete with latest information such as industrial training location, training scope and results.	Abstract/summary is acceptable with information such as industrial training location, training scope and results.	Abstract/summary is satisfactory but with inadequate information of the industrial training location, training scope and results.	Abstract/summary is poor with very few information of the industrial training location, training scope and results.	No abstract/summary.
2	Introduction/Company Background	Broadly define introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Comprehensive introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Brief introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Lack of introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Incomplete introduction. Some major points are not reported.	No introduction.

3	Technical Knowledge / Content / Relate Theory With Activity	Excellent in demonstrating technical skills and knowledge with additional informations	Good in demonstrating technical knowledge but lack of technical explanation	Brief in demonstrating technical knowledge but lack of technical explanation	Lack in demonstrating technical knowledge but lack of technical explanation	Capable in demonstrating technical knowledge but unable to elaborate.	Not capable of demonstrating technical knowledge.
4	Training Task/ Project	Task / project is stated clearly in detail. All problem solving tools used are appropriate and task / project results are clearly stated.	Task / project is stated clearly in detail. Most problem solving tools used are appropriate and task / project results are clearly stated.	Task / project is briefly stated. Few problem solving tools used are not appropriate and task / project results are not clearly stated.	Task / project is briefly stated. Some problem solving tools used are not appropriate and task / project results are not clearly stated.	Task / project is not stated in detail. Problem solving tools used are less appropriate and task / project results are not clearly stated.	Training task is not clear reported and is not understandable.
5	Conclusion / Suggestion / Idea / Problem solving	All skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student suggests for improvement.	Most skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student suggests for improvement.	Some skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student did not suggests for improvement.	Few Skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student did not suggests for improvement.	Skill and knowledge gained from industrial training and student's contribution towards organization are not clearly stated. Student did not suggests any improvement.	Skill and knowledge gained are not stated and student did not suggests any improvement.

6	Format & Writing / Systematic Content Structure	Report is very clear and sentences are easy to understand. No grammatical errors. Report is well structured and follows standard format.	Report is well written but occassionally few points are not easy to understand. Minor grammatical errors present. Standard format is used.	Report is well written but occassionally some points are not easy to understand. Some grammatical errors present. Standard format is used.	Report is not well written and occassionally most points are not easy to understand. Some grammatical errors present and the standard format is not followed.	Report is not well written with major grammatical errors. Some of the standard format is not followed.	Report is too difficult to understand with lots of grammatical error presented and standard format is not followed.
7	Describe New knowledge/ Experience Gained	New knowledge and experience explained clearly and applied to the training	New knowledge and experience briefly explained and applied to the training	New knowledge and experience briefly explained but not related to the task given	New knowledge / experience stated briefly but not related to the task given	New knowledge / experience is not clearly stated.	No new knowledge / experience explained

Appendix E (i) – Host Company Satisfaction Survey OMR Form

UNIVERSITI MALAYSIA PERLIS

HOST COMPANY SATISFACTION SURVEY

School   : ………………………………..   Date   :

Program : ………………………………..   Gender : M / F

This questionnaire is part of a continuing effort by the University to improve teaching and learning.

Using the scales given, answer all the questions that apply to you by shading the corresponding box that best reflects your view.

Use the spaces provided at the bottom if you have additional opinion / comments.

