



UNIVERSITI PUTRA MALAYSIA
AGRICULTURE • INNOVATION • LIFE

VISITING LECTURER BRIEFING INDUSTRIAL TRAINING 2023

SEMESTER 2 2022/2023
24th FEBRUARY 2023

IMPORTANT



Initial Visit (2nd - 4th week Industrial Training, 6th March – 25th March)



Final Visit (22nd - 24th week of Industrial Training, 24th July – 11th August)



Industrial Training Documents



Industrial Supervisor Report Form



Log Book



Evaluation Criteria



Travel and Accommodation Claim

INTERNSHIP CALENDAR 2023

1	LI: Week 1	1 March 2023	<ul style="list-style-type: none"> Students register for internship at their respective companies. Students must email or post the Report for Duty form to the Industrial Training and Career Unit.
2	LI: Week 2 – Week 4	6 March 2023 – 25 March 2023	<ul style="list-style-type: none"> Initial Observation: Visiting Lecturer will visit the company. Students are required to prepare an activity plan for the first 2 months of their internship. Visiting Lecturer will submit the initial observation report to respective Industrial Training Department Coordinator <p><i>* In case of any issues (with the student/company), necessary action should be taken immediately so the student will not face any problems to complete their internship on time.</i></p> <p><i>* Subject to changes by University and Government policies and regulations.</i></p>
3	LI: Week 22 – Week 24	24 July 2023 – 11 August 2023	<ul style="list-style-type: none"> Final Observation: Visiting Lecturer will visit the company. Students are required to prepare a presentation of the work that they have done at their respective companies. <p><i>* Subject to changes by University and Government policies and regulations.</i></p>
(Sem. 2 2022/2023) Phase of Documentation and Evaluation			
4	LI: Week 25	TBA 22 August 2023	<p>Internship Day</p> <ul style="list-style-type: none"> Will be held at Faculty of Computer Science & Information Technology, UPM. Students are required to submit the following to the Industrial Training and Career Unit: <ol style="list-style-type: none"> Final Report Logbook Organization Evaluation Form Industrial Evaluation (if available) <p><i>* Subject to changes by University and Government policies and regulations.</i></p>
5	LI: Week 26 – 27 Semester break	TBA	<ul style="list-style-type: none"> Visiting Lecturer will submit the marks and grades to respective Industrial Training Department Coordinator
6	LI: Week 28	TBA	<ul style="list-style-type: none"> Key in Industrial Training 2 2022/2023 grade into the E-SMP

INITIAL VISITATION



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- ❖ The initial visit will be performed between 2nd and 4th Week of training (**6th March – 25th March**).
- ❖ Visitations are normally on-site (physical); however, virtual visits can be arranged in times of emergency. During the visit, the presence of Industrial Supervisor (IS) is recommended.
- ❖ Any issues during the initial visit must be immediately brought to the attention of the respective department coordinator.
- ❖ Please complete the **Initial Visit Pre Evaluation Form** within a week after the visitation.

VISITATION OBJECTIVES



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1

To ensure the students get a right place for doing industrial training.

2

To be acquainted with the Industrial Supervisor.

3

To directly deliver the job scope of the students to the company and also on how the students will be evaluated.

MONITORING



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- ❖ Visiting Lecturers (VL) must monitor the students **logbook** from time to time.
- ❖ The VL must immediately inform the respective department coordinator in case of any problems, such as:
 - ❖ Inappropriate task assignments
 - ❖ Bullying of any kind of harassment (mental, sexual, etc.)
 - ❖ Changes in location, supervisor or even company/organization

OVERALL EVALUATION



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❖ Evaluation percentage breakdown:

- VL's Evaluation (TOTAL = **60%**)
 - i. Visiting Lecturer's Initial Visit Report - 10% (**AI**)
 - ii. Student's Industrial Training Report - 40% (**AF**)
 - iii. Log Book - 5% (**AF**)
 - iv. Attendance - 5% (**AF**)
- IS's Evaluation (**40%**)
 - Keyed in into the LI system (**username** and **password will be provided**)

AI – After lecturer's initial visit

AF – After student has submitted all documentation

INDUSTRIAL SUPERVISOR REPORT



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❖ Industrial Supervisor should aware of this:

- ☐ Fill in the **Performance Evaluation by the Industrial Supervisor Report** from the <http://licsit.upm.edu.my/>
- ☐ The form must be printed out can be sent to the LI Unit by either:
 - a) hand/post to Mrs. Nurul Ayuni Mohd Nor; or
 - b) in a sealed envelop (delivered by the student to the LI Unit)

INDUSTRIAL TRAINING SYSTEM





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Industrial Training and Career Management System

