

2025
EDITION



INDUSTRIAL TRAINING GUIDELINES

SCHOOL OF BIOLOGICAL SCIENCES
UNIVERSITI SAINS MALAYSIA



INDUSTRIAL TRAINING GUIDELINES
SCHOOL OF BIOLOGICAL SCIENCES
UNIVERSITI SAINS MALAYSIA

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First Edition 2025

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FOREWORD BY DEAN

School of Biological Sciences, Universiti Sains Malaysia



**Associate Professor Dr.
Amir Hamzah Ahmad Ghazali**
Dean
School of Biological Sciences
Universiti Sains Malaysia

Assalamualaikum W.B.T and Greetings,

As Malaysia moves towards becoming a developed country, graduates are expected to have excellent academic achievement and skills before entering an increasing challenging real working world. In tandem with the fast-paced development that is taking place in Malaysia and industry requirement for competitive and dynamic graduates, universities and industry have been making concerted effort to train students while they are still pursuing their studies. Therefore, the Industrial Training (BOI420) course was established for all undergraduate students at the School of Biological Sciences (SBS), Universiti Sains Malaysia to complete their undergraduate degree programme, Bachelor of Science (Hons.) and Bachelor of Applied Science (Hons.). It is an important element and component in to expose students to actual working environment in organization or industry. This exposure is expected to be able to enhance and reinforce their intellectual and skills capabilities, emotional, physical, and social ability. The students will be exposed to job hunting experience in the early process of finding a placement and selection of industries, of course with the assistance of the appointed SBS lecturers and the industrial training coordinators. During the training, students will be fully attached with the company to experience the actual working environment for almost 24 weeks. In this course, projects or tasks are expected to be assigned based on the nature of the company/institution/organization and to be monitored and guided by the designated industrial training supervisor within the company/organization/institution. The students are expected to plan and record their activities using a proper logbook and later produce a report to showcase their journey and accomplishment throughout the training. With this instrument in place, it is expected that every graduate shall have sufficient knowledge, skill, and attitude to embark into their respective professional life upon graduation.

PREFACE

**Deputy Dean of Research, Postgraduate and Industry-Community Engagement
School of Biological Sciences, Universiti Sains Malaysia**



**Associate Professor Dr.
Ahmad Ramli Mohd Yahya**

Deputy Dean
(Research, Postgraduate and
Industry-Community Engagement)
School of Biological Sciences
Universiti Sains Malaysia

Assalamualaikum and greetings,

Welcome to the SBS Industrial Training Handbook, a comprehensive resource designed to support students through the multifaceted journey of your internship experience. I am delighted to have all of you on board and are committed to providing you with the tools and knowledge necessary to excel in your chosen field.

This guide is meticulously crafted to offer in-depth insights and structured guidance across various aspects of your internship. Inside, students will find (i) preparation strategies: detailed methodologies for effectively preparing for your internship, including setting clear, achievable goals and understanding the professional landscape; (ii) professional conduct and ethics: advanced guidelines on maintaining professionalism, adhering to workplace ethics, and mastering sophisticated communication techniques; (iii) skill enhancement: In-depth strategies for developing both technical competencies and essential soft skills, ensuring a well-rounded professional growth; (iv) performance evaluation and feedback utilization: comprehensive insights into the evaluation processes, with a focus on leveraging feedback to drive continuous improvement and professional development; (v) advanced problem-solving and collaboration: expert advice on navigating complex team dynamics, fostering effective collaboration, and employing innovative problem-solving techniques; (vi) career progression and networking: strategic guidance on utilizing your internship experience as a springboard for future career opportunities, including building a professional network and positioning yourself for long-term success.

I trust that this handbook will serve as an indispensable tool, providing students with the structured support and sophisticated insights required to navigate the complexities of your internship. Embrace this opportunity for intellectual and professional growth, engage actively with your tasks, and seek to extract maximum learning from every experience.

I wish all of you a profoundly enriching and successful internship journey.

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INDUSTRIAL TRAINING ORGANIZATION CHART



The background of the page is decorated with an abstract geometric pattern. It features numerous hexagons in various shades of orange and purple, some of which are 3D cubes. These shapes are interconnected by a network of thin, grey, angular lines that create a sense of depth and structure. The overall aesthetic is modern and technical.

1.0

INDUSTRIAL
TRAINING

GUIDELINES

1.1 Introduction

This Industrial Training Guidelines provides guidelines and information about the Industrial Training course which is a **COMPULSORY** for students who are pursuing the Bachelor programme in the School of Biological Sciences (SBS), Universiti Sains Malaysia (USM) at any suitable organization, relevant to the discipline of Biology and Applied Biology.

(a) Definition of Industrial Training

Industrial training also known as internship or practical training refers to the placement of a student at an external organization (industry/institution/company) for a minimum of **TWENTY-FOUR (24) weeks** with hands-on exposure to real-world work environments and processes within a specific organization.

(b) Objectives of Industrial Training

The main purposes of industrial training include:

i. **Practical Application of Knowledge:**

- Provides an opportunity for students to apply theoretical knowledge gained in the classroom to real-world situations.
- Bridges the gap between academic learning and practical implementation in a professional setting.

ii. **Skill Development:**

- Facilitates the development of practical skills and competencies relevant to the specific industry or field of study.
- Allows students to gain hands-on experience in using tools, technologies, and methodologies commonly employed in the industry.

iii. **Industry Exposure:**

- Exposes students to the actual work environment and the dynamics of the industry.
- Helps students understand the organizational structure, culture, and work practices prevalent in the industry.

iv. Networking Opportunities:

- Enables students to build professional networks by interacting with industry professionals, colleagues, and mentors.
- Enhances the chances of securing future employment through connections made during the training period.

v. Career Exploration:

- Allows students to explore and understand various roles within a specific industry, helping them make informed decisions about their career paths.
- Provides insights into the day-to-day responsibilities of different job roles.

vi. Resume Enhancement:

- Adds practical experience to the resume, making students more marketable to potential employers.
- Demonstrates to employers that students have real-world exposure and are better prepared for the demands of the job.

vii. Professional Development:

- Fosters a sense of professionalism, responsibility, and work ethic.
- Helps students develop soft skills such as communication, teamwork, problem-solving, and time management.

viii. Preparation for Employment:

- Prepares students for the expectations and demands of the workplace.
- Enhances employability by providing a competitive edge in the job market.

ix. Feedback and Learning:

- Allows students to receive constructive feedback from professionals, aiding in their personal and professional growth.
- Encourages a continuous learning mindset by exposing students to new challenges and experiences.

x. Integration of Academic and Practical Knowledge:

- Integrates academic concepts with practical applications, leading to a holistic understanding of the subject matter.
- Reinforces the importance of lifelong learning and adaptation to evolving industry trends.

