

Industrial Training Visit Manual

Objectives of the visit

1. To interact with students undertaking industrial training and their managers/supervisors.
2. To monitor and assess student's progress during their training and advise on their preparation of the industrial training report.
3. To visit former students who are employed at the placement and obtain their feedback on the relevance of faculty courses.
4. To introduce programmes and training courses offered by the faculty to staff at the placement.
5. To discuss the possibility of future student placements and employment.
6. To establish networking.

Guideline for the visit

1. Obtain a list of assigned students and their placements.
2. Review the weekly report sent by students (LOGLATIN) from Week 1 until the end of the internship.
3. Schedule the visit with the student's industry supervisor before Week 7 of the internship.
4. Obtain approval for 'Kelulusan Bertugas Rasmi/Lawatan/Kursus' (SOK/KEW/BR009/BYR) and complete airfare booking form, if applicable.
5. Complete the visit, holding a separate discussion with the industry's supervisor and student separately if necessary.
6. Present a token of appreciation to the industry supervisor (please collect from the department/LI coordinator)
7. Complete the following forms before the end of the visit ([link to forms](#)):
 - Visiting Lecturer's Report (LATIN 02A)
 - Student's Report (LATIN 02B)
 - Engineering employer survey form (EMPLOY)
 - Department's alumni survey form (if applicable)

E** 4901/E** 4911/ENG 4901 Programme Outcome and Assessment

A summary of the assessment forms are provided in Table 1. Visiting lecturers please note the highlighted roles.

Table 1: Related assessment form and reports for industrial training course.

Form/Report	PO/EAC Assessed	Completed by	Submitted to	Due date
LATIN 01		Company HR	Coordinator	Before the internship
BR01		Company HR	Coordinator	Week 1 of internship period
LOGLATIN		Student	Visiting lecturer	Weekly during internship period
LATIN 02A		Visiting lecturer	Coordinator	After visit
LATIN 02B		Student	Visiting lecturer	During visit
LATIN 03	<i>Cohort 2016-2020:</i> PO1, 4, 6, 7, 9, 10, 11 <i>Cohort 2021-2025:</i> EAC1, 4, 5, 6, 7, 8, 9, 10, 11, 12	Industry supervisor	Coordinator	Week 10/end of internship period
EMPLOY		Industry supervisor	Coordinator	Week 10/end of internship period
Report		Student	Visiting lecturer	Week 4 of semester registered
LATIN 04	PO10, 12 EAC7, 10, 11, 12	Visiting lecturer	Coordinator	Week 7 of semester registered

Cohort 2016-2020:

- PO1(C) Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
- PO4(P) Design and conduct experiment.
- PO6(P) Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations.
- PO7(A) Apply reasoning informed by contextual knowledge to access societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
- PO9(A) Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
- PO10(A) Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective report and design documentation, make effective presentations, and give and receive clear instructions.
- PO11(A) Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary setting.
- PO12(C) Demonstrate knowledge and understanding of engineering and management principles and apply these to one's own work, to manage projects and in multidisciplinary environments.

Cohort 2021-2025:

EAC1

Menggunakan pengetahuan matematik dan sains, asas kejuruteraan dan pengkhususannya untuk menyelesaikan permasalahan kejuruteraan yang kompleks

(Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems)

EAC4

Merungkai masalah yang kompleks dengan menggunakan kaedah penyelidikan yang berasaskan pengetahuan termasuklah reka bentuk dan pelaksanaan ujikaji, analisa dan interpretasi data untuk menyediakan maklumat yang lengkap dan keputusan yang tepat.

(Investigate complex problems using research-based knowledge and research methods including design and conduct of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions)

EAC5

Merangka, memilih dan menggunakan sumber dan teknik kejuruteraan moden serta peralatan IT termasuk model jangkaan terhadap aktiviti kejuruteraan yang kompleks dan memahami kekangan yang berkaitan

(Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations)

EAC6

Menggunakan alasan yang bermaklumat dalam konteks pengetahuan untuk mendepani isu-isu masyarakat, kesihatan, keselamatan, perundangan dan budaya dengan penuh pertanggungjawaban mengikut amalan kejuruteraan yang profesional.

(Apply reasoning informed by contextual knowledge to access societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice)

EAC7

Memahami kesan daripada penyelesaian kejuruteraan yang professional dalam konteks masyarakat dan persekitarannya serta mempamerkan pengetahuan yang diperlukan dalam pembangunan lestari.

(Understand the impact of professional engineering solutions in societal and environmental context and demonstrate knowledge of and need for sustainable development)

EAC8

Menggunakan prinsip etika dan iltizam selaku profesional yang bertanggungjawab mengikut norma amalan kejuruterannya

(Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice)

EAC9

Berfungsi sebagai individu dan ahli pasukan atau pemimpin yang cekap dalam pelbagai kumpulan dan disiplin pekerjaan

(Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary setting)

EAC10

Berkomunikasi secara berkesan dalam aktiviti kejuruteraan yang kompleks sesama komuniti kejuruteraan dan masyarakat umum, berkebolehan menulis laporan dan dokumentasi, melakukan pembentangan, memberi dan menerima arahan dengan jelas.

(Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective report and design documentation, make effective presentations, and give and receive clear instructions)

EAC11

Mempamerkan pengetahuan dan memahami prinsip-prinsip pengurusan dan kejuruteraan serta menggunakannya untuk tujuan pekerjaan, mengurus projek dalam persekitaran yang pelbagai.

(Demonstrate knowledge and understanding of engineering and management principles and apply these to

one's own work, to manage projects and in multidisciplinary environments)

EAC12

Menyedari keperluan, kesediaan serta keterlibatan diri dalam pembelajaran sepanjang hayat dalam konteks perubahan teknologi yang lebih luas.

(Recognise the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change)