



**UNIVERSITI SAINS ISLAM MALAYSIA**  
جَامِعَةُ الْعُلُومِ الْإِسْلَامِيَّةِ الْمَالِيزِيَّةِ  
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

## **GUIDELINES FOR INDUSTRIAL TRAINING (VERSION 3.0)**

**Faculty of Science and Technology  
Universiti Sains Islam Malaysia**

## ACKNOWLEDGEMENT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of Allah, Most Precious Most Merciful*

Faculty of Science and Technology, USIM would like to acknowledge the effort by Assoc Prof Dr Madihah Mohd Saudi who initiated and published the first edition of this guideline.

For the second edition of Industrial Training Guideline, many thanks to the contributors: Assoc Prof Dr Juliana Jumal, Assoc Prof Dr Farah Wahida Harun, Assoc Prof Dr Sakinah Ali Pitchay, Dr Karmila Hanim Kamil, Dr Yumn Suhaylah Yusoff, Dr Nadhrah Md Yatim and Dr Nur Zazarina Ramly for all the contributions to update and improve the guidelines.

For the third edition of Industrial Training Guideline, many thanks to the contributors: Assoc Prof Dr Ernie Suzana Ali, Assoc Prof Dr Sakinah Ali Pitchay, Dr Karmila Hanim Kamil, Dr Yumn Suhaylah Yusoff, Dr Mohd Nazmi Abd Manap, Dr Siti Raihana Hamzah, Dr Lailatun Nazirah Ozair, Dr Affa Rozana Abdul Rashid, Dr Wan Nur Rahini Aznie Zainudin, and Ahmad Farid Mohd Jamal for all the contributions to update and improve the guidelines.

**Effective cohort: Industrial Training Semester II, Academic Session 2021/2022 (A212)**

## CONTENT

1.0	INTRODUCTION .....	4
2.0	OBJECTIVES.....	4
3.0	LEARNING OUTCOME .....	4
4.0	ROLE OF FACULTY .....	5
5.0	STUDENT'S PLACEMENT .....	5
6.0	STUDENT'S RESPONSIBILITIES.....	5
7.0	INDUSTRIAL TRAINING EVALUATION .....	6
8.0	INDUSTRIAL TRAINING REGULATION.....	7
9.0	INDUSTRIAL TRAINING SUPERVISOR RESPONSIBILITIES .....	9
10.0	UNIVERSITY SUPERVISOR RESPONSIBILITIES .....	10
	Appendix I .....	11
	Appendix II .....	12
	BORANG A .....	15
	BORANG B .....	16
	BORANG D .....	18

## 1.0 INTRODUCTION

Presently, having a higher degree by itself does not guarantee an employment or becomes an indicator of towards job competencies. Instead, graduates should have knowledge of relevant and current practical experience, soft skills and positive attitudes to enable them to compete in the job market. Knowledge and skills required must be strengthened before they go out into the working world. Consequently, the component of the Industrial Training program is a critical component towards strengthening the competency required by graduates to increase the level of employability.

Industrial Training refers to a program that seeks to provide supervised practical training within a stipulated period. This training can be conducted at any government or private organizations. It is the requirement of USIM that all students undergo this program prior to graduation. Such training will provide early opportunity for students to experience real working environment which consists of structure, operation, social interaction in an organization which could not be acquired through formal learning in the classrooms.

Students are required to undergo the Industrial Training program for a compulsory duration of **18 weeks**. This training carries **NINE (9)** credit hours; and the grade value will be included in calculating the Semester's Grade Point Average (PNGS) as well as Cumulative Grade Point Average (PNGK).

It is the hope of FST that this handbook serves as preparatory guidelines for students in planning and completing the Industrial Training program. Students are required to read and understand these guidelines before leaving for their Industrial Training. This handbook has also been prepared as a reference for administration management and effective communication between USIM Industrial Training coordinator or Head of Programme (HoP), Industrial Training Supervisor, University Supervisor, and students. Policies and procedures are structured to assist placement, supervision, and evaluation in Industrial Training.