Overall, industrial training is a crucial component of education, contributing significantly to the holistic development and preparation of individuals for successful entry into the workforce.

1.2 Learning Outcomes

After completing the industrial training successfully, the students will be qualified to achieve the following course learning outcomes (CLO) as in Table 1.

Table 1: Course learning outcomes (CLO) for industrial training course (BOI420).

HPK/CLO	CLO Description	Mapping	
		PLO USM	LT
HPK1/CLO 1	<i>Able to develop analytical skills in a different working environment at the industry.</i>	PLO2	C4
HPK2/CLO 2	<i>Display proficiency in practical skills and technical in completing the tasks given at the organisation.</i>	PLO3	P4
HPK3/CLO 3	<i>Communicate ideas orally in an effective and confident manner.</i>	PLO5	C4
HPK4/CLO 4	<i>Demonstrate competency growth through longlife learning.</i>	PLO7	A3
HPK5/CLO 5	<i>Performing daily tasks by learning from a variety of sources and interacting professionally to achieve effective collaboration.</i>	PLO11	A3

1.3 Duration and Credit Hour

The Industrial training shall be conducted within the duration as determined by the school for the minimum of **TWENTY-FOUR (24) weeks** for the Bachelor of Science and Bachelor of Applied Science programme.

The students are required to register for the following course codes:
BOI420/12 (Industrial Training).

1.4 Industrial Training Components

Students are required to have the following documents:

A) Before Industrial Training

- Application Letter
- Resume/Curriculum Vitae (CV)
- Feedback Letter

B) During Industrial Training

- Report Duty Form
- Daily Logbook
- Industrial Training Report
- Presentation
- SBS Supervisor Evaluation Report

C) After Industrial Training

- Industrial Supervisor Evaluation Report
- Industrial Training Survey

1.5 Grading

The grading for industrial training course (BOI420/12) will be determined as in Table 1.

Table 2: Score for industrial training course (BOI420/12).

COMPONENTS	SCORE
Daily Logbook (PLO11)	10%
Final Reports (PLO2)	20%
Presentation (PLO5)	10%
SBS Supervisor Evaluation Report (PLO7)	10%
Industrial Training Supervisor Evaluation Report (PLO3, PLO9 & PLO11)	50%
Total score	100%

1.6 Health and Safety

Health and safety should be the first training employers give trainees before engaging them on the working site. Induction training must be provided for new students to help them to settle into the new workplace environment and activities. This basic training will give the new students an outline of the organization and the services it provides. It will assist students to become familiar with their new workplace environment, colleagues, and procedures. All students are covered under life and accident insurance policies throughout their studies, including the internship period.

1.7 Early Termination or Change of Placement by the Students

Students are strictly prohibited from self-terminating before the stipulated date or change the internship placement. Students need to seek advice from the SBS Supervisor if they encounter any problems. The SBS Supervisor should refer the case to the industrial training coordinator for further action in finding the best solutions, if necessary.



2.0

TRAINEE

GUIDELINES

2.1 Introduction

This section provides guidelines to the students on the things that they need to do before, during and after the industrial training.

BEFORE INDUSTRIAL TRAINING

2.2 Briefing sessions

The industrial training coordinator will provide briefing sessions for students who will undergo industrial training. The briefing shall be held in **three (3) sessions**:

1st industrial training briefing session: The first briefing will be conducted in the beginning of semester 6. This briefing will enlighten the student about the Pitching Day (industrial talk), resume writing workshop and the procedures for industrial training application.

2nd industrial training briefing session: The second briefing will be conducted in the middle of semester 6. This briefing will be a sharing session with previous interns and alumni. It also provides motivation and a soft skill program.

3rd industrial training briefing session: The third briefing will be conducted at the end of semester 7 before students go for industrial training. This briefing will enlighten the students on dress etiquette, protocol at the industrial training placement and the components of industrial training (Industrial Training Report, Daily Logbook, and presentations).

Students are **COMPULSORY** to attend all briefing sessions. The briefings are intended to guide the students in the selection and application of industrial training placement and to guide the students on the procedures and processes during training, industrial training assessments and the rules and misconducts during the industrial training period. Students who are unable to attend the briefings are required to present a show-cause letter to the industrial training coordinator before the briefing.

