

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 by Week 5 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)

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 2021-2025:</i> EAC 1, 4, 5, 6, 7, 8, 9,	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	<i>Cohort 2021-2025:</i> EAC6, 9, 10,11	Visiting lecturer	Coordinator	Week 7 of registered

Cohort 2021-2025 (Updated According to EAC2024 Manual)

Hasil Pembelajaran Program	Pernyataan	Domain
PO1 (EAC1)	Menggunakan pengetahuan matematik, sains tabii, asas perkomputeran dan kejuruteraan, dan pengkhususan kejuruteraan, masing-masing seperti yang dinyatakan dalam WK1 hingga WK4, untuk membangunkan penyelesaian masalah kejuruteraan kompleks;	Kognitif (K)
	<i>Apply knowledge of mathematics, natural science, computing and engineering fundamentals and an engineering specialization as specified in WK1 to WK4 respectively to the develop solutions of complex engineering problems;</i>	
	<i>Design creative solutions for complex engineering problems and design systems, components or processes that meet specified needs with appropriate consideration for public health and safety, whole-life cost, net zero carbon as well as resource, cultural, societal, and environmental considerations (WK5);</i>	
PO4 (EAC4)	Menjalankan penyiasatan terhadap masalah kejuruteraan kompleks menggunakan kaedah penyelidikan termasuk pengetahuan berasaskan penyelidikan, reka bentuk eksperimen, analisis serta interpretasi data dan sintesis maklumat untuk menyediakan kesimpulan yang sah (WK8);	Kognitif (K) / Psikomotor (P)
	<i>Conduct investigation of complex engineering problems using research methods including research-based knowledge, including design of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions (WK8);</i>	
PO5 (EAC5)	Mencipta, memilih dan mengaplikasi, serta mengenal pasti had bagi teknik, sumber, dan alatan moden kejuruteraan dan teknologi maklumat yang bersesuaian , termasuk jangkaan dan permodelan, terhadap masalah kejuruteraan kompleks ,(WK2 dan WK6);	Kognitif (K) / Psikomotor (P)
	<i>Create, select and apply, and recognize limitation of appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering problems, (WK2 and WK6);</i>	
PO6 (EAC6)	Menganalisis dan menilai impak pembangunan mampan kepada masyarakat, ekonomi, kelestarian, kesihatan dan keselamatan, rangka kerja undang-undang dan alam sekitar, dalam menyelesaikan masalah kejuruteraan kompleks,(WK1,WK5 dan WK7),	Kognitif (K)
	<i>Analyze and evaluate sustainable development impacts to: society, the economy, sustainability, health and safety, legal frameworks, and the environment, in solving complex engineering problems (WK1, WK5 and WK7);</i>	
PO7 (EAC7)	Menggunakan prinsip etika dan komited kepada etika profesional dan norma amalan kejuruteraan serta mematuhi undang-undang negara dan antarabangsa yang berkaitan. Menunjukkan pemahaman tentang keperluan kepelbagaian dan keterangkuman (WK9);	Kognitif (K) / Afektif (A)
	<i>Apply ethical principles and commit to professional ethics and norms of engineering practice and adhere to relevant national and international laws. Demonstrate an understanding of the need for diversity and inclusion (WK9);</i>	

PO8 (EAC8)	<p>Berfungsi dengan efektif sebagai individu, dan ahli pasukan atau pemimpin dalam kumpulan yang pelbagai dan inklusif serta dalam tetapan multidisiplin, bersemuka, jarak jauh dan teragih.</p> <p><i>Function effectively as an individual, and as a member or leader in diverse and inclusive teams and in multidisciplinary, face-to-face, remote and distributed settings (WK9);</i></p>	Afektif (A) (ditukar dari Kognitif (K) kepada Afektif (A), merujuk kepada WK9)
PO9 (EAC9)	<p>Berkomunikasi dengan efektif dan inklusif dalam aktiviti kejuruteraan kompleks bersama komuniti kejuruteraan dan masyarakat umum, seperti berkebolehan untuk memahami dan menulis laporan dan dokumentasi reka bentuk yang efektif, melakukan pembentangan yang berkesan dengan mengambil kira perbezaan budaya, bahasa dan pembelajaran.</p> <p><i>Communicate effectively and inclusively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, taking into account cultural, language, and learning differences;</i></p>	Afektif (A)
PO10 (EAC10)	<p>Menggunakan pengetahuan dan kefahaman prinsip pengurusan kejuruteraan dan pembuatan keputusan yang ekonomik dalam hasil kerja sendiri sebagai ahli dan ketua pasukan, menguruskan projek dalam persekitaran yang multidisiplin.</p> <p><i>Apply knowledge and understanding of engineering management principles and economic decision-making and apply these to one's own work, as a member and leader in a team, to manage projects in multidisciplinary environments;</i></p>	Kognitif (K) / Afektif (A)
PO11 (EAC11)	<p>Menyedari keperluan, serta mempunyai kesediaan dan kebolehan untuk (i) pembelajaran sendiri dan sepanjang hayat, (ii) penyesuaian kepada teknologi baharu dan teknologi memuncul (iii) pemikiran kritikal dalam konteks perubahan teknologi yang lebih luas;</p> <p><i>Recognise the need for, and have the preparation and ability for (i) independent and life-long learning; (ii) adaptability to new and emerging technologies and (iii) critical thinking in the broadest context of technological change (WK8);</i></p>	Afektif (A)