



# **INDUSTRIAL TRAINING PROGRAMME**

*(Program Latihan Industri)*

## ***THE GUIDELINES***

*(Panduan)*

**COLLEGE OF ENGINEERING  
UNIVERSITI TENAGA NASIONAL**

*(Revised December 2005)*



**COLLEGE OF ENGINEERING  
UNIVERSITI TENAGA NASIONAL**

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***The Industrial Training Programme Guidelines***

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**1.0 OBJECTIVES**

The objectives of the industrial training are:

- (a) to expose students to the various aspects of industrial practices and ethics.
- (b) to apply the training knowledge for the preparation of their final year project.

**2.0 DURATION**

The minimum duration of the training is **twelve (12) weeks**, during the special semester.

**3.0 ELIGIBILITY**

Those who have completed **one hundred twenty (120)** or more credit hours are eligible to undergo the industrial training. (Please complete and submit **Form A - Industrial Training Notification I** in the Appendix to COE's Administration Office to confirm your eligibility).

**4.0 PLACEMENT**

The student is encouraged to apply for the industrial training placement on his/her own. The place chosen should give some exposure on the field of his/her major. **Checking on the company's profiles and activities are highly recommended.** The company's profiles and activities can be obtained from the company's web page, the library (i.e. REF HF5549.17.F37 1997 25133/2) or you may consult with the industrial training coordinator.

The following documents should be included with the application letter;

1. Curriculum Vitae
2. Verification letter (can be obtained from the COE's Administration Office).

Please refer to the Appendix for an application letter and curriculum vitae (CV) samples. Scholarship holders are required to consult with their sponsor for approved industrial training placement.

## 5.0 REQUIREMENTS

- (a) The student is required to submit **Form A – Industrial Training Notification I** in the Appendix to COE's Administration Office to confirm his/her eligibility to undergo the industrial training.
- (b) The student is required to register the industrial training programme as a subject will be taken in special semester on the pre-registration day(s) scheduled. (Note: *each registered student will be assigned an internal visiting supervisor.*)
- (c) The student is required to inform COE upon receiving an accepted offering letter from the company applied by submitting **Form B - Final Placement Confirmation Form** in the Appendix to COE's Administration Office not later than one week before the industrial training starts.
- (d) Upon reporting for the industrial training at the organization, the student is required to send (or fax) the complete and certified **Form C - Industrial Training Notification II** in the Appendix to the respective department 's industrial training coordinator within **7 (seven) days**.

*Coordinator of Industrial Training  
College of Engineering  
Universiti Tenaga Nasional  
KM 7, Jalan Kajang - Puchong  
43009 Kajang  
Selangor*

*E-mail : licoordinator@uniten.edu.my  
Tel: 03-8921 2020 (ext: 6201/6206/6209)  
Fax: 03-8921 2116*

- (e) During the training, the student's conduct must be in accordance with the organization working schemes, rules and regulations. The organization will appoint a host supervisor.
- (f) The student is required to submit **Form D - Student's Report** in the Appendix during training supervisor visitation.
- (g) The student is required to have a logbook and all the training activities should be recorded either on daily or weekly basis. The student is also required to write a complete industrial training report and should be submitted together with the certified logbook to the assigned visiting supervisor not later than **two (2) weeks** after the training completed. Please refer to **Industrial Training Programme - Student's Report Guidelines**.

## 6.0 EVALUATION

Evaluation of the training will be based as follows:

- (a) Host supervisor's assessment report (30%)- Form E2 (Host)
- (b) Assigned Visiting supervisor's assessment report (5%)- Form E1 (Visiting)
- (c) Industrial training's report (including log book) (50%).
- (d) Student's Oral Presentation Evaluation (15%)- Form F

## 7.0 METHODS OF EVALUATION

### 7.1 Assessment report by the visiting supervisor

The assigned visiting supervisor is responsible to assess the student's performance during his/her visit to the host organization using **Form E1 (Visiting) – Visiting Supervisor's Report** in the Appendix.

### 7.2 Assessment report by the host supervisor

The host supervisor is responsible to assess the student's performance using **Form E2 (Host) – Host Supervisor's Report** in the Appendix.