Use the following scale and tick accordingly.   Example   ☑

1 Strongly Disagree   2 Disagree   3 Neutral   4 Agree   5 Strongly Agree

		1	2	3	4	5
1.	The Industrial Training has been carried out excellently	☐	☐	☐	☐	☐
2.	The intern is equipped with the ability to acquire and apply knowledge	☐	☐	☐	☐	☐
3.	The intern is able to identify, formulate and solve engineering problems	☐	☐	☐	☐	☐
4.	The intern is able to design a component, process or system to meet desired need	☐	☐	☐	☐	☐
5.	The intern is able to design, conduct and evaluate experiments output	☐	☐	☐	☐	☐
6.	The intern is able to use modern engineering tools for engineering practice	☐	☐	☐	☐	☐
7.	The intern is aware of contemporary issues (political, cultural, global)	☐	☐	☐	☐	☐
8.	The intern is aware of the need for sustainable development of the environment	☐	☐	☐	☐	☐
9.	The intern understands professional and ethical responsibilities to community	☐	☐	☐	☐	☐
10.	The intern is able to function on multi-disciplinary teams	☐	☐	☐	☐	☐
11.	The intern is able to communicate effectively	☐	☐	☐	☐	☐
12.	The intern understands the need for and have the ability to engage in life-long learning	☐	☐	☐	☐	☐
13.	The intern understands the fundamentals of project management and finance principles	☐	☐	☐	☐	☐

What are the qualities required from the intern(s) during industrial training?

……
……
……

What are the best qualities of UniMAP's student(s) during industrial training?

……
……
……
……
……

- THANK YOU FOR YOUR TIME -

76

UNIVERSITI MALAYSIA PERLIS

STUDENT'S INDUSTRIAL TRAINING SATISFACTION SURVEY
(For student to evaluate Industrial Training course offered by UniMAP)

Company Name : ……………………………………….................
Date   : ……………………..   **Sector :** Government/Private   **Area :** …………………………..
Programme : …………………….   **Gender :** M / F   **Monthly Allowance :** Y / N

This questionnaire is part of a continuing effort by the University to improve teaching and learning.

Using the scales given, answer all the questions that apply to you by shading the corresponding box that best reflects your view.

Use the spaces provided at the bottom if you have additional opinion / comments.

Use the following scale and tick accordingly.   Example   ☑

| 1 | Strongly Unsatisfied | 2 | Unsatisfied | 3 | Neutral | 4 | Satisfied | 5 | Strongly Satisfied |

Industrial Training Satisfactory Evaluation

		1	2	3	4	5
1.	Industrial orientation in terms of company culture, management, procedure, process and systems	☐	☐	☐	☐	☐
2.	Task given that includes technical competency during practical session	☐	☐	☐	☐	☐
3.	Supervision and guidance of company supervisors and engineers.	☐	☐	☐	☐	☐
4.	Exposure to the latest technologies, facilities, and equipments	☐	☐	☐	☐	☐
5.	Convey technical ideas in writing and formal presentations	☐	☐	☐	☐	☐
6.	Safety precaution and practice	☐	☐	☐	☐	☐
7.	Allowance and benefits given during the practical session (e.g. meal, insurance, medical, etc.)	☐	☐	☐	☐	☐
8.	Working Environment	☐	☐	☐	☐	☐
9.	Possible contribution to job opportunity based on the experience gained during practical session	☐	☐	☐	☐	☐
10.	Overall, I was satisfied with the quality of this industrial training	☐	☐	☐	☐	☐
11.	I will recommend this company for industrial training in future	☐	☐	☐	☐	☐
12.	The selected company is appropriate to the field of study	☐	☐	☐	☐	☐

Additional comments.

