

# **Checklist for Industrial Training (IT) Student:**

## **Industrial Training Pre-Trimester (Before IT)**

<b>Task</b>	<b>Due Date</b>	<b>Checklist/Remarks</b>
1. a. Prepare the e-resume b. Update the link in E-portfolio	Week 3, , Friday	<input type="checkbox"/> Complete
2. IT Pre-registration	Week 3, Friday	<input type="checkbox"/> Complete
3. IT Placement: a. Option A: Approach Lecturer-in-Charge b. Option B/others: Conduct the placement by yourself	Week 3- Week 14  Week 3- Week 14	<input type="checkbox"/> Complete
4. Attend ESi Fair	Week 5 (26 June 19)	<input type="checkbox"/> Complete
5. Registered the course	Week 13-14	<input type="checkbox"/> Complete
6. a. Offer Letter from Company b. Indemnity Letters (student & Parents)	Week 14, Monday	<input type="checkbox"/> Complete
7. Placement Confirmation	Week 14, Monday	<input type="checkbox"/> Complete

\*ps: [you may check your IT status here](#)

## **Industrial Training Trimester (During IT)**

<b>Task</b>	<b>Due Date</b>	<b>Checklist/Remarks</b>
1. <u>IT Plan</u> by company supervisor	Week 1, Friday	<input type="checkbox"/> Complete
2. Online IT Plan Submission	Week 1, Friday	<input type="checkbox"/> Complete
3. Course payment	Week 2, , Friday	<input type="checkbox"/> Complete
4. <u>Log record</u> signed by company supervisor	End of 1 <sup>st</sup> month End of 2 <sup>nd</sup> month End of 3 <sup>rd</sup> month	<input type="checkbox"/> Complete <input type="checkbox"/> Complete <input type="checkbox"/> Complete
5. IT Visitation	Two weeks before the end of IT	<input type="checkbox"/> Complete
6. a. Student Appraisal b. Survey by Company	One week before the end of IT	<input type="checkbox"/> Complete
7. IT Report Submission & Student Survey	One Week before Oral Presentation	<input type="checkbox"/> Complete
8. Oral Presentation	One Week before post-trimester	<input type="checkbox"/> Complete