

Role and Responsibilities of Industrial Training Student (SOP)

Timeline	Description
Week 1-2 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Briefing for IT <ul style="list-style-type: none"> • Attendance is compulsory for all students who wish to undergo industrial training in coming trimester.
Week 2-3 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ IT SOP, rules and regulations <ul style="list-style-type: none"> • Visit Faculty's IT website at http://fes.utar.edu.my/current-students/itp/ • Read and understand all the procedures on website and IT Manual. • The latest result must fulfill the requirement of GPA, CGPA and minimum credit hours earned. • It is the university policy that the industrial training must be conducted before the final trimester. ➤ Submit of IT Pre-registration form <ul style="list-style-type: none"> • Students who wish to undergo the industrial training MUST PRE-REGISTER with IT Coordinator (Due date: Friday, Week 3). • Students are reminded that the companies in UITCPs list should be arranged by Faculty only.
Week 3-17 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Prepare the documents and placement process <ul style="list-style-type: none"> • Prepare a <u>resume</u> • Search for potential company (from the <u>past year list</u>, online, etc.) • Contact the company (or person in charge) to ask (by email, phone call, or in person) for industrial training vacancy and other information such as minimum requirement, allowance etc. • Once the company shows good respond to accept you, email IT Coordinator to request for a <u>support letter (optional)</u>. • Send the application to company with a) <u>cover letter</u>, b) <u>support letter (optional)</u>, c) <u>resume</u> and d) <u>reply slip (optional)</u>. This process is to be done by students. (If the company requires online application, please do accordingly.) • Wait for the company reply. During the waiting period, please follow up the application closely. • If the reply is not accepted, repeats the application process again. • Do not apply at last minutes. • If accepted by company, submit the <u>reply slip</u> or <u>offer letter and indemnity letters signed by student and parents/guardian</u> to IT Coordinator. A <u>confirmation letter (optional)</u> will be issued to the company. (All students must inform the Faculty their industrial training appointment as soon as they receive it.) • NO CHANGING nor SWAPPING of jobs upon CONFIRMED placement without obtaining approval from the Faculty. <p>The Faculty's Industrial Training Committee reserves the full right to decide on the final placement. The Faculty's decision is final. If the student does not agree to the choice determined by the Committee and the matter cannot be resolved between the student and the Committee, then the student will have to postpone his or her Industrial Training to next year. This may defer your graduation.</p> <p>Please refer to the <u>IT Manual</u> and <u>placement SOP</u>. Ask the IT Coordinator if has any problems.</p>
Week 13-14 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Registration of IT Course for OCT trimester <ul style="list-style-type: none"> • All students who had submitted pre-registration form must register the IT course. Without course registration, you are not considered taking the IT course during the training period and grade wouldn't be awarded. • You MUST drop the IT course in coming trimester if you are not going for

	internship.
<p>Week 17 (Monday) (pre-IT trimester)</p> <p>Week 17 (Friday) (pre-IT trimester)</p>	<ul style="list-style-type: none"> ➤ Deadline for placement process <ul style="list-style-type: none"> • In case students fail to secure an industrial training placement by the deadline stipulated by the Faculty, they must inform the Faculty at least three working days before the deadline, so that the Faculty can help them with other arrangements. Those without placement will have to postpone his or her Industrial Training. This may defer your graduation. ➤ Industrial Training Approval List <ul style="list-style-type: none"> • IT Coordinator will announce the approval list one week after the placement process deadline. Those without appropriate placement, complete forms or following the SOP will be restricted from registering the course by FGO. Even if you are registered, the course will be dropped from the system by FGO. The student has to postpone the IT to next year. This may defer your graduation.
IT-trimester Industrial training	<ul style="list-style-type: none"> ➤ Report to company and undergoes industrial training <ul style="list-style-type: none"> • Oct to Dec (3 months) / June to Nov (6 months for QS) • Discuss and fill up the <u>IT Plan</u> with supervisor. Send a scanned copy to IT Coordinator by first two weeks. • Complete the <u>PEO-PO survey</u> for student and company (for engineering only). ➤ IT Visit by lecturer <ul style="list-style-type: none"> • Normally will be scheduled in end of Nov to early of Dec (Oct to Nov for QS). • Lecturer will contact you via phone or email for the visitation arrangement. Make sure you are contactable. (Please update with IT Coordinator if you have changed your contact number or email.) • Follow the instructions given by lecturer during the IT visit. • Inform IT Coordinator if no visits are arranged two (2) weeks before the IT end. ➤ Advisor-Advisee Consultation <ul style="list-style-type: none"> • The advisor-advisee consultation for student undergoing industrial training still must be conducted via email, or telephone to find out the current situation and/or issues encountered. Please take initiative to contact your advisor to complete the academic consultation. ➤ Prepare your log book and final IT report <ul style="list-style-type: none"> • Prepare the log record. Your company supervisor must sign the log record monthly. Refer to IT manual for more details. • You must prepare a final IT report during IT. Please refer to the <u>Industrial Report Guidelines</u> and <u>Industrial Report Template</u> ➤ Student Appraisal by Company <ul style="list-style-type: none"> • Remind the company supervisor to complete the Student Appraisal before end of the industrial training. Send the sealed appraisal form to academic supervisor via the student.
1 week before (Post Trimester)	<ul style="list-style-type: none"> ➤ IT Student Survey <ul style="list-style-type: none"> • Carry out the IT student survey and submit to IT Coordinator. ➤ Submit the IT report, Sealed Student Appraisal, and PEO-PO Survey (for engineering only) to academic supervisor. ➤ Perform oral presentation. <ul style="list-style-type: none"> • Please check the schedule with IT Coordinator. Re-schedule the time with academic supervisor if necessary.