……
……
……
……
……

- THANK YOU FOR YOUR TIME -

Appendix F (i) – Cover Page Format

SEVEN (7) spaces from project title,
single spacing

INDUSTRIAL TRAINING REPORT

Capital Letter, Times New Roman,
Font 18, centered, single spacing

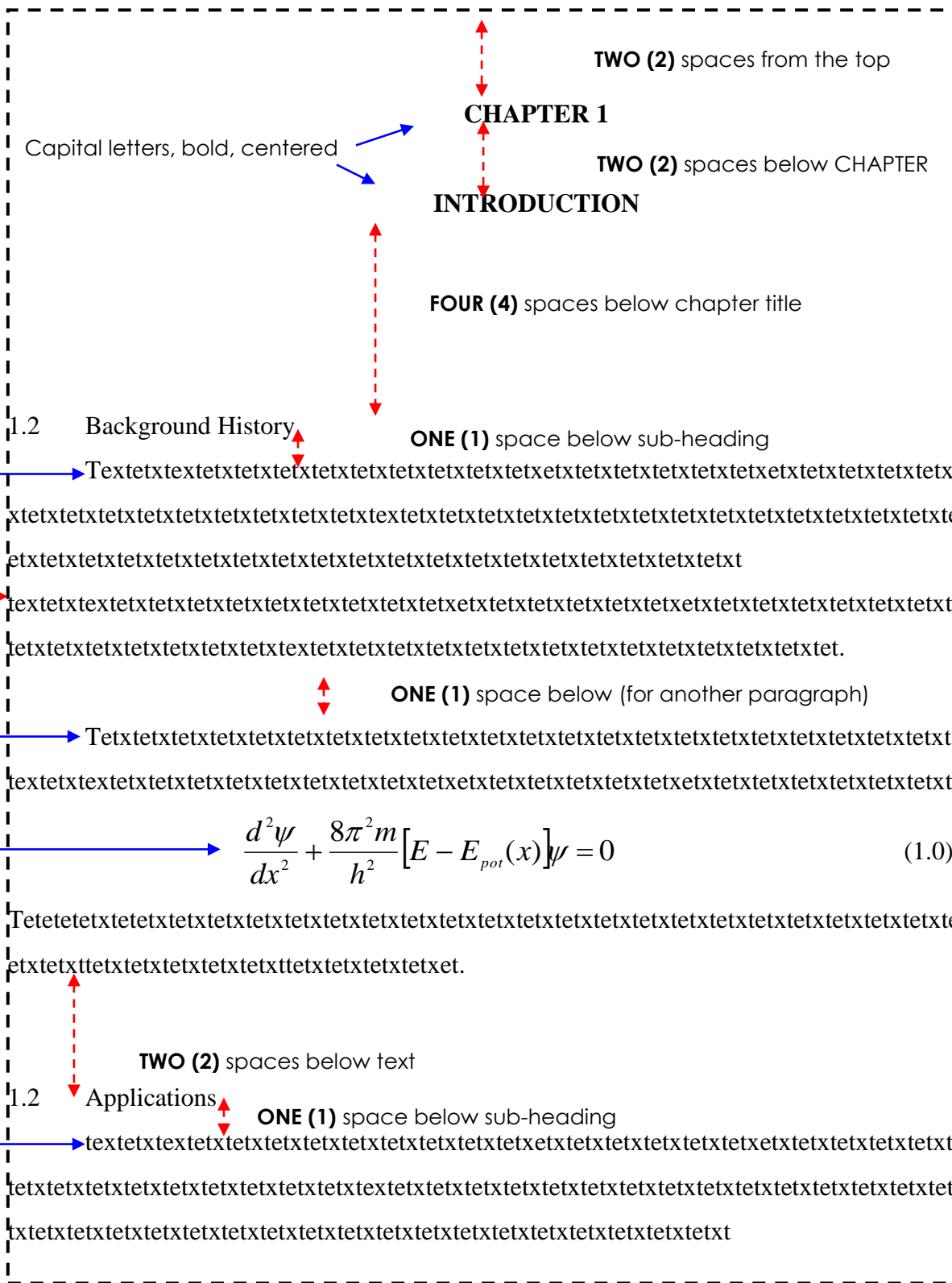EIGHT (8) spaces from project title,
single spacing

MOHD SHAFI BIN ISMAIL
BACHELOR OF ENGINEERING
(MICROELECTRONIC ENGINEERING)

TEN (10) spaces from student names,
single spacing

SCHOOL OF MICROELECTRONIC ENGINEERING
UNIVERSITI MALAYSIA PERLIS

TWO (2) spaces from school and
university name, single spacing

2008

2.5 cm or
1 inch

TWO (2) spaces from the top

CHAPTER 1

TWO (2) spaces below CHAPTER

Capital letters, bold, centered

INTRODUCTION

FOUR (4) spaces below chapter title

1.2   Background History

ONE (1) space below sub-heading

Tab
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2.5 cm or
.35 inch

2.5 cm or
1 inch

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ONE (1) space below (for another paragraph)