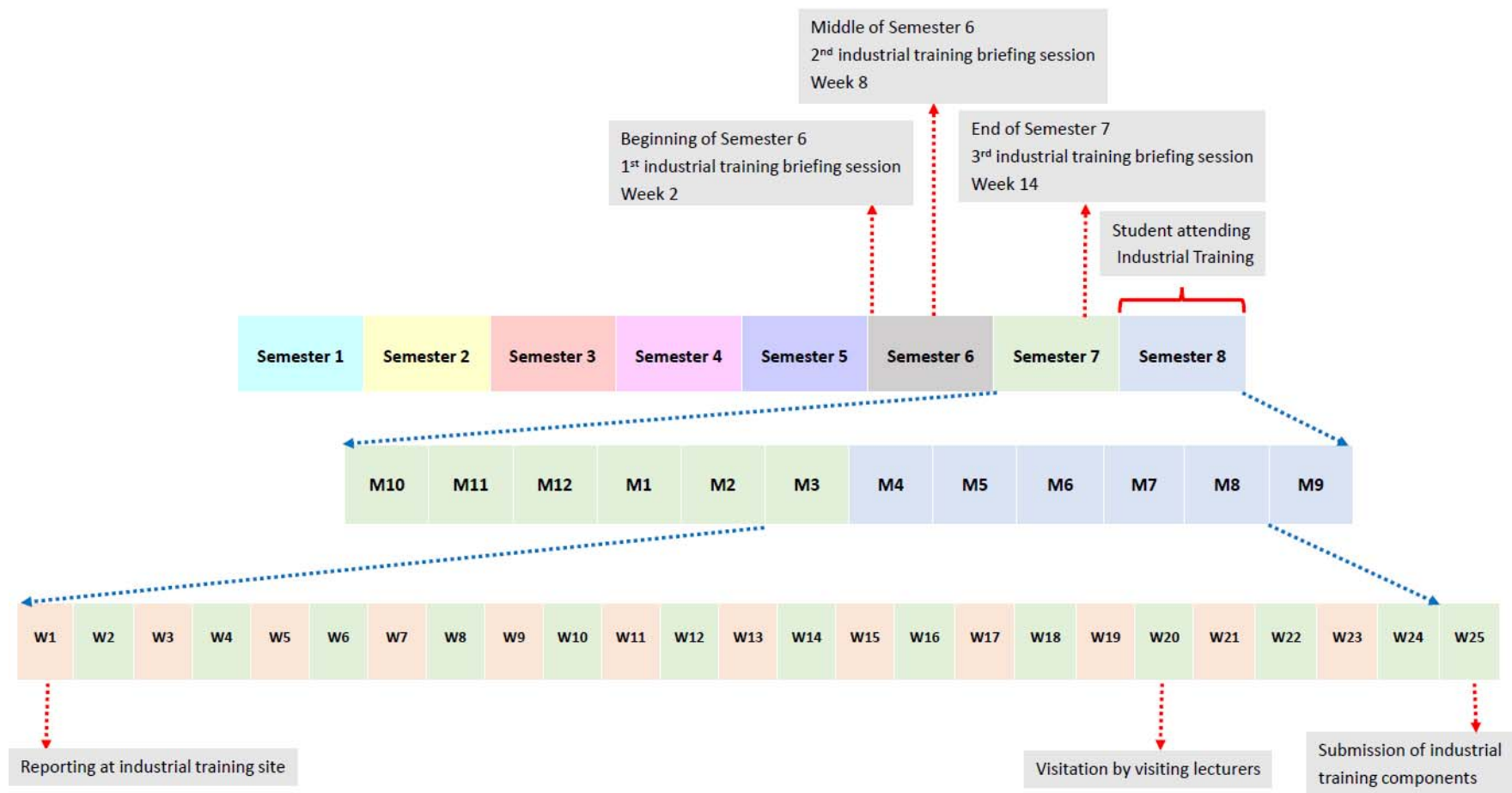


Figure 2.1: Timeline for industrial training briefing sessions.

2.3 Industrial Training Application

(a) Procedure for Industrial Training Application

The placement for industrial training is the responsibility of the students with guidance from the industrial training coordinator. Student should start applying for the industrial training placement on the 6th semester. The documents for industrial training application are as follows:

- i. Application Letter (INDUSTRIAL TRAINING DOCUMENT-1)
- ii. Feedback Letter (INDUSTRIAL TRAINING DOCUMENT-2)
- iii. Resume (Appendix 1)

If the application is unsuccessful, the student needs to apply for another industrial training placement.

After receiving positive feedback from the applied placement of industrial training, the student should submit a response to the industry/institution/organization either by sending the Acceptance Letter (INDUSTRIAL TRAINING DOCUMENT-3) or Rejection Letter (INDUSTRIAL TRAINING DOCUMENT-4).

It is the student's responsibility to inform to the school on his/her industrial training placement by sending the Final Placement Form (INDUSTRIAL TRAINING DOCUMENT-5) and the Feedback Letter (INDUSTRIAL TRAINING DOCUMENT-2) to SharePoint provided by the school administration.

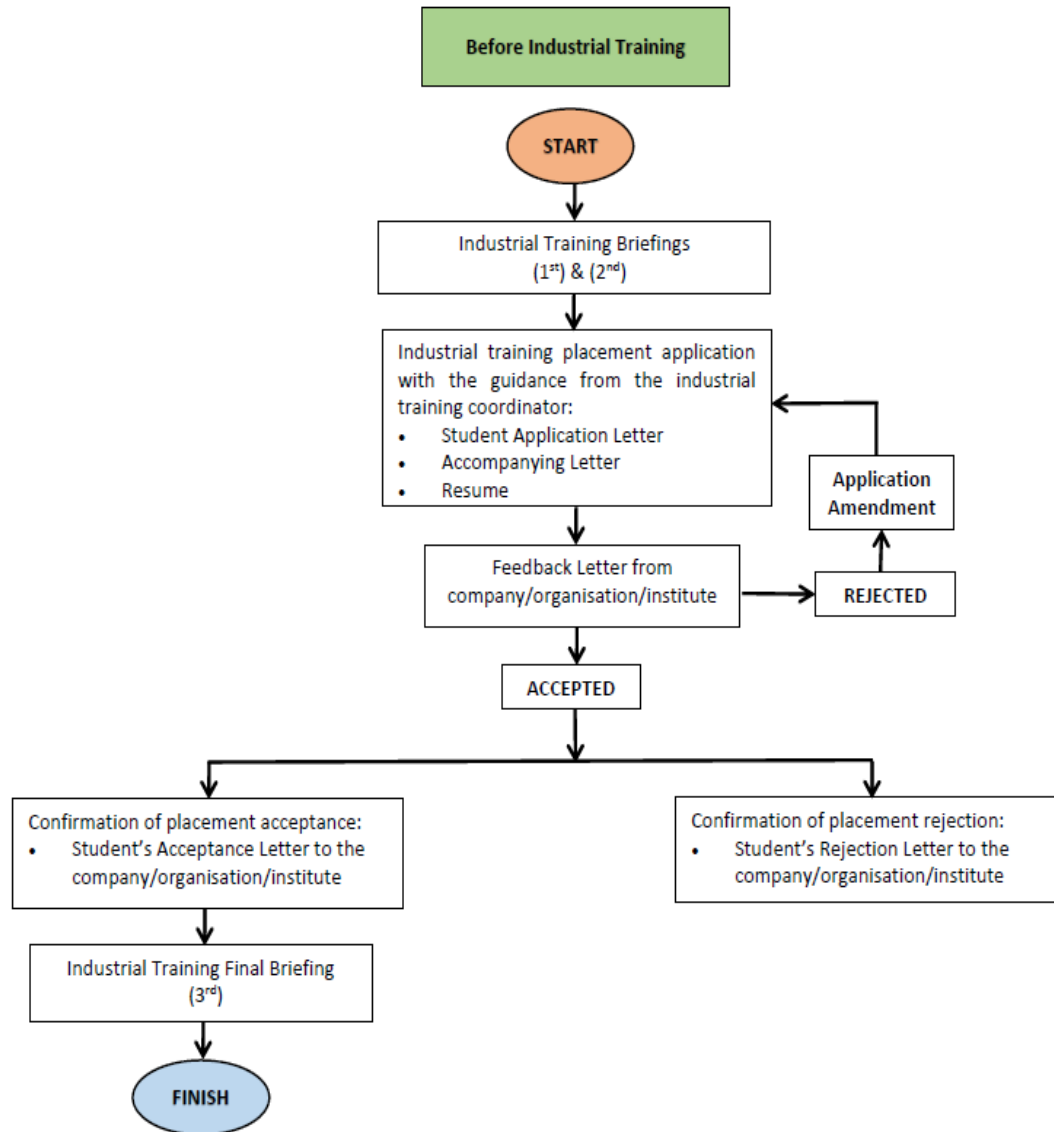


Figure 2.2: Flowchart for industrial training application process.

