

INDUSTRIAL TRAINING FINAL BRIEFING

15th July 2011

COLLEGE OF ENGINEERING

The Industrial Training Programme

Contents:

- ❖ CO-PO of IT
- ❖ **Important Things To Do Before, During & After IT**
 - ❖ Methods of Evaluation

<http://www.uniten.edu.my/sith>

INDUSTRIAL TRAINING PROCEDURE

Activity	Details	Action by
Before going for the training		
1	Apply and get placement	Student
2	Submit the Industrial Training Registration Form and the acceptance letter to the industrial training coordinator for approval. Form can be downloaded from www.uniten.edu.my/sith .	Student
3	Approval of the placement	Coordinator
4	Register the industrial training details in http://coe3.uniten.edu.my/coe/index.php	Student
5	Submission of approved Industrial Training Registration Form and the acceptance letter to the COE industrial training officer, Ms Dhiya. The forms must be submitted only after the online registration. (Ms Dhiya will lock the system from further amendment).	Student
After completion of the training		
6	Submit the Industrial Training Completion Certificate to the assigned visiting supervisor.	Student
7	Upload the Training Report at COE Online.	Student
8	Fill up the Industrial Training Completion Form online at Register the industrial training details in http://coe3.uniten.edu.my/coe/index.php	Student
9	Submit the certified log book to the assigned visiting supervisor.	Student
10	Marks on the assessment of the training will be recorded at COE online.	Visiting Supervisor /Examiner
11	Submission of grades to the Registrar	Coordinator

IMPORTANT DATES

- **Due date for Online Registration at COE Online :**
18th Sep 2011 (Sunday)
- **Add-Drop Subject :** 19th April 2011 (Monday) until
23rd Sep 2011(Friday)
- **Training period:** 19th Sep 2011 (Monday) until 10th Dec
2011(Saturday)- Minimum 12 weeks
- **Supervisor Visit:** From Oct until Nov
- **Due date to upload the report :** 18th Jan 2012
(Wednesday)
- **Due date to submit the log book & Completion
Certificate :** 25th Jan 2012 (Wednesday)
- **Oral presentation:** 28th Jan 2012 (Saturday)
- **Grade submission to registrar:** 3rd Feb 2012 (Friday)

Things To Do - Before training

- Submission of IT Registration Form and online entry.
- Make sure you have registered IT (COEB314) as a subject for the special Semester (i.e. subject registration done).
- You have completed 60 CH.
- Update your email address in the student registration system
- **Must start the training on or before 19th September**
- **Must enter your details at coe3.uniten.edu.my on or before 19th Sep**

<i>INDUSTRIAL TRAINING REGISTRATION FORM</i>									
<p>Note: This form needs to be completed by the student and submitted to the Administration Assistant, Industrial Training, College of Engineering. Offer letter must be attached. Online registration must be done at Register the industrial training details in http://coe3.uniten.edu.my/coe/index.php before submitting this form.</p>									
Name:							Student's ID No.:		
Department:									
Email:									
No. Of Credit Hours Completed:							No. of Credits currently taking:		
Permanent Address:									
Tel:									
H/P:									
Postal Address:									
Tel:									
Name and address of company:									
Details of the host supervisor (if available):				Name:					
				Email:					
				Contact No.:					
Student's Signature:							Date:		
Training period:				From:			To:		
Training proposal Approved / Not Approved									
Coordinator's signature:							Date:		

During the training : What to expect

- **Different work environment**
 - › maybe different than expected
 - › do not expect people to give you work - be professional
- **Meet people of different level of education and background**
- **Encounter practical problems**
- **Be pro active and show responsible attitude in work and learn**

What to look for

- **Have a proper training program**
 - **discuss with your host supervisor**
- **Try to understand the systems in your work place**
 - **organization, administrative or practical**
- **Try to gain as much practical knowledge possible**
- **Record all the work done or knowledge gained**
 - **maintain logbook and blog**
 - **Learn something new from the training**

Etiquette

- **Dress properly**
- **Behave well**
- **Portray good image as a university student**
- **Be punctual**
- **Observe work ethics**
- **Concern for safety**
- **Be professional**

Problems

Problems encountered by previous students

- **If absent e.g. sick etc., please inform your host supervisor early**
- **If you need to extend your training please inform your supervisors formally**

On the first day

Take with you:

- **Company Offer letter**
- **Verification letter from University**
- **All original documents - result slips etc.**
- **Industrial Training Guideline - give one copy to company supervisor**
- **Logbook**
- **Two photos and photocopy of IC**

Conduct

- **During the training, the students conduct must be in accordance with the organization working schemes, rules and regulations .**
- **Have you any problem or question, you can contact the industrial training coordinators.**

Students going for

Training Overseas

- Please submit Host Supervisor Evaluation Form to your host supervisor for the evaluation of your industrial training programme.
- The completed form should be returned to the Industrial Training Coordinator in sealed envelope when you come back.
- It is the responsibility of students to submit this from otherwise you will be awarded FAIL.

