



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

Industrial Training Plan

(Fill up by student)

Student Name : _____ Student ID: _____

Programme : _____ PH _____

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

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: <i>Examples:</i></p> <ul style="list-style-type: none"> - fabrication and synthesis of material - device characterization - modification of model or experiment - statistical quality control, statistical process control
<p>CO2. Apply technical skills and modern tools in work place/engineering practice</p> <p>Type of technical skills/ Name of modern tools/software: <i>Examples:</i></p> <ul style="list-style-type: none"> - laser, X-ray, spectrometer, telescope - simulation software, Python, MATLAB - electronic circuit troubleshooting
<p>CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice</p> <p>References/rules/guidelines: <i>Examples:</i></p> <ul style="list-style-type: none"> - IEEE standards - ISO procedures - laboratory safety rules - company rules and regulations - production/maintenance/operation guidelines

<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</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> - <i>IEEE code of ethics</i> - <i>maintain confidentiality of documents</i> - <i>company code of conduct</i> - <i>report actual measurement results</i>
<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> <p><i>Examples:</i></p> <ul style="list-style-type: none"> - <i>give presentation to team members</i> - <i>report to supervisor on project related issues</i> - <i>assist in documentation and submission process</i>
<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> <p><i>Examples:</i></p> <ul style="list-style-type: none"> - <i>perform individual task</i> - <i>provide support to team member in project</i> - <i>organize activity</i>
<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> <p><i>Examples:</i></p> <ul style="list-style-type: none"> - <i>training course offered at the company</i> - <i>new equipment or software</i> - <i>new topic in physics or related to work (e.g. management, finance, negotiation, quality control)</i>

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.**