(b) Scope of Industry

The scope of the industry must be in accordance with the student majoring as listed below:

- a. Biotechnology
- b. Microbiology
- c. Agricultural sciences
- d. Botany
- e. Animal science
- f. Aquatic biology
- g. Medical and veterinary parasitology
- h. Entomology
- i. Environmental sciences
- j. Aquaculture sciences
- k. Other life sciences

(c) List of Companies/Organizations/Institutions

The list of industrial training placement can be obtained from the SBS website.

2.4 Financial and Allowance

Students must have sufficient financial resources for the period of 24 weeks. No personal maintenance or allowance is provided from the school to the student during the industrial training.

2.5 Insurance

Students are required to obtain insurance cover letter issued by the school. Students can also take additional insurance; however, the cost will be borne by the students themselves (Appendix 9).

2.6 Accommodation

Students are responsible to arrange for their own accommodation during the industrial training period. If the industries provide accommodation for student, the students need to be well-behaved and follows all the company regulations.

2.7 Industrial Training Components

Students are required to aware of all the components that they need to fill in and do for the industrial training. The components are listed below.

- Daily logbook
- Final report
- Presentation
- Industrial training survey

DURING INDUSTRIAL TRAINING

2.8 Procedure During Industrial Training

(a) Report for Duty

Students must report to the industrial training institutions/agencies/companies one (1) week after the completion of final examination (7th semester). Students must complete the Report Duty Form (INDUSTRIAL TRAINING DOCUMENT-6) and Industrial Training Plan (if any). The completed forms must be submitted via SharePoint provided by the school administration to the industrial training coordinator and academic advisor.

(b) Dress Code

Students **MUST** dress properly according to the rules and regulations set by the industrial training institutions/ agencies/companies.

(c) Attendance, Training Hour, and Leave

Students **MUST** be punctual according to the institutions/agencies/companies working hours.

Students are not allowed to take leave during the industrial training except by the approval from the institutions/agencies/companies.

(d) Tasks and Activities

Students must record their daily activities in the Logbook throughout the industrial training period (Appendix 2). All activities and assessments of students will be monitored and supervised by the industrial training supervisor daily.

(e) Industrial Training Visitation

Students are required to make a presentation during the visitation by the industrial training academic advisors.

(f) Industrial Training Final Report

Students must submit a final report upon the completion of the industrial training via the SharePoint provided by the school administration. The guideline for the industrial training final report is shown in Appendix 14.

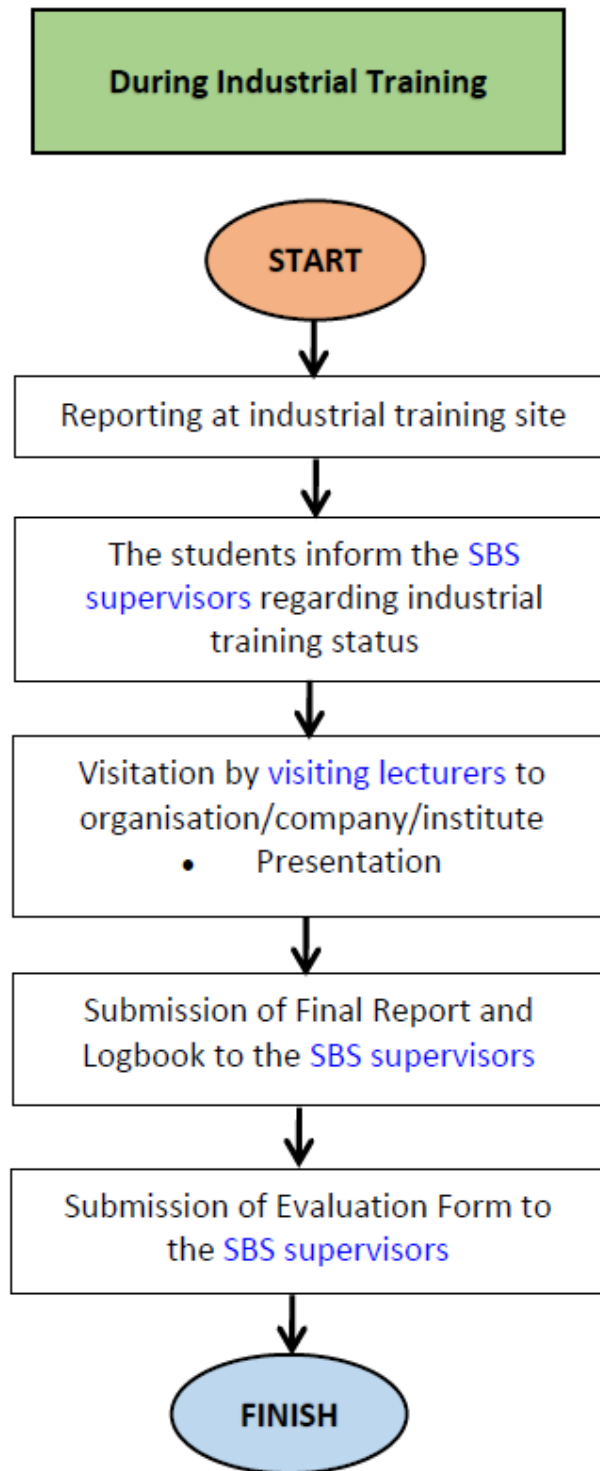


Figure 2.3: Flowchart during the industrial training period.

AFTER INDUSTRIAL TRAINING

2.9 Submission of Industrial Training Components

Students must submit **ALL** the industrial training components listed below after **ONE (1) week** of the end of industrial training period.

- Final Report
- Industrial Training Survey

2.10 Criteria for grading purposes

For grading purposes, the following must be fulfilled:

- Report duty for industrial training at the placement selection.
- Students **MUST** complete the industrial training period with **a minimum of 24 weeks**.
- Students **MUST** deliver their presentation during the visitation by the SBS Supervisor.
- Students **MUST** submit their final report and the final survey form.

The background of the cover features a complex, abstract geometric pattern. It consists of numerous hexagons in various shades of orange and purple, some of which are 3D cubes. These shapes are interconnected by a network of thin, grey lines that form a grid-like structure. The overall design is modern and technical, suggesting a focus on industry and technology.

3.0

INDUSTRIAL
TRAINING

**SUPERVISOR
GUIDELINES**

3.1 Introduction

Industrial training supervisor is responsible for guiding and monitoring students during their industrial training periods. The supervisor must ensure that the students acquire significant practical experience in their area of study, meets the educational objectives of the training programme, and abides by the guidelines provided.

3.2 Roles & Responsibilities

- A) Assessing students' placement, defining job roles, and submission of the Report Duty Form (INDUSTRIAL TRAINING DOCUMENT-6).
- B) Offering support and direction to students.
- C) Supervising tasks assigned to students.
- D) Endorse the internship daily logbook weekly.
- E) Assessing students through Industrial Training Supervisor's Evaluation Form (Appendix 10) and rubric (Appendix 11) and submitting it via SharePoint provided by the school administration
- F) Arrange a presentation session for the students upon visitation of the visiting lecturer.
- G) Reporting any problems encountered during students' training period to the SBS Supervisor.