Things To Do - After

- Submit the *Industrial Training Completion Certificate* to the assigned visiting supervisor.
- Upload the *Training Report* at COE Online.
- Submit the *Industrial Training Completion Form* online at
- <http://coe3.uniten.edu.my/coe/index.php>.
- Submit the certified log book to the assigned visiting supervisor.

Evaluation

SI No.	Category	Max. Marks (%)	Marks awarded
1	Evaluation based on the discussion with Host supervisor(Total from previous page)(25)	25	
2	Evaluation of oral presentation (20):		
	Presentation skills	10	
	Exposure to safety, health & environmental issues	5	
	Attitude & commitment to work	5	
	Total marks	20	
3	Evaluation of log book (15)		
	Clarity of work done	5	
	Teamwork	5	
	Depth of work	5	
	Total marks	15	
4	Evaluation of student Report (40):		
	Ability to explain professional and ethical issues encountered	5	
	Formatting and clarity of content	20	
	Awareness of safety, health and environmental issues	5	
	Attitude and commitment	10	
	Total marks	40	
Total marks (sum of item 1 to 4 above)		100	

Industrial Training's Oral Presentation

- The students are required to perform industrial's training's oral presentation. Which will be assessed by a panel of lecturers.
- The assessment will be based on Grading Form.
- Date of presentation is 27th Jan 2012 (Friday).
- 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. The presentation must also include a video presentation on each student's Industrial Training experience. You can use OHP sheets for the presentation.

Report

Contents of the report:

Abstract,
Table of contents,
Introduction,
Overview of the training,
Details of experience,
Discussion and conclusion,
References,
Appendix,
Follow the format given in the guidelines. Discuss about safety issues, technical issues, and professionalism.

INDUSTRIAL TRAINING REPORT

AT

HITACHI (M) SDN. BHD, BANGI

BY

IQBAL MOHD YUSUF

(ME078234)

DEPARTMENT OF MECHANICAL ENGINEERING
UNIVERSITI TENAGA NASIONAL

START DATE :

END DATE :

IT Result: Pass or Fail

Result

- PASS or FAIL based on marks scored.
- The **passing marks** will be **50%**.
- FAIL result will also be given to those who fail to submit the industrial training's report or fail to perform Student's Oral Presentation.
- **Those who are failed are required to repeat the training.**

Visiting (Training) Supervisor

Training supervisor will visit at least once.

What the supervisor will do during the visit:

- Discuss with the officer in charge of industrial training (host supervisor) in the company
 - activities of the organization
 - scope of the industrial training / training schedules
 - performance of the students / students progress
 - other matters: future IT placements, job opportunity, collaboration opportunity etc.

Visiting Supervisor

- Discuss with the students:
 - training schedules
 - logbook
 - experiences gained during the training
 - problems encountered
 - industrial training report
 - any other matters
- Visit the plant/workplace
 - plant operations, systems, etc.

Example of a Log Book

Date	Activity	Comment
15/4/01	E.g. 1) Study the processes involve for hand glove making. Step 1:	e.g. PIC - En. <u>Khalid.</u>
16/4/01	2) Maintenance of <u>dip machine failure</u> at south plant. Possible causes: <u>.....</u>	checked by : <u>Signature</u> , date and stamped of supervisor.
20/4/01	3) Assignment : Research on the <u>possible causes of shaft failure</u> .	- job done

Person-in-Charge

- Assoc. Prof. Dr. Mohd. Azree Bin Idris, (Deputy Dean)
Head of IT Coordinator
(ext. 7223 / Azree@uniten.edu.my)
- Dr. Sivakumar Naganathan, CE Dept.
(ext. 2257) / SivaN@uniten.edu.my)
- Mrs. Sharifah Azma Syed Mustaffa, EP Dept.
(3244)/SharifahAzma@uniten.edu.my)
- Dr. Noor Shamsiah Othman, EC Dept.
(7214)/ Shamsiah@uniten.edu.my)
- Mrs. Zaimah Hasan, ME Dept.
(2225 / Zaimah@uniten.edu.my)

General Email Address : coetraining@uniten.edu.my

General Line : 03-89212020 (ext: 6218)

OUR WEBSITE

- UNITEN's industrial training website is:
<http://www.uniten.edu.my/sith>
- Please visit this website frequently.
- All the announcements will be posted in this website.
- Also update your correct email in the UNITEN system as well as in coe3 system.

FAQ

- **I have not got placement yet:**
 - Try to contact the companies, call them up. Still cannot get, contact your coordinator to discuss other options.
- **I wish to change company:**
 - Once you enter the details online at coe3, you cannot change the company.
- **I cannot register IT as a subject yet:**
 - You have to register when it is open for add and drop. If you cannot register during add and drop, then contact your coordinator and inform this. You will not get the transcript if you do not register.
- **I wish to end the training before the agreed date:**
 - You must write a letter to the company and get a release letter from the company. The release letter should be submitted to us along with the training completion certificate.
- **I am doing only labour work and no technical job during training:**
 - Inform your coordinator immediately by email. We will speak to the Host on this.

The End

Q & A

Thank You