### 7.3 Assessment of the logbook and industrial training report prepared by the student.

The assigned visiting supervisor is responsible to assess the student's performance based on the logbook and the industrial training full report submitted.

### 7.4 Assessment of the Student's Seminar.

The student's seminar will be assessed by a panel of evaluators consists of Coe's lecturers and it is normally will be held one (1) week after the due date of the industrial training full report submission. The tentative date of the seminar will be published on the notice board. Each student will be given a period of ten (10) to fifteen (15) minutes for the presentation and five (5) minutes for questions and answers (QA). Assessment of the student's seminar will be mainly based on the contents, style of the presentation and also the ability of answering questions.

Please refer to **Form F - Student's Oral Presentation Evaluation Form** in the Appendix.

## 8.0 Result

PASS or FAIL grade will be based on marks acquired (accumulated) from all four-evaluation methods above and the minimum-passing percentage is 50%. **FAIL grade will also be given to those who fail to submit the industrial training full report or turn up for Student's Seminar.**

## APPENDIX

- i Form A Industrial Training Notification Form 1
- ii Form B Final Placement Confirmation Form
- iii Form C Industrial Training Notification 2
- iv Form D Student's Report
- v Form E1 Visiting Supervisor's Report  
Form E2 Host Supervisor's Report
- vi Form F Student's Oral Presentation Evaluation Form
- vii Form G Student's Performance Evaluation Form
- viii Application letter sample
- ix Curriculum vitae sample



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***INDUSTRIAL TRAINING NOTIFICATION 1***

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Name: \_\_\_\_\_ Student's ID No.: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

No. Of Credit Hours Completed: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ H/P: \_\_\_\_\_

Post Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_

Name(s) and Address(s) of Company Applied (if any): 2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form B**

*For office use only*

Form no:	
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***Final Placement Confirmation Form***

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

Student's ID No.: \_\_\_\_\_

Company's Name and Address:

*(Exact address, not P.O.BOX)*

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Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Any allowance given?                      Yes/No                      If yes, state how much:    RM                      \_\_\_\_\_

Student's signature: \_\_\_\_\_

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

<b><i>Important Reminder:</i></b>
<i>Please attach a copy of company's offer letter</i>
<i>Once this form is submitted, no change of placement is allowed</i>

*For office use only*

<i>All details have been updated:</i>	Yes/No
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***INDUSTRIAL TRAINING NOTIFICATION 2***

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Student's Name: \_\_\_\_\_ Student's ID No.: \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ H/P: \_\_\_\_\_

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

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

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**To be filled by host supervisor:**

I certify that the above named student has registered for the industrial training at our organization commencing from:

\_\_\_\_\_ to \_\_\_\_\_

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

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ HP: \_\_\_\_\_

Host Supervisor's Signature and Stamp :

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

Please send (post or fax) to: *Coordinator of Industrial Training  
College of Engineering  
Universiti Tenaga Nasional  
KM-7, Jalan Kajang – Puchong  
43009 Kajang, Selangor  
(Tel: 03-8921 2020 ext: 6201/6206/6209 Fax: 03-8921 2116)*



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***Student's Report***

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

Student's ID No.: \_\_\_\_\_

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

Does the company plan the training modules in advance?

Yes

No

If "No", please state why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Types of exposure given:

Exposure	Estimated Duration (hours)
Design	
Analysis	
Testing	
Site Works	
Supervision	
Administration	
Routine Work	
Others: _____	

Mention two important experience obtained:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

Any problem encountered? No:  Yes:  If yes, please state below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In general how do you evaluate your training:

Excellent

Satisfactory

Not Satisfactory

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

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

Student's action: Please submit this form during appointed visiting supervisor's visitation.

Visiting supervisor's action: Please submit this form to department's industrial training coordinator.