## 2.0 OBJECTIVES

The overall objective of the Industrial Training is to enhance the student's educational program by providing supervised practical training that is related to the student's professional interests. Specific objectives are to:

- 2.1 Provide the student with off-campus work experiences that complement on-campus classroom education.
- 2.2 Develop student's interpersonal and communication skills with workers and community in industry.
- 2.3 Allow the student to obtain first-hand knowledge of career opportunities.
- 2.4 Provide exposure and promote future graduate of FST particularly for industry on student's ability and potentials.
- 2.5 Enable students to practice their knowledge and skills gained in university in related fields.
- 2.6 Develop students with discipline, responsibility, and self-esteem.

## 3.0 LEARNING OUTCOME

At the end of this course, students should have the ability to:

- 3.1 Build interpersonal and social skills such as self-confidence, self-awareness, communication, respectability and responsibility with workers and community in industry
- 3.2 Ethically and effectively perform the assigned tasks with good practices
- 3.3 Present ideas and information in written and oral forms effectively and clearly

- 3.4 Practice their knowledge and skills in related fields that are gained from university to make a decision in solving problems
- 3.5 Demonstrate interest, initiative and effort to derive and retrieve information in order to complete the given tasks.

#### 4.0 ROLE OF FACULTY

The faculty through Industrial Training Coordinator or HoP is required to design and apply training needed for each program which include Industrial Training component as its requirement. Other roles include:

- 4.1 Briefing to students about working rules and job descriptions.
- 4.2 Provide confirmation/supporting letters to students.
- 4.3 Assist students in Industrial Training placement either in private or public sector.
- 4.4 Assisting in the placement of student to a new agency if necessary.
- 4.5 Arrange date of visit with the agency by coordinator or other lecturer who will be appointed from time to time.
- 4.6 Monitor student's activities during the training period.
- 4.7 Prepare students evaluation and marking report.
- 4.8 Brief students on rules and regulations related to Industrial Training.
- 4.9 Update all Industrial Training records.
- 4.10 Assist students on the approval of Internal Industrial Training placement (special case for international student).

#### 5.0 STUDENT'S PLACEMENT

The application for Industrial Training placement will be managed by student through an online system (e-LI system) and the place selected must be suitable with the student's professional interests. Since partnership positions in desirable institutions are limited, and due to the fact that students in other colleges and universities in the area are also in search of such positions, it is recommended that the prospective student finalize his/her placement as soon as possible in the current semester according to the time frame set by the Faculty. The procedures for student placement are as attached in **Appendix I**.

#### 6.0 STUDENT'S RESPONSIBILITIES

The student **MUST** register the industrial training course as any other courses taken in FST.

##### 6.1 Before industrial training

- 6.1.1 Student is required to attend eLI briefing by the Faculty and a copy of **INSURANCE POLICY AND INDEMNITY LETTER** from Students Affair Division (*Bahagian Hal Ehwal Pelajar, BHEP, USIM*)

##### 6.2 During Industrial Training

The student is required to:

- 6.2.1 Fill in and hand over the **REPORT DUTY VERIFICATION FORM (USIM/FST-LI-BORANG A (PINDAAN 2020))** to industry and submit the completed form to the Industrial Training Coordinator within **14 Days** after reporting for duty.
- 6.2.2 Obtain information on Industrial Training work schedule.
- 6.2.3 Obtain information on rules and regulations of the workplace such as working time, break time, dress code and disciplines.
- 6.2.4 Behave in accordance with the organization working schemes, rules and regulations. Should the student refuse to comply with any rules; penalties will be imposed to the student.