3.3 Supervision Process

Refer to Figure 3.1.

3.4 Evaluation by Industrial Training Supervisor

The supervisor must evaluate the student's performance throughout the industrial training period and complete the Industrial Training Supervisor's Evaluation Form (Appendix 10) and rubric (Appendix 11). This form must be submitted via the SharePoint provided by the school administration.

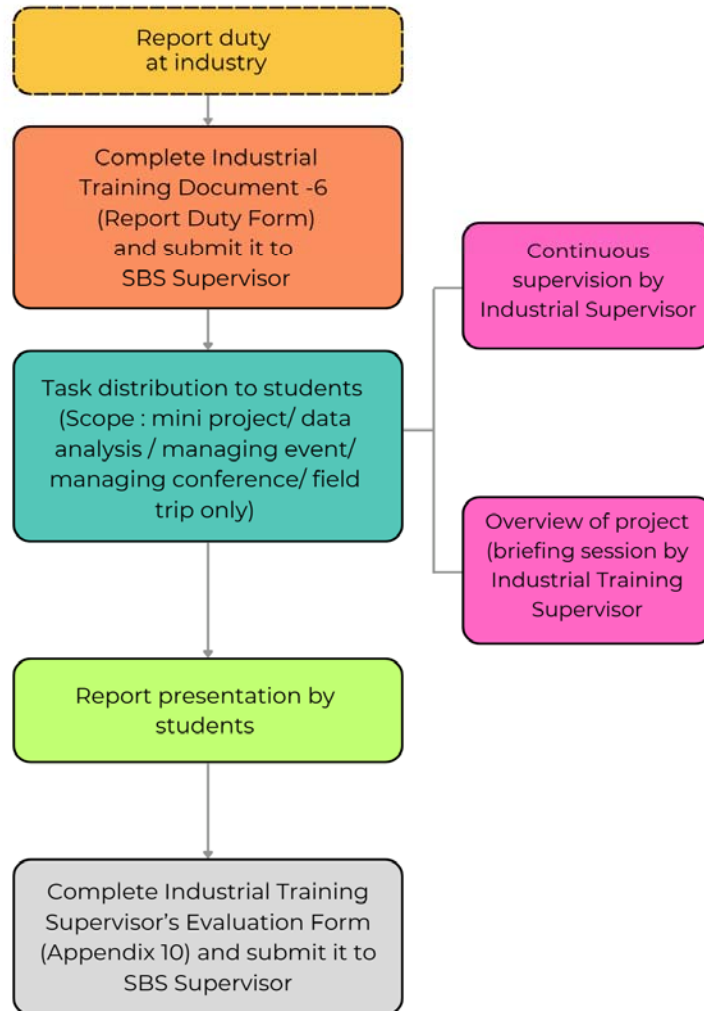


Figure 3.1: Supervision process by the industrial training supervisor.



4.0

SBS

SUPERVISOR GUIDELINES



4.1 Introduction

This section offers comprehensive guidelines for the SBS Supervisor, covering pre, during, and post-industrial training tasks. The SBS Supervisor play a crucial role in guiding and mentoring students while continuously assessing their progress throughout the industrial training period.

4.2 Roles & Responsibilities

BEFORE INDUSTRIAL TRAINING

- A) To assist students in securing the industrial training placement either in the government or private companies/organisations/institutions.
- B) To monitor all matters related to industrial training placement registrations and verification of student placements (if necessary).

DURING INDUSTRIAL TRAINING

- A) To serve as a liaison between the school and the industrial training facility.
- B) To discuss with the industrial training supervisor on any concerns develop during training.

AFTER INDUSTRIAL TRAINING

- A) To evaluate the industrial training daily logbook, and the final report based on the rubrics provided (Appendix 3 and 5).
- B) To submit the industrial training marks to the coordinator within the specific period.

4.3 Evaluation of Industrial Training Components

The SBS Supervisor is responsible for evaluating the student's performance throughout the period of industrial training using the daily logbook and the evaluation report form. These forms must be submitted by the student to the SBS Supervisor by the specified deadline.