Tab
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Equation
Editor

$$\frac{d^2\psi}{dx^2} + \frac{8\pi^2 m}{h^2}\left[E - E_{pot}(x)\right]\psi = 0 \qquad (1.0)$$

No.
Equation
(align right)

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TWO (2) spaces below text

1.2   Applications

ONE (1) space below sub-heading

Tab
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2.5 cm or
1 inch

INDUSTRIAL TRAINING REPORT
(EIT302/4)

At

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

NAME   **: MOHD SHAFI BIN ISMAIL**
MATRIC NO   **: STUDENT MATRIC NO**
PROGRAM   **: BACHELOR OF ENGINEERING**
                               (MICROELECTRONIC ENGINEERING)
ACADEMIC SESSION : 2011/12

Appendix E (iv) – Abstract Format

FOUR (4) spaces
from the top

Centered,
capital letter, bold,
single-spacing

ABSTRACT

FOUR (4) spaces from ABSTRACT

Short introduction to the project that you have done {It is normally covered in 2 to 3 sentences. It is not to introduce what will be done, what has not been done and the objectives of the project}. This is followed by a **brief and concise description of the industrial training activities and project implementation** {It is a summary from chapters '**Industrial Training Project and Main Activities** or '**Methodology**. It can include the operation of your project in brief. Model numbers of specific or rare items (hardware or software) can be mentioned. **This part is limited to 100 words**}. Next, is **summary of important or significant results and discussion** {It comes from 'Discussions and Recommendations' chapter. **The evaluation results, challenges and limitations of the current solution/situation can be combined, discussed and presented in this part**. Significant data from 'conclusion' chapter is given here.

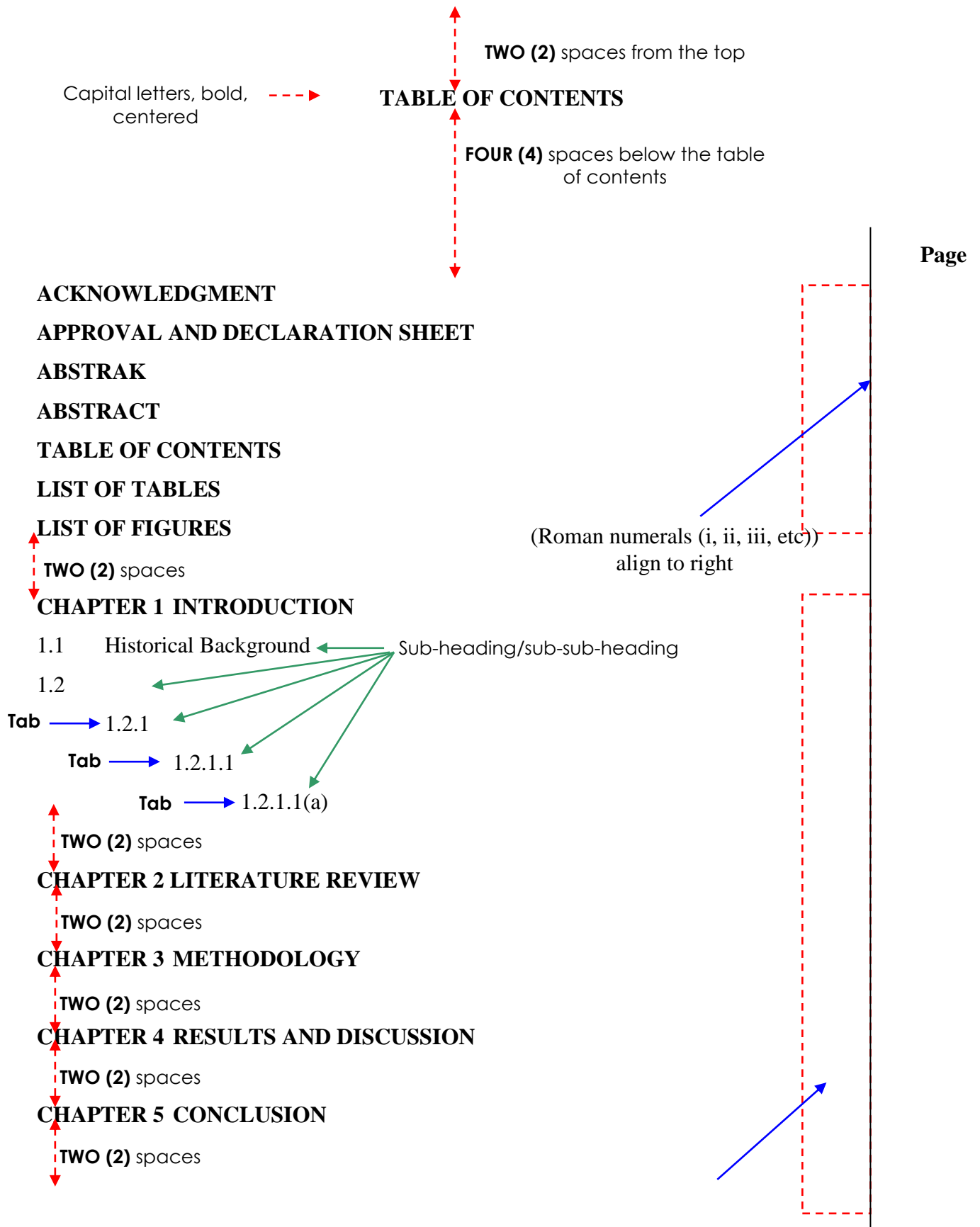One and half spacing, font 12 Times New Roman (not more than 200 words)