- 6.2.5 Write and keep daily tasks/activities (including meetings or trips) in the student's e-Log Book through the e-Li system. **Each week the e-log book MUST be verified by the Industrial supervisor and University supervisor.**
- 6.2.6 Meet and discuss with the visiting lecturer regarding his/her Industrial Training experience.
- 6.2.7 Complete the Industrial Training in the required period (18 weeks). Should student fail to complete the program within the required duration, he/she is required to repeat the internship program.
- 6.2.8 For any natural disaster or pandemic such as COVID-19 that occurs during your internship, there are a few scenarios that should be taken into account:
  - a. In the case of a student who is employed and is not on leave by the employer; or for students who are asked to work from home (WFH) during the Restricted Movement Order (RMO) period, students must complete the Industrial Training term of 18 weeks.
  - b. In the case of a student who is suspended or granted leave by the employer during the RMO period, the student is allowed to pursue Industrial Training with the consent of the employer up to a certain date that will be informed by the HoP to meet the requirement of 18 weeks.
  - c. In the case of a student who is suspended or granted leave by the employer during the RMO period, but the employer retains the initial end date, the student does not meet the minimum 70% requirement (as per MQA guidelines) which is 13 weeks. Thus, this student is required to prepare an industrial case study report as an additional chapter in the final report (Please refer to Report Writing Guidelines **Appendix II: Table 3**) to replace the incomplete minimum period. Industrial case study reporting should be discussed with the student university supervisor.
  - d. In the case of students connecting Industrial Training to their employers' needs up to the 18-week Industrial Training period, these students do not need to provide industrial case study reports.
- 6.2.9 Student is required to write and submit a complete report and submit this report to their Industrial Training's supervisor. The supervisor has to validate the report by signing the Declaration Form. This report must then be submitted to their respective University Supervisor. Please refer to Report Writing Guidelines **Appendix II (Table 2)** for standard format.
- 6.2.10 Student **MUST** report to the faculty/Industrial Training Coordinator/HoP of any mishaps during their Industrial Training.

### 6.3 After Industrial Training

- 6.3.1 Student is required to print and submit a copy of the e-log book and final report to Industrial Training Coordinator/HoP. This is to confirm that they have successfully completed the training.
- 6.3.2 Student is required to present his/her industrial training experience in a form of oral presentation.

## 7.0 INDUSTRIAL TRAINING EVALUATION

- 7.1 The training will be evaluated as shown in **Table 1**. Based on the criteria as listed in the table, the results of the Industrial Training will be based on University's standard grading.
- 7.2 Student, however, will **FAIL** the Industrial Training should the following occur:
  - 7.2.1 Student exchanging his/her Industrial Training appointment without the approval of the HoP;
  - 7.2.2 Fail to submit the final report within stipulated time; or
  - 7.2.3 Fail to obey the rules and regulations set by the industry; or

7.2.4 Absence is only allowed for emergency and medical leave (MC) with the approval of the industry.

7.3 Referring to Paragraph 7.2.1, The faculty management has the right to conduct full and rigorous discretion on the justification provided by the student regarding the re-assignment of the placement.

**Table 1: Industrial Training Evaluation**

Learning Outcome (LO)	Assessment Type	Percentage (%)	Action By	Rubrics
LO3 Social Skills & Responsibilities	Practical Training - Student Performance	15	Industrial Training Supervisor	Rubric LI-1
LO4 Values, Attitudes & Professionalism	Practical Training - Student Performance	10	Industrial Training Supervisor	Rubric LI-1
	Values	5	LI Coordinator	Rubric LI-4
LO5 Communication, Leadership & Teamwork Skills	Practical Training - Verbal Communication	5	Industrial Training Supervisor	Rubric LI-1
	Verbal Communication - Individual Presentation	15	University Evaluators	Rubric LI-2
	Written Communication - Written Report and Logbook	15	University Supervisor	Rubric LI-3
LO6 Problem Solving & Scientific Skills	Practical Training - Student Performance	5	Industrial Training Supervisor	Rubric LI-1
LO7 Information Retrieval & Life-long Learning	Practical Training - Student Performance	15	Industrial Training Supervisor	Rubric LI-1
	Information Retrieval - Written Report and Log-Book	15	University Supervisor	Rubric LI-3
<b>Total</b>		<b>100</b>		

## 8.0 INDUSTRIAL TRAINING REGULATION

### 8.1 Report Duty

- 8.1.1 Any reassignment of Industrial Training placement after the issuance of confirmation letter from the industry is **NOT ALLOWED**.
- 8.1.2 Reassignment of placement will only be considered under relevant circumstances (such as abuse of power, sexual harassment, residential encroachment resulting in life-threatening situation) and with the endorsement by the Dean of Faculty.
- 8.1.3 Students who change their Industrial Training placement **WITHOUT** the permission of the Dean of the Faculty are deemed not to have undergone

Industrial Training and if they do not officially register their new placement, students may have to extend the remaining period of Industrial Training as they are deemed ineligible to graduate as it was consider not complying with the requirement of minimum Industrial Training period.