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***Visiting Supervisor's Report***

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

Student's ID No.: \_\_\_\_\_

Visiting Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Number of UNITEN Student(s) trained: \_\_\_\_\_

Company's Main Activities: \_\_\_\_\_  
\_\_\_\_\_

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Company's Evaluation:

Excellent       Satisfactory       Not Satisfactory

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Student's Progress:

Excellent       Good  
 Satisfactory       Not Satisfactory

Immediate action needed to be taken by the Faculty:

Not required

Yes (as below)

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Signature:

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Supervisor's Name:

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***Host Supervisor's Report***  
*(To be Filled by The Host Supervisor)*

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

Student's ID No.: \_\_\_\_\_

Training Duration: \_\_\_\_\_ to \_\_\_\_\_

Name and Address of The Training Organization

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Overall training evaluation. Please circle the appropriate range\* (1 to 5)  
\*Range: 5 – Excellent, 4 – Good, 3 – Satisfactory, 2 – Below Average, 1 – Weak

(i) Attendance: 1 2 3 4 5 \_\_\_\_\_

(ii) Co-operation: 1 2 3 4 5 \_\_\_\_\_

(iii) Communication Ability: 1 2 3 4 5 \_\_\_\_\_

(iv) Association: 1 2 3 4 5 \_\_\_\_\_

(v) Adaptation: 1 2 3 4 5 \_\_\_\_\_

(vi) Knowledge: 1 2 3 4 5 \_\_\_\_\_

(vii) Industrial Skills: 1 2 3 4 5 \_\_\_\_\_

(viii) Quality of Work: 1 2 3 4 5  
\_\_\_\_\_

TOTAL (I + ii + .....+ viii) \_\_\_\_\_

Please list three major activities of training which the student have been exposed to

(a) \_\_\_\_\_ ( %)

(b) \_\_\_\_\_ ( %)

I \_\_\_\_\_ ( %)

TOTAL: (100 %)

Comments or suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Host supervisor's signature and stamp:

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

Please send (post or fax) to: *Coordinator of Industrial Training  
College of Engineering  
Universiti Tenaga Nasional  
KM-7, Jalan Kajang – Puchong  
43009 Kajang  
Selangor  
(Tel: 03-8921 2020 ext: 6201/6206/6209 Fax: 03-8921 2116)*







**FORM G**

**STUDENTS PERFORMANCE EVALUATION FORM**

Academic Session : 200 /200 Semester :  
Course : Industrial Training Code : COEB314  
Program : Bach. Of Engineering (Hons)  
Supervisor's Name : \_\_\_\_\_

	SID	Name	Form E (Host) (30%)	Form E (Visiting) (5%)	Form G (oral) (15%)	Report, logbook (50%)	Total (100%)	Grade Status*
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

\* **Pass (P)**      **Fail(F)**

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

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

## APPLICATION LETTER SAMPLE

*(Your name &  
Full address)*

*(Date)*

*(Company's name & full address)*

Dear Sir,

APPLICATION FOR AN INDUSTRIAL TRAINING PLACEMENT: CIVIL/ *ELECTRICAL/MECHANICAL ENGINEERING*

I am interested to apply for an industrial training at your company in the above mentioned field. *(if you interested to be in a specific department then state it specifically)*. The date for the training is from to or minimum of 12 weeks duration.

I am a student of the Universiti Tenaga Nasional pursuing the *Bachelor of Civil/Electrical/Mechanical Engineering (honors)/Information Technology*, and now in my third year of studies. My current CGPA is 3.65 and I have taken some courses such as *(state courses that would be related to your field)*. I hope to gain an industrial experience as a *civil/electrical/mechanical engineer* and especially in *manufacturing/designing/research area (state the type of exposure that you prefer)*

Attached herewith the verification letter from my institution and my curriculum vitae.

Thank you

Yours sincerely

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(Your name)

Enc: letter from institution and CV

( ) – comments

## CURRICULUM VITAE SAMPLE

### PERSONAL PARTICULARS

Full Name:  
IC No. :  
Address:  
Telephone No.:  
Age:  
Date of birth:  
Place of birth:  
Health:  
Height and Weight:  
Spoken and Written Languages:

### EDUCATIONAL BACKGROUND

1998 – 2001 : Universiti Tanaga Nasional  
Bachelor of Mechanical Engineering (Hons.)  
Current CGPA : 3.75  
Engineering subjects taken:  
Computer literacy :

1999..... : .....  
....  
..

### ACHIEVEMENTS

2000 Design Project Competition first place  
.....  
..

### WORKING EXPERIENCE

-if relevant

### ACTIVITIES AND HOBBIES

1999 –2000 Exco of Student Representative Council  
....  
..

### CAREER AMBITION

To own an engineering consultant firm within 8 years.

.....December 2005