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| Universiti Tunku Abdul Rahman | | | |
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Universiti Tunku Abdul Rahman

Lee Kong Chian Faculty of Engineering & Science

Industrial Training Report Guidelines

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1.0 Introduction

Industrial training report in this manual refers to a documented report of the training and experience undergone by a student in partial fulfilment of the requirements for a bachelor degree.

This Guidelines will outline the report format for the Industrial Training report. These rules must be adhered strictly.

2.0 Contents of Industrial Training Report

The Industrial Training Report should contain the items as suggested below and is to be presented in the manner and order listed. Details and specimens are shown in appendices.

Students are advised to download the Microsoft Word template of the Industrial Training Report from the Industrial Training website and use the template to prepare the report.

2.1 Front Cover (Title Page)

Refer to sample in **Appendix**.

2.2 Declaration

Students are to declare that the information contained in the Industrial Training Report is correct during the training period. Also, **NO CONFLICT** with the concern from company for public disclosure. *This declaration page must be signed by the student.*

The declaration page is to follow the format and contents as shown in **Appendix**.

2.3 Summary

Not more than One (1) page and must be in One (1) paragraph.

2.4 Table of Contents

This page should list all sections, chapters and sub-headings with their respective page numbers as reflected in the body of the Industrial Training Report. The table of contents needs to be a good guide as to what are contained in the Industrial Training Report.

Refer to sample in **Appendix**.

2.5 Report Body (Chapters)

An Industrial Training Report must be divided into chapters. A title must be given to each chapter which reflects its content. A new chapter must begin on a new page. A chapter must be further divided into different sections with appropriate titles numbered accordingly.

The body of the Industrial Training Report must be written in paragraphs. Each paragraph describes an issue or a subject. There must be continuity or logical flow between paragraphs. Long paragraphs should be avoided.

The body of the Industrial Training Report should contain **AT LEAST** the following chapters. *It must clearly demonstrate the students' learning process and achievements of the desired Course Outcomes.*

➤ Chapter 1: Introduction

In general, this chapter starts with a general introduction of the organisation or company background during their training period. The organisation chart must be included in this report. Besides, the following details must be included:

- Name & address of company
- Name & position of industrial supervisor
- Start date & completion date of training

Next, describes briefly the job description or task setting during the training and the working experience.

➤ Chapter 2: Details of Industrial Training Experience

This chapter starts with a detail description of the working experience during the training period. This includes the type of project(s) that the student has involved in during the training period.

It begins with the assigned tasks and the settings during training. It should cover the applications of fundamental knowledge, technical skills and modern tools for each assigned task. This includes challenges and difficulties encountered by the student.

Next, the student needs to explain the solution(s) or action(s) taken to cope with the challenges and difficulties. It is important to highlight the results and contributions to the company. The attainments of the desired course outcomes must be demonstrated in the contents of the report, which include the following outcomes:

- (i) apply knowledge of QS/mathematics/science/engineering fundamentals (subchapter 2.1);
- (ii) comply with the rules and guidelines relevant to professional/professional engineering practice (subchapter 2.2);
- (iii) follow code of ethics and standards of professional conduct (subchapter 2.3); and
- (iv) demonstrate the ability to work independently and as part of a team (subchapter 2.4)

Please refer to **Industrial Training Handbook for Student (Section: 5.9.3)** for more details. Students can also have subchapters.

➤ Chapter 3: Conclusions

This chapter summarises the working experience identifying the student's strength and weaknesses during training, and describes how the industrial attachment has helped his/her personal growth, development, and preparation or expectation for future professional work.

The student also needs to give a summary of the project(s) involved in, include a project description and this conclusion needs to relate back to the Course Outcomes of industrial training.

2.6 References

The list of references used in preparing the report must be listed in this section. It is recommended to use the university's standard format (Harvard Referencing Style).

2.7 Appendices

Any other relevant details that are appropriate to support the write up of the report should be given in this section.

2.8 Log Records – Weekly & Monthly

All the activities during the Industrial Training must be recorded. Always have the initiative to explore solutions for the work assigned. Clarify the doubts on the assigned work with colleagues or company supervisor after put in the best effort. Take note on any advice given. Summarise all the assigned and completed tasks. Any vital information pertaining to the development of the course outcomes of Industrial Training must be recorded in the log book. Among them, demonstrate life-long learning and self-improvement must be clearly and precisely stated. Besides, the student is reminded to develop a professional approach in keeping a logbook. The logbook must well organized and systematic.

Please refer to Industrial Training marking scheme and **Industrial Training Handbook for Student (Section: 5.9.1)** for details.

2.9 Industrial Training Assessment & Rubrics

This is a compulsory attachment at the end of the IT report.

3.0 Format of Industrial Training Report

Report must be typed on A4 size page with Times New Roman font of size 12. Line spacing is to be kept at 1.5 throughout. A margin of 40 mm should be provided at the left side and 25 mm should be provided at the other sides. **Length of the report should be around 8,000 words (minimum of 30 to around 40 pages) for the body texts (Chapters 1, 2 & 3).**