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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 : _____ Student ID: _____

Programme : _____ MH _____

Training Period : _____

Company Name : _____

Industry supervisor Name: _____ Position: _____

Supervisor Email : _____ Contact no.: _____

Allowance (if any) : _____

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 QS/mathematic/science/engineering fundamentals</p> <p>Topics of knowledge/ title of project/work:</p> <p>To apply fundamental knowledge in science, mathematics, statistic and/or engineering in any kind of work, such as modelling, simulations, analysis, development, maintenance and servicing that focuses on Mechatronics Engineering or related to electrical or/and mechanical systems, or a combination of robotics, electronics, computer, telecommunications, systems, control, and production engineering.</p>
<p>CO2. Apply technical skills and modern tools in work place/engineering practice</p> <p>Type of technical skills/ Name of modern tools/software:</p> <p>Tools, technical or/and programming skills in any controller/testing equipment/instrumentation/machine. Software such as Matlab, Solidworks, Python and other modelling/programming software.</p>
<p>CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice</p> <p>References/rules/guidelines:</p> <p>Standard of Operating Procedure, safety guidelines, ISO documents</p>

CO4. Follow code of ethics and standards of professional conduct
References/code/standard: eg: IEEE code of ethics, engineering code of ethics, 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... <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 supervisor, team members, 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: <ul style="list-style-type: none"> 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: <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 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: _____

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.**