- 8.1.4 Referring to Paragraph 8.1.1, Referring to Paragraph 7.2.1, The faculty management has the right to conduct full and rigorous discretion on the justification provided by the student regarding the re-assignment of the placement.

## **8.2 Absence / Leave**

- 8.2.1 Daily attendance **MUST** be recorded in the **ATTENDANCE RECORD (USIM/FST-LI-BORANG B (PINDAAN 2020))**;
- 8.2.2 Any leave application is subject to the rules and regulations that has been set-up by the University and Industry. All leave applications must be recorded in the **LEAVE RECORD (USIM/FST-LI-BORANG C (PINDAAN 2020))** and must be certified by the Industrial Training Supervisor.
- 8.2.3 Both the **ATTENDANCE RECORD (USIM/FST-LI-BORANG B (PINDAAN 2020))** and **LEAVE RECORD (USIM/FST-LI-BORANG C (PINDAAN 2020))** **MUST** be attached in the final report as prove of your attendance during training.
- 8.2.4 No leave is provided for students undergoing industrial training. Medical leave (MC) or emergency leave can only be taken if the employer allows. Students are required to substitute leave if the number of weeks specified or directed by their employer is insufficient. Student fails to follow this requirement will have to repeat the whole training program again.

## **8.3 Industrial Confidential**

- 8.3.1 Student is prohibited to disclose any confidential information of the industry. Legal action may be taken in the event of any disclosure.
- 8.3.2 Student is required to fill in the **INDUSTRIAL TRAINING authorization AND CONFORMATION RECEIPT FORM (USIM/FST-LI-BORANG D (PINDAAN 2020))** and the form must be submitted to the company for clearance before any information or material is published.

## **8.4 Discipline and Work Ethics**

- 8.4.1 Student is required to display high self-discipline and good behaviour.
- 8.4.2 Student is restricted to rules and regulations of the industry/ department.
- 8.4.3 Actions will be taken to any student who breaks the rules based on university's regulations.
- 8.4.4 Actions that will be taken to student who fails to follow the rules which include:
- Written notice;
  - Termination of industrial placement;
  - Repeat Industrial Training; or
  - Fail Industrial Training.
- 8.4.5 Student is required to be present and punctual.
- 8.4.6 Student is forbidden to misuse any properties belonging to the industry.

## **8.5 Misconduct**

- 8.5.1 Students at all times are subjected to Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009. In the event of any misconduct, students may be subjected to disciplinary proceedings.



- 8.5.2 Students are advised to contact the Faculty in the event of sexual harassment, bullying, and abuse of Industrial Training students by the Employer during the Industrial Training period. Students are advised to provide relevant and sufficient evidence of misconduct to enable further action against the Employer to be proceeded.

## 8.6 Medical and Insurance Coverage

- 8.6.1 Medical and insurance coverage for Industrial Training is in accordance with the amount set by USIM Student Affairs Division. Please refer Student Affairs Guideline for details.

- 8.6.2 As of 2020/2021 session, the following rate is applicable for Malaysian:

Item	Benefit
Death	RM15,000.00
Total Permanent Disability	RM15,000.00 (accident) RM10,000.00 (natural)
Partial Permanent Disability	None
Funeral Expenses	RM2,000.00
Ward Admission Allowance (Accident)	RM25.00 per day (30 days maximum)
Snatch Theft Protection Allowance	RM500.00

## 8.7 Plea on actions

Student can appeal by a written plea which has to be submitted to the Industrial Training Coordinator within **FOURTEEN (14)** days after the date of the action letter.

## 9.0 INDUSTRIAL TRAINING SUPERVISOR RESPONSIBILITIES

Industrial training supervisor is referred as the person at the Industrial attachment site who is directly responsible for the intern and his/her substantive work experience. Student interns are supervised by a staff person employed by the site organization. Typically, the site supervisor has experience and expertise in the area in which the student is interning.

