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DU012(A)

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

Industrial Training Plan

(Fill up by student)

Student Name : Chin Kar Wei Student ID: 123456

Programme : ME

Training Period : 1 Oct 2019 – 31 Dec 2019

Company Name : Hikari Sdn Bhd

Industry supervisor Name: Jason Lim Position: Manager

Supervisor Email : Jason@123.com, Contact no.: 012-4145454

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
CO1. Apply knowledge of QS/mathematic/science/engineering fundamentals
Topics of knowledge/ title of project/work: To apply fundamental knowledge in science or engineering in any kind of analysis work, such as structural analysis, mechanical analysis, material analysis, design analysis, and any other engineering related analyses
CO2. Apply technical skills and modern tools in work place/engineering practice
Type of technical skills/ Name of modern tools/software: i. To apply technical skill in design work (such as product design, product analysis, design & simulation analysis, etc.), drawing review, site inspection, site investigation, work supervision, work coordination, project implementation, documentations, etc.; ii. To apply software or modern tools such as AutoCAD, Scia, Microsoft Project, Microsoft Excel, Solidworks, Ansys, etc. in design, analysis, and/or any engineering related work
CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice
References/rules/guidelines: i. To comply with Engineers Act 1967 and regulations 1990; OSHA 1994; Uniform Building By-Law 1984; Street, Drainage & Building Act 1974; Construction Industry Development Board of Malaysia Act 1994 (Act 520), etc.; ii. To comply with standard design guidelines and criteria such as MyCESMM2 by CIDB, Uniform Technical Guidelines for Water Reticulation and Plumbing by SPAN, MSMA by JPS Malaysia, Malaysian Sewerage Industry Guidelines by SPAN, Guidelines for EIA, etc. iii.

CO4. Follow code of ethics and standards of professional conduct
References/code/standard: eg: IEEE code of ethics, engineering code of ethics References/code/standard: eg: IEEE code of ethics, engineering code of ethics To follow the Code of Ethics by BEM
CO5. Demonstrate written and oral communication skills
List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to… 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 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.
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: i. Can work independently, or with minimum supervision, for the job assigned; ii. Always work in full cooperation with the team 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.
CO7. Demonstrate life-long learning and self-improvement
List out training that will be attended/skills will be learned/activity for improvement: 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 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.

Prepared by:

CKW

Chin Kar wei
Student's Name & Signature

Date: 1OCT2019

Check and verify by:

JL

Company Stamp

Jason Lim
Industry Supervisor's Name, Signature & Company Stamp

Date: 1 OCT 2019

(Fill up by visitation lecturer during the IT visitation)

Check and sign by:

	Optional: Suggestions on unfulfilled course outcomes in IT Plan.
_____ Visiting Lecturer's Name & Signature Date:_____	*(Ignore this section if all are fulfilled)*

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