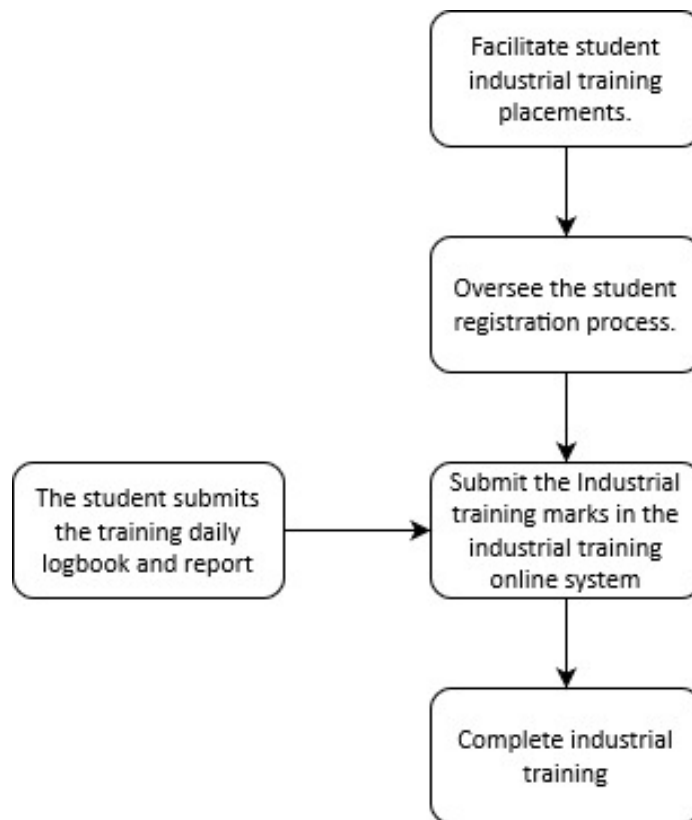
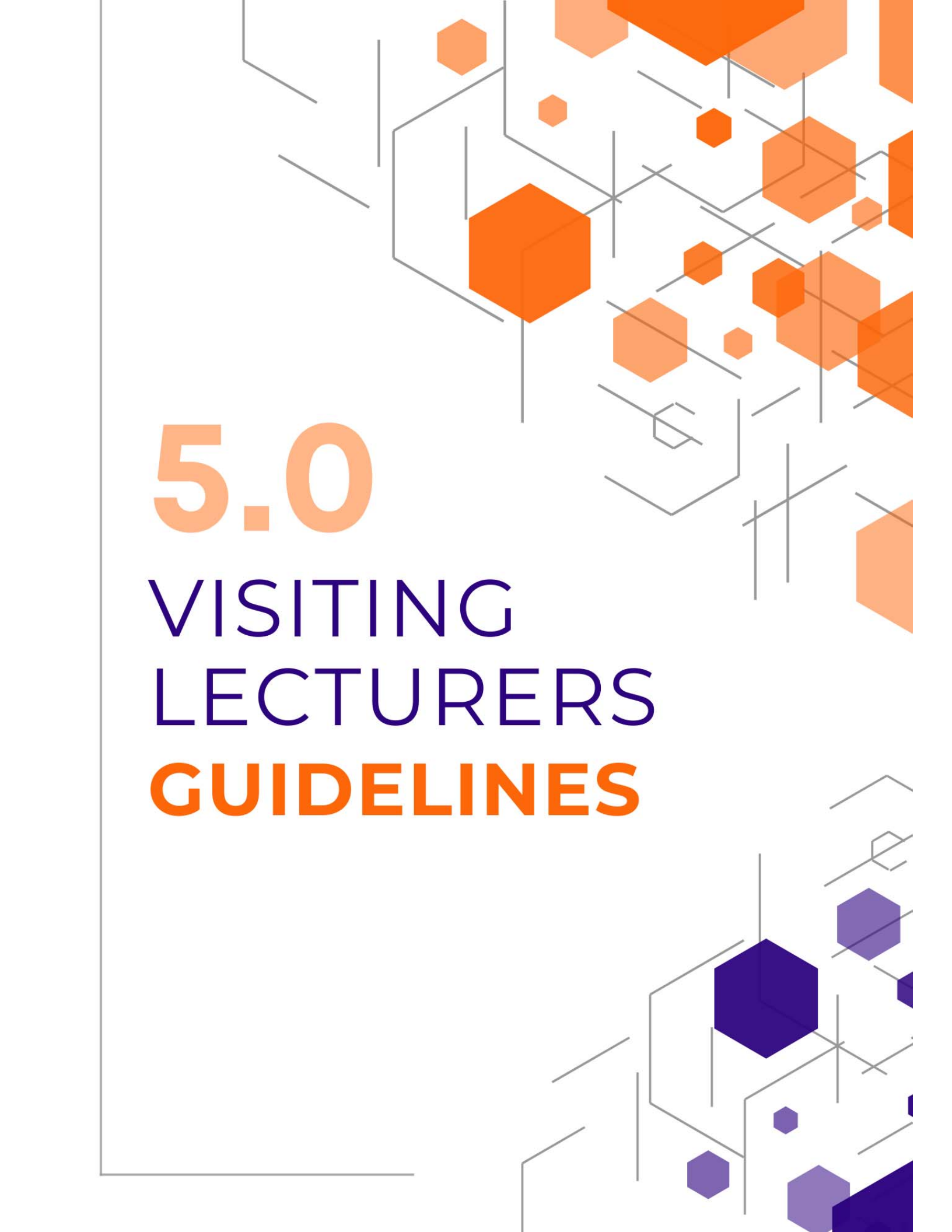


Figure 4.1: Academic advisor supervision process.



5.0

VISITING LECTURERS GUIDELINES

5.1 Introduction

This section offers guidelines for the visiting lecturers in evaluating the student presentation and onsite survey at the internship placement.

5.2 Roles & Responsibilities

- A) To conduct visitations on Week 20th at the industrial training placements either by physical or online meeting.
- B) To evaluate the industrial training presentation (Appendix 7).
- B) To discuss with the industrial training supervisor on any concerns develop during training.
- C) To establish a good connection between industries and university based on mutual benefits.
- D) To submit the presentation marks (Appendix 6) and Industrial Training Survey Form - Visiting Lecturers (Appendix 15) to the coordinator after the visitation.

APPENDIX 1

RESUME TEMPLATE



RESUME

Seeking for Industrial Training



Instruction: Please ensure that your CV is not more than two pages.

1. PERSONAL DETAILS

NAME:

AGE:

IC/ PASSPORT NO:

STUDENT MATRIC NO:

ADDRESS:

NATIONALITY:

RACE:

RELIGION:

MOBILE PHONE NO:

E-MAIL:

2. ACADEMIC QUALIFICATIONS

BACHELOR DEGREE (CURRENTLY)

NAME OF INSTITUTION: UNIVERSITI SAINS MALAYSIA

YEAR:

COURSE/ FIELD: BACHELOR OF _____

CGPA:

STPM/ MATRICULATION/ DIPLOMA

NAME OF INSTITUTION:

YEAR:

COURSE/ FIELD:

CGPA:

SPM

NAME OF INSTITUTION:

RESULTS: State your SPM result



3. WORKING EXPERIENCE

- Position, company, duration

4. RESEARCH EXPERIENCE

- List your final year project and other

5. AWARDS

- Dean's list or other selected awards from university/ college/ secondary school/ society

6. CURRICULUM ACTIVITIES

- Type of activities, achievements, position

7. LANGUAGE PROFICIENCY

- Written, spoken

8. COMPUTER SKILLS

- State your computer skills

9. LABORATORY SKILLS

- State your laboratory skills

10. REFERENCES

- Your previous supervisor or employer

APPENDIX 2
DAILY LOGBOOK TEMPLATE
(10%)

DAILY REPORT

DATE:

WEEK:

ACTIVITIES/ASSIGNMENTS

TIME	ACTIVITIES

Student reflections/comments:

Industrial training supervisor comments:

Industrial Training Supervisor Endorsement

Name:

Date:

APPENDIX 3

INDUSTRIAL TRAINING DAILY LOGBOOK RUBRIC (10%)

STUDENT INFORMATION

Name:

Matric No.:

Internship placement:

Criteria/Score	1-2	3-4	5-6	7-8	9-10	Marks
	Poor	Need improvement	Satisfactory	Good	Excellent	
1. Component of the logbook	Logbook entries are sparse and fail to adequately document daily activities and observations. Minimal effort is evident in the documentation	Satisfactory: Logbook entries contain basic information on daily activities but lack thoroughness and detail. Some effort is shown, but entries are generally minimal.	Entries provide a reasonable overview of daily activities, but some details are missing. Adequate effort is evident in documenting activities.	Entries are detailed and cover daily activities thoroughly with minor omissions. Clear effort is shown in the documentation.	Logbook entries are comprehensive, providing detailed descriptions of daily activities and observations. Exceptional effort is evident with comprehensive, detailed, and insightful documentation.	
2. Description of the tasks/roles/duties given	Tasks/roles/duties were not being stated.	Tasks/roles/duties were not clearly described.	Tasks/roles/duties were briefly described.	Tasks/roles/duties were clearly described.	Tasks/roles/duties were clearly described with additional explanation or descriptions.	
2. Critical reflection on daily activities	Reflections are superficial or absent, showing little engagement with the daily learning process.	Contains basic reflections on daily activities but lacks depth and insight.	Reflections provide some analysis and insight into daily activities; moderately detailed with basic understanding of	Thoughtful reflection on daily activities, demonstrating understanding of their significance and impact, although some aspects	Demonstrate insightful reflection on daily activities, identifying challenges, lessons learned, and areas for improvement.	

			their importance.	could be explored more deeply.		
4. Consistency and timeliness	Not organised, inconsistent, and often submitted late, affecting the overall record-keeping process.	Well organised, but there are noticeable gaps or delays in submission.	Entries are generally consistent with minor delays occasionally; maintains moderate regularity	Well-organized with occasional minor delays in submission.	Very well organised and submitted on time without any delays.	

