

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title : Industrial Training Plan</b>			
Form Number : <b>FM-FES-ITC-004</b>	Rev No: 4	Effective Date: <b>28/08/2019</b>	Page No: <b>1 of 2</b>



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

**Industrial Training Plan**

*(Fill up by student)*

Student Name : Wang Li Student ID: 987654

Programme : ET

Training Period : 1/10/2019 – 31/12/2019

Company Name : Ali Engineering Sdn.Bhd.

Industry supervisor Name: Mohd. Ali Position: Manager

Supervisor Email : mohdali@ali.com.my Contact no.: 012-3456789

Allowance (if any) : RM600

**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>
<b>CO1. Apply knowledge of QS/mathematic/science/engineering fundamentals</b> Topics of knowledge/ title of project/work: <i>Examples:</i> <ul style="list-style-type: none"> <li>- <i>configure Local Area Network</i></li> <li>- <i>verify schematic diagram or network diagram</i></li> <li>- <i>troubleshoot faulty system or software program</i></li> <li>- <i>modification of circuit</i></li> <li>- <i>statistical quality control, statistical process control</i></li> </ul>
<b>CO2. Apply technical skills and modern tools in work place/engineering practice</b> Type of technical skills/ Name of modern tools/software: <i>Examples:</i> <ul style="list-style-type: none"> <li>- <i>oscilloscope, packet analyser</i></li> <li>- <i>simulation software, LINUX</i></li> <li>- <i>Python, C++, JAVA, Assembler, MATLAB</i></li> </ul>
<b>CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice</b> References/rules/guidelines: <i>Examples:</i> <ul style="list-style-type: none"> <li>- <i>Malaysian Standard, British Standard, IEC, IEEE</i></li> <li>- <i>ISO procedures</i></li> <li>- <i>site safety rules</i></li> <li>- <i>company rules and regulations</i></li> <li>- <i>production/maintenance/operation guidelines</i></li> </ul>

<p><b>CO4. Follow code of ethics and standards of professional conduct</b></p> <p>References/code/standard: eg: IEEE code of ethics, engineering code of ethics</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>- <i>IEEE/IEM/BEM code of ethics</i></li> <li>- <i>maintain confidentiality of documents</i></li> <li>- <i>company code of conduct</i></li> <li>- <i>report actual measurement results</i></li> </ul>
<p><b>CO5. Demonstrate written and oral communication skills</b></p> <p>List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to...</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>- <i>give presentation to team members</i></li> <li>- <i>report to supervisor on project related issues</i></li> <li>- <i>assist in documentation and submission process</i></li> </ul>
<p><b>CO6. Demonstrate the ability to work independently and as part of a team</b></p> <p>List out the project/work/activity that required to act as a member or leader:</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>- <i>perform individual task</i></li> <li>- <i>provide support to team member in project</i></li> <li>- <i>organize activity</i></li> </ul>
<p><b>CO7. Demonstrate life-long learning and self-improvement</b></p> <p>List out training that will be attended/skills will be learned/activity for improvement:</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>- <i>training course offered at the company</i></li> <li>- <i>new equipment or software</i></li> <li>- <i>new topic in engineering or related to work (e.g. management, finance, negotiation, quality control)</i></li> </ul>

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 &amp; Signature</p> <p>Date: _____</p>	<p><i>(Ignore this section if all are fulfilled)</i></p>
---	--

**\*Remark: Visiting lecture shall collect the IT Plan during the visit and pass it to IT coordinator after the visit.**