Notes:
*You may write your abstract **only in ONE (1) paragraph**. It is important to note that abstract is written in a case by case basis. However, a typical format can be useful as a guide or reference for you to write your project report abstract.*

Abstract CANNOT be included with the items below:
1. *Issues related to personal feeling, e.g. learned a lot of things from this project*
2. *First and second person pronouns (I, we, you, me, my, etc.)*
3. *Outline of chapters in your project report*
4. *Any issues that are not produced from your project or assigned tasks (except comparison cases with another person's work)*
5. *Figure/Tables.*
6. *Mathematical formulae.*

Appendix F (v) – Tables of Contents Format

TWO (2) spaces from the top

Capital letters, bold, ---▶ **TABLE OF CONTENTS**
centered

FOUR (4) spaces below the table
of contents

Page

ACKNOWLEDGMENT

APPROVAL AND DECLARATION SHEET

ABSTRAK

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

TWO (2) spaces

CHAPTER 1 INTRODUCTION

1.1   Historical Background ◀   Sub-heading/sub-sub-heading

1.2

Tab ⟶ 1.2.1

    Tab ⟶ 1.2.1.1

      Tab ⟶ 1.2.1.1(a)

(Roman numerals (i, ii, iii, etc))
align to right

TWO (2) spaces

CHAPTER 2 LITERATURE REVIEW

TWO (2) spaces

CHAPTER 3 METHODOLOGY

TWO (2) spaces

CHAPTER 4 RESULTS AND DISCUSSION

TWO (2) spaces

CHAPTER 5 CONCLUSION

TWO (2) spaces

REFERENCES   (Arabic Numerals (1, 2, 3, etc))

TWO (2) spaces   **Page**

APPENDICES

(Arabic Numerals (1, 2, 3, etc)) – align to right
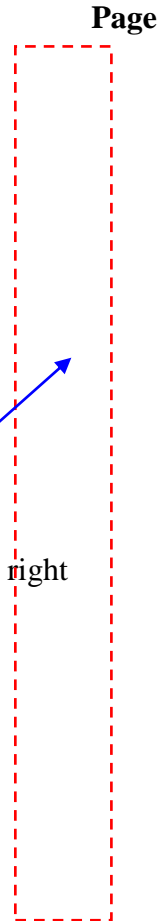
Note : For a computer programming project, students are encouraged to put all non-significant language programme-code in the **APPENDICES**.