[Home](#) [Students](#) [Student Report](#) [Evaluation](#) [Reports](#) [Documents](#) [Administrative](#)

Mrs NURUL AYUNI BINTI MOHD NOR

User Role   System Administrator

List of Student for Pre Evaluation

Session

Please select

Department

All Department

Pre Evaluation

Supervisor Evaluation

Final Evaluation

Evaluation Summary

Summary of overall marks and grades

How to access the initial visit evaluation page

How to access the final visit comments and report marks

EVALUATION



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INDUSTRIAL TRAINING UNIT

SESSION 2021/2022 2

CHECKLIST OF EVALUATION DURING FIRST VISIT FOR INDUSTRIAL TRAINING

STUDENT NAME : MATRIC :

DEPARTMENT :

ORGANISATION NAME :

	YES/ NO	COMMENT
Student is assigned to supervisor. Student knows whom they should report to, during their industrial training.		
Tasks for the industrial training has been identified and planned. (eg. Gantt chart is prepared with milestones identified)		
Tasks assigned are appropriate for degree of Computer Science.		
Task given to the student by this organization is suitable to fulfill the industrial training outcomes.		
Students are provided with a suitable work place and appropriate tools (eg. Desk, chair, computers, networks etc)		

Recommendation (if any):

Signature and Stamp:



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UNIVERSITI PUTRA MALAYSIA

VISITING LECTURER REPORT INDUSTRIAL TRAINING SESSION 2021/2022 2

A. STUDENT AND ORGANIZATION INFORMATION

Student Name :
Student Matric No :
Department :
Organisation Name :
Supervisor Name :
Supervisor Designation :
Visiting Lecturer :

B. ASSESSMENT REPORT

1. Brief description about the student's tasks.
2. New skills learned during training.
3. Based on the discussion with the industrial supervisor and the students, please evaluate the student based on the following criteria

	Criteria	Marks	Remarks
A	Evaluation		
	(i) Communication skills	5	
	(ii) Progress presentation and/ or report given by the students during the visit.	5	

PRE EVALUATION FORM

FINAL EVALUATION REPORT

EVALUATION SUMMARY



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INDUSTRIAL TRAINING OVERALL ASSESMENT (NEW CURRICULUM)

INDUSTRIAL TRAINING SESSION 2022/2023 1

No	Matric Number	Student Name	Marks								Grade	
			Visiting Lecturer Assessment				Industrial Training Supervisor Assessment			Total 100%		
			10%	5%	5%	40%	20%		10%			10%
			Evaluation	Attendance	Log Book	Final Report	Skills		Communication			Teamwork
			(i), (ii)	(i)	(i)	(i) - (vii) AND Quality of Report Content	(i), (ii)	(iii)	(i), (ii)			(i), (ii)

Certified true by the Visiting Lecturer,

Validated by the Department Industrial Training Coordinator,

Signature & Stamp: _____

Date: _____

Signature & Stamp: _____

Date: _____

INDUSTRIAL SUPERVISOR REPORT



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UNIVERSITI PUTRA MALAYSIA**

PERFORMANCE EVALUATION BY THE INDUSTRIAL SUPERVISOR

INDUSTRIAL TRAINING SESSION 2022/2023 1

DEPARTMENT: _____

Organization Name
and Address

Supervisor Name

Student Name

Matric No.

SECTION A: Job fields/type of assignments given.

Please state the task given to the student during Industrial Training at your organization.

1. Implement the development of the Staff Travel Claim System involving the planning, development and testing process.
2. Preparing documentation for the Staff Travel Claim System including Test Script, and Usermanual.

SECTION B: Student Progress Report

	Criteria	Marks	Remark
A	Skills		
	Scientific thinking skill:		
	(i) Student is able to propose a solution for a given problem.		
	(ii) Student is able to show problem solving skill in performing a task given.		
	Technical and practical skills:		
	(iii) Student is able to perform any of the following: coding; scripting; network configuration; database development.		
B	Communication		
	(i) Responsiveness		
	(ii) Listening		
C	Teamwork		
	(i) Effort and participation		
	(ii) Responsibility		

SECTION C:

1. Overall comment and suggestions:
2. Will the industry accept students from UPM to undergo future Industrial Training in this organization.
Answer:
3. Will the industry absorb this student as a staff
Answer:
4. Allowances are provided?
Answer:
Total:

(Industrial Supervisor Signature)
Official stamp:

Please return the complete form to the following address before: 31 January 2023

**Head of Industrial Training Unit
Faculty of Computer Science and Information Technology
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan**

ORGANIZATION EVALUATION REPORT



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- ❖ Fill by the students to evaluate the organization where they doing the internship.
- ❖ This form must be submitted to the ITC Unit during the Industrial Training Day.

