



Universiti Tunku Abdul Rahman
Lee Kong Chian Faculty of Engineering and Science

Industrial Training Plan

(Fill up by student)

Student Name : _____ Student ID: _____

Programme : AR

Training Period : 1 Oct 2019 - 31 Dec 2019

Company Name : ABC Company Sdn Bhd

Industry supervisor Name: _____ Position: _____

Supervisor Email : _____ Contact no.: _____

Allowance (if any) : RM1000

Instructions:

1. Within first week of industrial training, student fills up the column "Job Scope/Activity" after discussing with industry supervisor. The scanned copy of this form (with signatures and company stamp) needs to be uploaded to the system via <https://forms.gle/yBWtU5jNJT6WELQL8>.
2. The IT plan shall be checked and returned to Faculty via visiting lecturer during the IT visitation.

Please list the Job Scope/Activity of your internship to fulfil the Course Outcomes (COs) below: (refer the IT Plan examples in <http://fes.utar.edu.my/current-students/itp/student/during/>)

Job Scope/Activity
<p>CO1. Apply knowledge of architecture fundamentals.</p> <p>Topics of knowledge/ title of project/work:</p> <p>To apply fundamental knowledge in architecture in any kind in preparing design proposal, technical drawings, submission drawings, assisting in preparing documents, etc.</p>
<p>CO2. Apply technical skills and modern tools in work place.</p> <p>Type of technical skills/ Name of modern tools/software:</p> <p>To apply software or modern tools such as AutoCAD or any other related software in related work.</p>
<p>CO3. Comply with the rules and guidelines relevant to professional practice</p> <p>References/rules/guidelines:</p> <p>To comply with Architect's act and regulations that stated by Lembaga Arkitek Malaysia.</p>

<p>CO4. Follow code of ethics and standards of professional conduct</p> <p>References/code/standard: eg: IEEE code of ethics, engineering code of ethics To follow the code of ethics by LAM.</p>
<p>CO5. Demonstrate written and oral communication skills</p> <p>List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to...</p> <ul style="list-style-type: none"> i. To have a good report writing skill with minimum grammar mistake; ii. To have a good presentation skill with full confidence; iii. To have a good communication skill with the staff and clients <p>Supervisor will assess the students' written and communication skills through report writing, preparation of documents, on-site and off-site meetings, communication with the supervisor, supporting staff and colleagues, etc.</p>
<p>CO6. Demonstrate the ability to work independently and as part of a team</p> <p>List out the project/work/activity that required to act as a member or leader:</p> <ul style="list-style-type: none"> i. Able to work independently, or with minimum supervision, for the job assigned; ii. Always work in full cooperation with the team. <p>Supervisor will assess the students' abilities to work independently, or with minimum supervision, in the project(s) assigned to them; and be an active and responsible team player or leader.</p>
<p>CO7. Demonstrate life-long learning and self-improvement</p> <p>List out training that will be attended/skills will be learned/activity for improvement:</p> <ul style="list-style-type: none"> i. Always take initiative to ask questions at on-site and off-site meetings; ii. Always take initiative to learn new things, such as software, designs, etc., in the working place; iii. Always take initiative to communicate with seniors and discuss the problems faced in the job with them <p>Supervisor will assess the students through their Initiatives to ask questions at on-site and off-site meetings, willing to learn new things in the working place, and to have close communication with the seniors.</p>

Prepared by: _____

Check and verify by: _____

Student's Name & Signature

Industry Supervisor's Name,
Signature & Company Stamp

Date: _____

Date: _____

(Fill up by visitation lecturer during the IT visitation)

Check and sign by: **Optional: Suggestions on unfulfilled course outcomes in IT Plan.**

<p>_____</p> <p>Visiting Lecturer's Name & Signature</p> <p>Date: _____</p>	<p><i>(Ignore this section if all are fulfilled)</i></p>
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***Remark: Visiting lecture shall collect the IT Plan during the visit and pass it to IT coordinator after the visit.**