### 9.1 During Industrial Training

- 9.1.1 Industrial training supervisor is responsible for orienting and guiding interns to the organization, supervising, directing, and evaluating his/her work. It is recommended the industrial supervisor serves as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession.
- 9.1.2 The industrial training supervisor has sufficient experience in the field to draw from and will share that experience with the student intern.
- 9.1.3 The industrial training supervisor is recommended to meet and mentor with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work.
- 9.1.4 The industrial training supervisor needs to inform and notify the respective HoP in any case of disciplinary problems/accidents/emergencies which may arise.
- 9.1.5 The industrial training supervisor should assign students with daily task according to the following;
- Project-based;
  - Research-based;
  - Problem-based;

**NOT** including the following;

- a. Clerical-work;
- b. Personal-work;
- c. Domestic-work;

9.1.6 The industrial training supervisor are welcome to consult the HoP on the relevant task to be given to the students.

9.1.7 For any natural disaster or pandemic that occurs during your internship, please follow rules that are given by the government or university.

Should the employer fail to provide the same rules for the intern, the faculty will issue a letter of exemption for them, if necessary.

## **9.2 After Industrial Training**

9.2.1 The industrial training supervisor is required to fill in and complete the industrial training evaluation rubric form (**Rubric LI-1**) from the student or University Supervisor or HoP or can be retrieved from FST USIM website: <http://fst.usim.edu.my/forms-all/>

9.2.2 All the evaluation rubric and recommendation/comments of the intern (if any) must be submitted via email at the end of the internship to the respective University Supervisor or HoP.

## **10.0 UNIVERSITY SUPERVISOR RESPONSIBILITIES**

University Supervisor is referred as the person at USIM who is directly responsible for the intern and his/her substantive work experience.

### **10.1 During Industrial Training**

10.1.1 The University Supervisor is responsible for visiting, monitoring, evaluating and addressing issues raised by the industrial training supervisor based on the student's performance and completion of previously agreed upon assignments.

10.1.2 The University Supervisor is responsible to ensure that the list of tasks given, and student's placement is suitable to students' fields of specialization.

10.1.3 The University Supervisor needs to inform and notify the respective HoP in any case of work abuse, misconduct, or disciplinary problems/accidents/emergencies which may arise during the visit. He/she is also responsible to inform HoP on complaints and feedbacks received from organization or student pertaining to problems encountered during the Industrial Training Course.

10.1.4 The University Supervisor is responsible to carry out periodic objective assessments of the student during the Industrial Training Course as specified by the university.

10.1.5 The University Supervisor is responsible to monitor the safety and welfare of the students are taken care throughout the Industrial Training Course period.