(**ACKNOWLEDGEMENT** – **LIST OF FIGURES**, All **CHAPTER**, **REFERENCES**, and **APPENDICES** - Times New Roman, font 12, capital letter, bold)

(Sub-heading, sub-sub-heading – Times New Roman, font 12, small letter)

(List of APPENDICES: **Appendix A**, **Appendix B**, **Appendix A(i)**, etc – Times New Roman, font 12, small letter, bold).

References System (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:

- **journals articles**
- **conference proceedings**
- **books**
- **dissertations; theses and research reports**
- **company reports and manuals**
- **information from the world-wide-web (www)**
- **personal communications**

Each category requires a different presentation.

(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:

1. 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.

2. Finkelstein M. (2006). Microfluids: Cliks and Chips, Nature, 442, pp. 254-256.

(ii) Conference Proceedings

Papers presented at conferences are also common sources of research information. Use the format below when listing them:

Author(s), (year). Article title, Name of conference, Location of conference, page range.

For example:

1.	Dore S.D., Perkins, J.D. and Kershenbaum, L.S. (1994). Application of geometric nonlinear control in the process industries - a case study, Proc. IFAC Symposium, ADCHEM '94, Kyoto, Japan, pp 501-506.

(iii) 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:

1.	Sze, S.M. (2002). *Semiconductor Devices: Physics and Technology*. 2nd Edition, John Wiley & Sons, Inc. USA.

2.	Born, M., and Wolf, E. (2003). *Principles of Optics: Electromagnetic theory of propagation, interference and diffraction of light*. 7th Edition, Cambridge University Press, UK.

The format for author(s) is identical to the above, but the first letters of key words in the main title are in capitals, and the title is in italics. There is not need to indicate the edition of the book if it is the first edition.

Some books are compilations of articles from different authors. For such cases, the format used is a cross between that for journal articles and books,

Author(s), (year). Title of article in book, In: Name of book, Edition number, Chapter number, Name(s) of editors, Name of publisher, place of publication.

For example:

[1] Rumelhart D.E., Hinton G.E. and Williams, R.J. (1987). Learning internal representations by error propagation, In: *Parallel Distributed Processing: Vol. 1*, Ch. 8, D.E. Rumelhart and J.L. McClelland [editors], MIT Press, Cambridge MA.

Note the use of the word "In:" and the difference in which the names of the authors and the names of the editors are presented: editors' names are listed with their initials first. However, when the book listed without reference to authors of particular chapters, editors are considered the authors, in which case the item will be listed as:

[2] Rumelhart, D.E. and McClelland, J.L. [editors], (1987). *Parallel Distributed Processing: Vol. 1*, MIT Press, Cambridge MA.

(iv) 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:

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

[2] Bloggs, J. and Other, A.N. (1998). *The Effects of Vodbull on Class Attendance.* Research Report No. 123, Social Impact Research Group, Smirnoff Institute of Technology, Vladistock, Russia.

(v) 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:

[1] Mathsoft Inc., (1999). *Mathcad 2000 Reference Manual*. Cambridge, MA.

(vi) 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:

[1] Tham, M.T., (1997). Distillation: an introduction, http://lorien.ncl.ac.uk/ming/distil/distil0.htm, 30 May 2001.

[Please minimize the references from internet in FYP report].

(vii) Personal Communications

Sometimes, students may have used information passed on by a colleague or another person, via a phone conversation; letter; email or other forms of communication. Students may, and should, include these in the reference list. The format to use is:

Name, (year). *Personal communication*, Affiliation of named person.

For example:

[1] Blogg, J. (1996). *Personal communication*, University College London, UK.

CiGC
U MAP | centre for industrial and governmental collaboration

Appendix G – InTra Log Book Format

Week: _____ Date: _____ Time: _____

Activity
Title: _____

Supervisor: _____ Department: _____

ACTIVITY REPORT

Student Signature: _____ Supervisor Signature: _____ Date: _____