EVALUATION MARKS: ____ /40 x 10% =

Approved by: _____ Date: _____
Signature

Name: _____

APPENDIX 4

Industrial Training Report Evaluation Marks (20%)

STUDENT INFORMATION

Name:

Matric No.:

Internship placement:

Please mark (/) in the provided scale below:

1-2	3-4	5-6	7-8	9-10
Poor	Need improvement	Satisfactory	Good	Excellent

No.	Contents	1-2	3-4	5-6	7-8	9-10	Weighted Marks Obtained
1	<ul style="list-style-type: none"> Overall Structure, Organization and Quality 						___ /10 x 10% =
2	INTRODUCTION <ul style="list-style-type: none"> Duration of the industrial training Industrial training objectives 						___ /10 x 20% =
3	ORGANISATION BACKGROUND <ul style="list-style-type: none"> Organisational brief information Organizational structure/chart Core activity of the organization Organizational advantages and disadvantages 						___ /10 x 20% =
4	LEARNING OUTCOME <ul style="list-style-type: none"> Tasks and responsibilities performed Industrial training objectives achieved To what extent the experience helps students understand the field of specialisation in practice Challenges faced by students undergoing industrial training and method to overcome them 						___ /10 x 40% =
5	CONCLUSION <ul style="list-style-type: none"> Self-reflection Readiness for the work environment Recommendation for improvement 						___ /10 x 10% =
TOTAL MARKS							/100

EVALUATION MARKS: ___ /100 x 20% =

Approved by: _____ Date: _____

Signature

Name: _____

APPENDIX 5

INDUSTRIAL TRAINING REPORTS RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Moderate	Satisfactory	Good	Excellence
1	Overall structure, organization and quality	Incomplete or missing one or two components. - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show some of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show moderate of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Complete component with the following: - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Complete component with the following additional: - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax
2	Introduction	Not significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Less significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Moderate information in - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Very significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services
3	Learning outcome	Very poor explanation on following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Poor explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Moderate explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Well explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Great explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion
5	Conclusion and recommendation	Fails to summarize effectively, lacking self-reflection, readiness for work, and meaningful recommendations.	Summary lacks depth; offers minimal self-reflection, readiness, and vague recommendations.	Provides a basic summary, with some self-reflection, readiness, and relevant but brief recommendations.	Presents a clear summary; includes thoughtful self-reflection, readiness, and relevant recommendations, albeit with some gaps.	Offers a comprehensive summary; displays deep self-reflection, strong readiness, and detailed, well-supported recommendations.

APPENDIX 6

INDUSTRIAL TRAINING PRESENTATION MARKS (10%)

STUDENT INFORMATION

Name:

Matric No.:

Internship placement:

Please mark (/) in the provided scale below:

1-2	3-4	5-6	7-8	9-10
Poor	Need Improvement	Satisfactory	Good	Excellent

No.	Contents	1-2	3-4	5-6	7-8	9-10
1	Background of the organization 1. Company and department background 2. Organization chart 3. Business nature or activity					
2	Task and project Explanation includes: 1. Introduction 2. Objectives 3. Procedure 4. Result and discussion 5. Conclusion					
3	Impact of industrial training Explains the impact of industrial training in terms of knowledge, skills, and personal development					
4	Conclusion and recommendation Concludes the outcome of the training programme with recommendations for future actions					
5	Question & Answer Can address all questions with relevant and correct information					
TOTAL MARKS		/50				

EVALUATION MARKS: ____ /50 x 10% =

Approved by: _____ Date: _____

Signature

Name: _____

APPENDIX 7

INDUSTRIAL TRAINING PRESENTATION RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Need Improvement	Satisfactory	Good	Excellent
1	Knowledge of fields	Demonstrates limited understanding of relevant fields; lacks depth and accuracy in content.	Shows some understanding of relevant fields but lacks coherence and depth; content may be partially accurate.	Displays adequate understanding of relevant fields; content is coherent and mostly accurate but may lack depth.	Exhibits clear and comprehensive understanding of relevant fields; content is accurate, coherent, and sufficiently detailed.	Demonstrates exceptional understanding of relevant fields; content is highly accurate, coherent, detailed, and insightful.
2	Visual presentation	Visuals are poorly designed, cluttered, and difficult to read; distract from the presentation.	Visuals are somewhat cluttered or difficult to read; detract slightly from the presentation.	Visuals are adequately designed and enhance the presentation; support key points effectively.	Visuals are well-designed, clear, and visually appealing; significantly enhance the presentation.	Visuals are professionally designed, visually stunning, and perfectly complement the presentation; greatly enhance audience understanding and engagement.
3	Contribution to practice	Presentation lacks practical relevance; fails to provide meaningful insights or suggestions for application.	Provides limited practical relevance; offers some insights or suggestions for application, but they are vague or disconnected.	Offers practical insights and suggestions for application relevant to the field; demonstrates some potential for real-world implementation.	Provides valuable and actionable insights for application in practice; demonstrates clear relevance to real-world scenarios.	Demonstrates exceptional relevance and potential impact on real-world scenarios.
4	Delivery and engagement	Presentation lacks clarity, confidence, and engagement; fails to effectively communicate key points.	Delivery is somewhat unclear or lacks confidence; engagement with the audience is limited.	Delivery is clear and confident, with moderate engagement with the audience; effectively communicates key points.	Delivery is polished and engaging, capturing audience attention throughout; effectively communicates and emphasizes key points.	Delivery is exceptional, with strong confidence, enthusiasm, and audience interaction; captivates and inspires the audience, leaving a lasting impression.
5	Question & answer	Cannot address questions with irrelevant answer.	Weak address questions with irrelevant answer.	Able to address questions with irrelevant answer.	Can address all questions with relevant and correct information.	Can address all questions with relevant and correct information with extra effort and creativity.