Appendix A4



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UNIVERSITI PUTRA MALAYSIA

ORGANIZATION EVALUATION BY STUDENT

INDUSTRIAL TRAINING SESSION 2022/2023 1

DEPARTMENT: SOFTWARE ENGINEERING

Organization Name
and Address

Supervisor Name

Student Name

Matric No.

LOG BOOK



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- ❖ The log book is used by the students to report their **weekly** activities at the company.
- ❖ The mark for the log book is **5%**.

Log Information

📅 10 January 2022 (2021/2022 1) – MAHARAZ MUJTABA KARAYE

Task

Checking and testing the functionality signup and login function of the app.

Activity

Testing by verifying and validating the inputs of the signup and login functions manually.

Result

Successfully pass the testing, there are no any issues found.

Attachment

STUDENT'S FINAL REPORT



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- ❖ Report must be completed before the end of internship duration and submit to the VL for evaluation.
- ❖ Submission must be done by uploading the report in the LI system.
- ❖ At the same time, the printed version must be handed over to the Industrial Training and Career Unit (ITC Unit) for record purposes.



Department of Software Engineering

Faculty of Computer Science and Information Technology

University Putra Malaysia

SSE 4901

Industrial Training

Final Report

Name	Maharaz Mujtaba Karaye
Matric No.	191450
Company	Enviro Exceltech Sdn. Bhd.
Industrial Supervisor	Mr. Zamzam Tuah Ahmad Ramly
Visiting Lecturer	Dr. Salfarina Abdullah
Semester	1 st semester 2021/2022

STUDENT'S FINAL REPORT (cont.)

- Please also attach the hardcopy of **attendance sheet** in the report.
- Students are encouraged to obtain consent from Industrial Supervisor to publish or use any information related to the organization (refer to the Industrial Training Guideline).
- The TOC for final report can be obtained from the Industrial Training Guideline.

Summary of Attendance and Leave

Category	Number of day(s)	Percentage
Days present	119	99.17
Day(s) absent	0	0.00
Leave(s) taken	0	0.00
Medical leave(s) taken	1	0.83

Verified by Industrial Training supervisor: _____
(Signature & Official Stamp)

FINAL VISITATION



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- ❖ The final visit will be performed between 22nd and 24th Week of training **(24th July – 11th August)**.
- ❖ The VL will set an appointment with the IS before the visit.
- ❖ During this visit, the student is expected to prepare a detailed presentation of what you have done during the entire industrial training.
- ❖ The VL must submit the completed **Overall Assessment Form** to the respective department coordinator.
- ❖ Please ensure the IS has also completed the **Industrial Supervisor Evaluation Form**.

INDUSTRIAL TRAINING DAY



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- ❖ Will be held at the Faculty of Computer Science & Information Technology, UPM on the 22nd August 2023.
- ❖ Students are required to submit the following hardcopy to the ITC Unit:
 - ✓ Final Report
 - ✓ Logbook
 - ✓ Organization Evaluation Form
 - ✓ Industrial Evaluation (if available)

TRAVEL AND ACCOMMODATION CLAIM



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- ❖ Visitation claim can be made at <http://eclaims.upm.edu.my/>
- ❖ Visiting Lecturer must submit the claim documents to Mrs. Nurul Ayuni Mohd Nor for record purposes.
- ❖ Please get the Dean approval for visiting outside Klang Valley (travel and accommodation claim).

CONTACT US



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Dr. Salfarina binti Abdullah
Head of ITC Unit
Tel: +6012-3632118
Email: salfarina@upm.edu.my



Ts. Dr. Mohd Hafeez bin Osman
JKPSM Coordinator
Tel: +6019-2544787
Email: hafeez@upm.edu.my



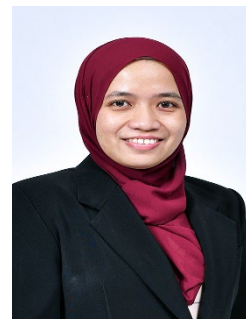
Dr. Nor Azura binti Husin
JSK Coordinator
Tel: +011-12819303
Email: n_azura@upm.edu.my



En. Ahmad Alauddin bin Ariffon
JTKR Coordinator
Tel: +6019-3173774
Email: alauddin@upm.edu.my



Dr. Alfian bin Abdul Halin
JMM Coordinator
Tel: +012-5579140
Email: alfian@upm.edu.my



Pn. Nurul Ayuni binti Mohd Nor
Admin ITC Unit
Tel: +6019-9475766
Email: nurulayuni.mnor@upm.edu.my



THANK YOU