



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

**Industrial Training Plan**

*(Fill up by student)*

Student Name : Chong Kok Chung Student ID: 1808888

Programme : CL

Training Period : 1 Oct 2019 - 31 Dec 2019

Company Name : UTAR

Industry supervisor Name : Prof. Goi Position: Dean

Supervisor Email : profgoi@utar.edu.my Contact no.: 012-3456789

Allowance (if any) : RM300

**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/>)

<b>Job Scope/Activity</b>
CO1. Apply knowledge of mathematic/engineering fundamentals
Topics of knowledge/ title of project/work: <b>To apply fundamental knowledge in science, mathematics, statistic and/or engineering in any kind of analysis work in solving engineering problem</b>
CO2. Apply technical skills and modern tools in work place/engineering practice
Type of technical skills/ Name of modern tools/software:  i. <b>To apply technical skill in solving engineering problems.</b> ii. <b>To apply software or modern tools such as Hysys.</b>
CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice
References/rules/guidelines: i. <b>To comply with Engineers Act 1967 and regulations 1990 and etc.;</b> ii. <b>To comply with standard design guidelines and criteria such as ASTM and etc.</b>

CO4. Follow code of ethics and standards of professional conduct
References/code/standard: eg: IEEE code of ethics, engineering code of ethics
<b>To follow the Code of Ethics by BEM</b>
CO5. Demonstrate written and oral communication skills
List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to...
<ul style="list-style-type: none"> <li><b>i. To have a good report writing skill with minimum grammar mistake;</b></li> <li><b>ii. To have a good presentation skill with full confidence;</b></li> <li><b>iii. To have a good communication skill with the staff and clients</b></li> </ul>
<b>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.</b>
CO6. Demonstrate the ability to work independently and as part of a team
List out the project/work/activity that required to act as a member or leader:
<ul style="list-style-type: none"> <li><b>i. Can work independently, or with minimum supervision, for the job assigned;</b></li> <li><b>ii. Always work in full cooperation with the team</b></li> </ul>
<b>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.</b>
CO7. Demonstrate life-long learning and self-improvement
List out training that will be attended/skills will be learned/activity for improvement:
<ul style="list-style-type: none"> <li><b>i. Always take initiative to ask questions at on-site and off-site meetings;</b></li> <li><b>ii. Always take initiative to learn new things, such as software, designs, etc., in the working place;</b></li> <li><b>iii. Always take initiative to communicate with seniors and discuss the problems faced in the job with them</b></li> </ul>
<b>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.</b>

Prepared by:

CKC

Chong Kok Chung  
Student's Name & Signature

Date: 1 OCT 2019

Check and verify by:

Prof Goi

Prof. Goi  
Industry Supervisor's Name.  
Signature & Company Stamp

Date: 1 OCT 2019

**Company Stamp**

*(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 &amp; 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.**