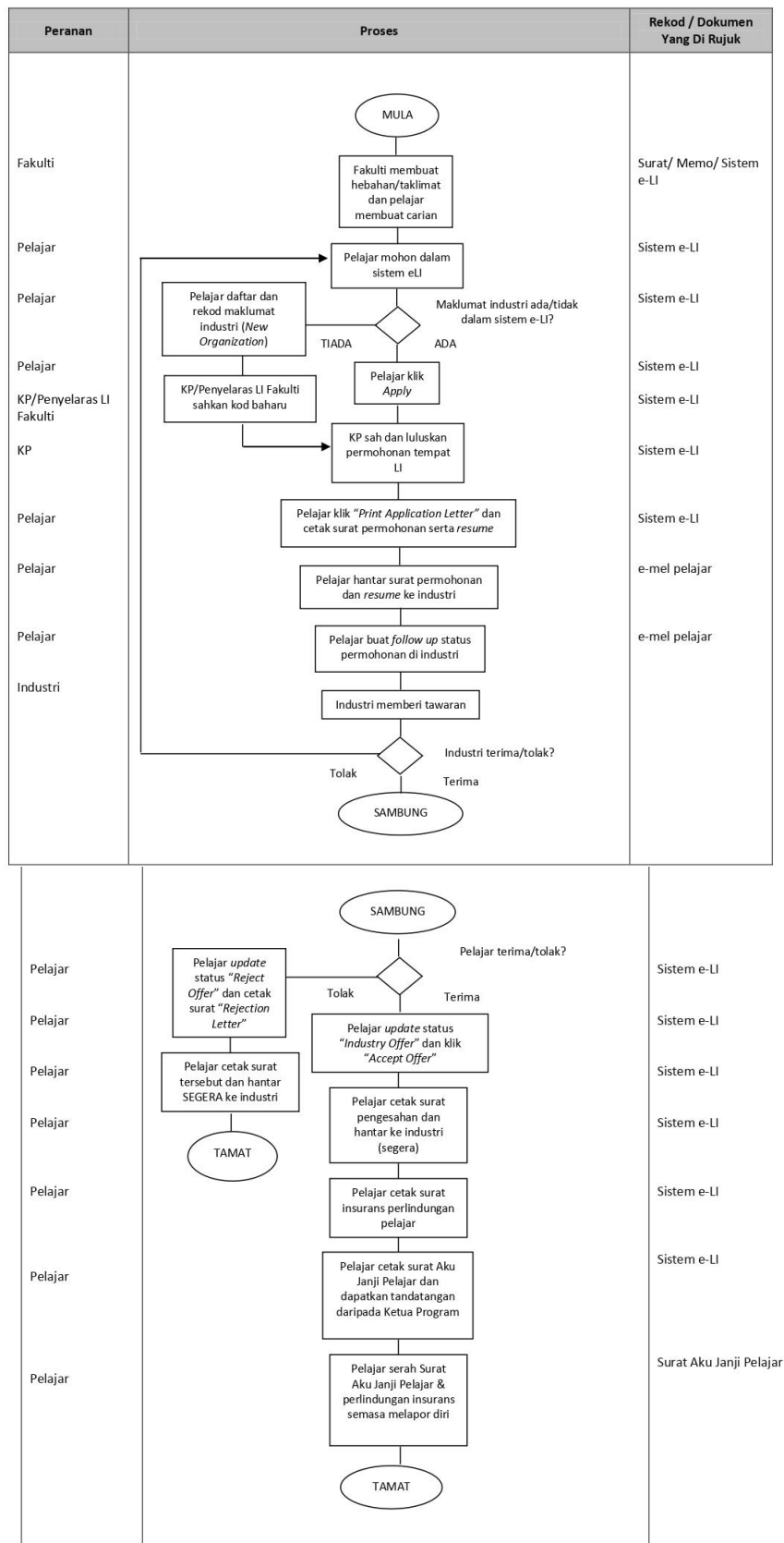
10.1.6 The University Supervisor is responsible to ensure the industry adheres to the requirements as stated in para 9.1.5. If the industry does not comply with these requirements, the faculty should take immediate action by holding discussions with the industry. If no agreement is reached, the faculty reserves the right to suspend the placement of the student's industry training. The student is required to find a new placement to continue his/her industrial training taking into account the length of time his/her industry training has gone before.

### **10.2 After Industrial Training**

10.2.1 The University Supervisor is required to fill in and complete the industrial training evaluation rubric form (**Rubric LI-3**) which will be distributed by HoP or can be retrieved from FST USIM's website: <http://fst.usim.edu.my/forms-all/>

## Appendix I

## INDUSTRIAL TRAINING PLACEMENT APPLICATION PROCEDURE



## Appendix II

## INDUSTRIAL TRAINING REPORT WRITING GUIDELINES

## 1.0 INTRODUCTION

This guideline is provided to ensure that all students provide the same format of written report to the faculty.

## 2.0 FORMAT

- 2.1 The report **MUST** adhere to USIM style of writing (USIM's Handbook on Academic Writing);
- 2.2 The report **MUST** be type-written in an A4 paper with 1.5 spacing;
- 2.3 The margins used are as follows:
  - 2.3.1 Left margin – 4.0 cm from the edge of the page
  - 2.3.2 Right, Top and Bottom Margin – 2.5 cm from the edge of the page
- 2.4 All pages are to be numbered consecutively at the upper right corner of the page;
- 2.5 Font type and Size – Times New Roman or Arial font type of size 12 is allowed for the report. For figures, plates, graphs, the font size could be modified accordingly to the spaces;
- 2.6 The report must be written at the range 20 to 30 pages long (excluding declarations, acknowledgements and appendices);
- 2.7 The report must be completed and submitted to industrial training supervisor for approval prior submitting to the industrial training coordinator;
- 2.8 All reports **MUST** be written as follows:

Table 2: Written Report Format

NO.	PART	DESCRIPTION	PAGING
1.	Report cover	Must contain: <ul style="list-style-type: none"> <li>• Report title</li> <li>• Student's Name</li> <li>• Name of university</li> <li>• Name of organisation (LI placement)</li> </ul>	-
2.	Cover Page	Must contain: <ul style="list-style-type: none"> <li>• Report Title</li> <li>• Student's Name</li> <li>• Faculty</li> <li>• Semester and academic session</li> </ul>	i
3.	Student's detail	Print student's detail from e-LI system	ii
4.	Industrial Training Clearance	Please attach the <b>USIM/FST-LI-BORANG D (PINDAAN 2020)</b>	iii
5.	Declaration	The declaration <b>MUST</b> be written according to the following format:  <i>"I hereby declare that this report is my own except for quotations and summaries which have been duly acknowledged"</i>  The declaration should be undersigned by both student and industrial supervisor and the date of the signature must be clearly printed.	iv
6.	Acknowledgement	Mention individual and/or organization that should receive acknowledgements for their assistance in Industrial Training.	v
7.	Abstract	State the objectives of the report, place and duration of the training.	vi

8.	Table of Content	List all the chapters in the report	vii
9.	List of Tables	List all tables included in the report with respective page numbers	viii
10.	List of Figures	List all figures included in the report with respective page numbers	ix
<b>REPORT CHAPTER</b>			
11.	<b>Chapter 1: Introduction</b>	<ul style="list-style-type: none"> <li>Industry profile and organization chart</li> <li>Industry vision and mission</li> <li>Department function in organization</li> </ul>	Starts with numbers i.e. 1 and etc.
12.	<b>Chapter 2: Tasks Accomplished</b>	<ul style="list-style-type: none"> <li>Description of tasks that have been assigned.</li> <li>List down all activities that have been carried out throughout the training for example data collection and analysis and others.</li> </ul>	
13.	<b>Chapter 3: Conclusion &amp; Recommendation</b>	<ul style="list-style-type: none"> <li>Challenges and solutions</li> <li>Knowledge and skills that have been acquired</li> <li>Any further suggestions</li> <li>Conclusion</li> </ul>	
14.	<b>References</b>	<ul style="list-style-type: none"> <li>List all references if applicable</li> </ul>	
15.	<b>Appendix</b>	<ul style="list-style-type: none"> <li><b>USIM/FST-LI-BORANG B (PINDAAN 2020)</b></li> <li><b>USIM/FST-LI-BORANG C (PINDAAN 2020)</b></li> <li><b>Log report (Week 1 - Week 18)</b></li> </ul>	

Table 3: Additional Report Chapter (Industrial Case Study) Format

<b>ADDITIONAL REPORT CHAPTER (INDUSTRIAL CASE STUDY)</b>			
11.	<b>Chapter 1: Introduction</b>	<ul style="list-style-type: none"> <li>Industry profile and organization chart</li> <li>Industry vision and mission</li> <li>Department function in organization</li> </ul>	Starts with numbers i.e. 1 and etc.
12.	<b>Chapter 2: Tasks Accomplished</b>	<ul style="list-style-type: none"> <li>Description of tasks that have been assigned.</li> <li>List down all activities that have been carried out throughout the training for example data collection and analysis and others.</li> </ul>	
13.	<b>Chapter 3: Industrial Case Study</b>	<ul style="list-style-type: none"> <li>Background information on the specific topic</li> <li>Investigate industrial problem</li> <li>Examine alternative solution</li> <li>Propose effective solutions using supporting evidence</li> </ul>	
13.	<b>Chapter 4: Conclusion &amp; Recommendation</b>	<ul style="list-style-type: none"> <li>Challenges and solutions</li> <li>Knowledge and skills that have been acquired</li> <li>Any further suggestions</li> <li>Conclusion</li> </ul>	
14.	<b>References</b>	<ul style="list-style-type: none"> <li>List all references if applicable</li> </ul>	
15.	<b>Appendix</b>	<ul style="list-style-type: none"> <li><b>USIM/FST-LI-BORANG B (PINDAAN 2020)</b></li> <li><b>USIM/FST-LI-BORANG C (PINDAAN 2020)</b></li> <li><b>Log report (Week 1 - Week 18)</b></li> </ul>	

### 3.0 LANGUAGE

- 3.1 The report must be written in English.
- 3.2 Please ensure that correct grammars are used in writing the report.

