

Hi Company

Thank you for supporting our Industrial Training Programme

We would like to express our sincere gratitude for the support of our Industrial Training (IT) Programme.

The Roles and Responsibilities of Company

During the industrial training:

1. A site (industrial) supervisor from the company shall be assigned.
2. The industrial supervisor should have the necessary qualifications or work experiences in the related area.
3. The supervisor needs to coordinate, guide and advise student based on the course outcomes specified by the Faculty.
4. Also, company needs to ensure the safety and welfare of the students throughout the industrial training period.
5. In the event of student misconduct, the company shall feedback to Faculty immediately.

We look forward to a meaningful development of the University-Industry relationship between the company and UTAR.

Please feel free to approach our IT Coordinator if more information is needed.

*website: <http://fes.utar.edu.my/current-students/itp/>

Checklist for Company:

Beginning of Internship:

- Discuss, check and verify the IT Plan with Intern.
- Check and sign the intern log record monthly.

Before the end of Internship:

- IT Visitation by lecturer- sign the IT visitation form.
- Fill up the Online Student Appraisal and Survey by Company- print out, sign and with company stamp. Send the form in sealed envelope via the intern student.
(<https://goo.gl/forms/QoLCP9MHNFjjeaos1>)



**ps: intern student shall print this page and pass to the industrial supervisor on the first day of industrial training. Company may keep this page for future reference.*

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

Industrial Training Plan

(Fill up by student)

Student Name : _____ Student ID: _____

Programme : _____

Training Period : _____

Company Name : _____

Industrial 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 industrial 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:
CO2. Apply technical skills and modern tools in work place/engineering practice Type of technical skills/ Name of modern tools/software:
CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice References/rules/guidelines:

CO4. Follow code of ethics and standards of professional conduct
References/code/standard: eg: IEEE code of ethics, engineering code of ethics
CO5. Demonstrate written and oral communication skills
List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to...
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:
CO7. Demonstrate life-long learning and self-improvement
List out training that will be attended/skills will be learned/activity for improvement:

Prepared by: _____

Check and verify by: _____

Student's Name & Signature

Industrial 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.**