### 4.0 SUBMISSION

- 4.1 Student is required to submit **ONE (1)** copy of the written report;
- 4.2 The report must be submitted during the presentation which will be held within two weeks after completion of the training;
- 4.3 The report must be soft-bounded using black ring binding and the cover must use soft cards (blue light coloured);
- 4.4 Late submission is **NOT** allowed unless for cases where the dean's approval may be needed; and
- 4.5 Student who fails to submit a report within stipulated period of submission is considered **FAILED**.
- 4.6 The front cover page of the report is as follows by using Times New Roman or Arial font type of size 12.



**FACULTY OF SCIENCE AND TECHNOLOGY**

**INDUSTRIAL TRAINING REPORT**

NAME :  
MATRIC NO. :  
CODE & NAME OF COURSE : S#Z4999 INDUSTRIAL TRAINING  
ACADEMIC SESSION : SEMESTER II 2020/2021  
PROGRAMME :

BORANG A



## REPORT DUTY VERIFICATION FORM

- INSTRUCTIONS**
- I. Students must complete this form and submit to the industry for validation.*
  - II. A copy of this form must be submitted to the Industrial Training Coordinator/Head of Programme within two (2) weeks after reporting for duty.*

Student Name : \_\_\_\_\_

Matric No. : \_\_\_\_\_

Program : \_\_\_\_\_

Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the student (name as above) has registered for the industrial training at our organization commencing from: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Phone & Fax No. : \_\_\_\_\_

Email : \_\_\_\_\_

: \_\_\_\_\_

Industrial Supervisor signature

Date : \_\_\_\_\_

COMPANY'S  
OFFICIAL  
SEAL

Please post/email the form to: xxxxx

**Head of Programme/Industrial Training Coordinator**  
**Faculty of Science and Technology**  
**Universiti Sains Islam Malaysia**  
**Bandar Baru Nilai, 71800 Nilai**  
**Negeri Sembilan**  
**Email : xxxxx@usim.edu.my**

## BORANG B



STUDENT NAME : \_\_\_\_\_

MATRIC NO.: \_\_\_\_\_

Day **Month	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

**LEGEND:****I** Presence**S** Medical Leave**O** Absence**L** Late Attendance**C** Weekend Holiday**K** Leave with Permission**P** Public Holiday

INDUSTRIAL SUPERVISOR SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

 COMPANY'S  
OFFICIAL  
SEAL
\* Student is not allowed to take more than **SIX** days of leave (including medical & emergency leave) during the training period without the permission of the Industrial Training Coordinator

\*\*Please fill up the appropriate months according to the duration of the training.

\*\*\* This form **MUST** be attached as **APPENDIX** in the final report



## BORANG C



DATE OF LEAVE		REASON	INDUSTRIAL SUPERVISOR VERIFICATION
FROM	TO		

1. Student is required to record all leave taken.
2. All leave taken must be with **APPROVAL** by the Industry.
3. Ensure that all approved leave is noted and verified in the designated area.
4. Action will be taken towards student's absence without permission.
5. Student is not allowed to take more than **SIX** days of leave during the training period without the permission of the Industrial Training Coordinator.
6. This form **MUST** be attached as **APPENDIX** in the final report

BORANG D



## INDUSTRIAL TRAINING CLEARANCE AND CONFORMATION OF RECEIPT FORM

**INSTRUCTION:** *I. This form must be submitted to the company for clearance.  
II. Please ensure that this form is attached at the front page of the final report.*

**A. INDUSTRIAL TRAINING DETAIL (TO BE FILLED BY STUDENT)**

Student's Name : \_\_\_\_\_

Matric No. : \_\_\_\_\_

Date of Industrial Training : From: \_\_\_\_\_ To: \_\_\_\_\_

Programme : \_\_\_\_\_

Company's Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. ENDORSEMENT AND CONFIRMATION BY COMPANY (TO BE FILLED BY INDUSTRY)**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

I hereby declare that this student has conformed to all rules and regulations of this company and that the report he/she has written contains no information that discloses any confidentiality of the company.

Industrial Supervisor's signature

Date : \_\_\_\_\_