APPENDIX 8

SBS SUPERVISOR'S EVALUATION MARKS (10%)

STUDENT INFORMATION

Name: _____
 Matric No.: _____
 Internship placement: _____

Please mark (/) in the provided scale below:

Score	1-2	3-4	5-6	7-8	9-10
	Poor	Need improvement	Satisfactory	Good	Excellent

No.	Criteria	1-2	3-4	5-6	7-8	9-10
1.	Problem Identification					
2.	Analytical skills					
3.	Implementation of Solutions					
4.	Technical Competence					
5.	Collaboration and Teamwork					
TOTAL MARKS		/50				

EVALUATION MARKS: ____ /50 x 10% =

Approved by: _____ Date: _____
Signature

Name: _____

APPENDIX 9

SBS SUPERVISOR'S EVALUATION RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Need improvement	Satisfactory	Good	Excellent
1	Problem identification	Fails to identify industry-related problems accurately	Identifies the problems but often misses key issues	Usually identifies relevant problems with some guidance	Consistently identifies key industry-related problems accurately	Exceptionally skilled at pinpointing complex industry-related problems
2	Analytical skills	Has difficulty figuring out the problem in the industry	Understands and analyses some problems but often misses important details	Able to identify and explain problem clearly, noticing the key details.	Often provide clear and thorough analysis of the problems	Able to fully understand the problem, see all important details and provides insightful analysis of the problems
3	Implementation of solutions	Struggles to implement solutions effectively. Often fails to follow through with plans or makes many mistakes while doing so.	Implements solutions with mixed success. Sometimes follows through but often needs help or makes mistakes that reduce the effectiveness.	Generally, implements solutions effectively with some guidance. Usually follows through with plans and can correct mistakes with some help.	Implements solutions effectively and efficiently. Consistently follows through with plans and rarely needs help, making few mistakes.	Exceptional in implementing solutions, often exceeding expectations. Always follows through perfectly, needs no help, and often improves the original plan, delivering outstanding results.
4	Technical competence	Lacks the technical skills necessary to provide effective solutions. Struggles with basic technical tasks related to the role.	Has some technical skills but often insufficient for effective solutions. Can perform basic technical tasks with some assistance.	Demonstrates adequate technical skills for most solutions. Can handle technical tasks independently but may need guidance for complex issues.	Possesses strong technical skills, contributing to effective solutions. Can handle complex technical tasks with ease.	Exhibits exceptional technical competence, enhancing solution effectiveness. Master complex technical tasks and can innovate new technical solutions.
5	Collaboration and teamwork	Rarely collaborates effectively with others. Often works in isolation and does not share information or ideas with the team.	Occasionally collaborates but often with difficulties. Sometimes fails to communicate effectively or share workload with team members.	Works well with others and participates in team activities. Communicates effectively and shares workload appropriately.	Works very well with others, often contributing positively to team efforts. Communicates effectively and helps team members when needed.	Excels in teamwork, consistently enhancing team performance and dynamics. Goes above and beyond to support team members and achieve common goals.

APPENDIX 10

INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION MARKS (50%)



BOI420 INDUSTRIAL TRAINING

INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION MARKS

Please fill up the evaluation form based on the rubric provided and submit this form to the SharePoint provided by the school administration.

Student's name:

Training Centre:

Training duration: _____ **to** _____ **Year:** _____

1. Please grade this student according to the following criteria (Tick '/' in the correct box)

Score	1-2	3-4	5-6	7-8	9-10
	Poor	Need improvement	Satisfactory	Good	Excellent

No.	Criteria	1-2	3-4	5-6	7-8	9-10	Weighted Marks Obtained
A. Demonstrate practical skills and complete tasks (PLO2)							
1.	Able to follow instructions						/10 x 5% =
2.	Ability to plan and manage work to meet deadlines						/10 x 5% =
3.	Capable of performing tasks independently with minimal supervision						/10 x 5% =
4.	Show enthusiasm for learning						/10 x 5% =

B. Performing daily tasks through learning and professional collaboration (PLO6)							
1.	Demonstrated adherence to the rules; act ethically and professionally						/10 x 5% =
2.	Participates in beneficial organizational activities						/10 x 5% =
3.	Ready to assist team members and take proactive action						/10 x 5% =
4.	Value and respect the opinions of others						/10 x 5% =
C. Competently solve industry problems (PLO7)							
1.	Capable of utilising available information in work-related decision-making						/10 x 5% =
2.	Able to recognise and analyse problems related to the given task						/10 x 5% =
TOTAL MARKS: /100 =							
EVALUATION MARKS /100 X 50% =							

2. Please specify the weaknesses of this trainee throughout their practical training (if any):

3. Upon accepting our student(s) for practical training, would you consider employing graduates from this program in the future?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No Please specify why?

4. Overall comments

Industrial Training Supervisor's name and Official Stamp	Industrial Training Supervisor's Signature and Date
--	---

APPENDIX 11

INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Need improvement	Satisfactory	Good	Excellent
A. Demonstrate practical skills and complete tasks (PLO2)						
1.	Able to follow instructions	Frequently fails to follow instructions accurately and consistently.	Sometimes requires clarification or repetition of instructions.	Fairly follows instructions accurately and independently.	Consistently follows instructions accurately with minimal guidance.	Always follows instructions with precision and attention to detail.
2.	Ability to plan and manage work to meet deadlines	Rarely plans work and frequently misses deadlines.	Demonstrates occasional planning but struggles to consistently meet deadlines.	Plans work effectively to meet most deadlines.	Demonstrates strong planning skills and consistently meets deadlines.	Exceptional planning skills; consistently exceeds deadlines.
3.	Capable of performing tasks independently with minimal supervision	Frequently relies on supervision and assistance to complete tasks.	Able to perform tasks independently with some guidance.	Fairly performs tasks independently with minimal supervision.	Consistently performs tasks independently with high quality and minimal supervision.	Demonstrates exceptional autonomy and consistently produces outstanding work without supervision.
4.	Show enthusiasm for learning	Displays little to no interest in learning new concepts or skills.	Shows occasional interest in learning but lacks consistent enthusiasm.	Demonstrates interest in learning and occasionally seeks out opportunities for growth.	Shows consistent enthusiasm for learning and actively seeks opportunities for growth.	Displays exceptional enthusiasm for learning, eagerly pursues new knowledge, and consistently seeks ways to expand skills and expertise.

B. Performing daily tasks through learning and professional collaboration (PLO6)						
1.	Ethical and professional	Does not demonstrate adherence to the rules; acted ethically and professionally bad social and work etiquette.	Occasionally demonstrate adherence to the rules; acted ethically and professionally with low social and work etiquette.	Fairly demonstrate adherence to the rules; acted ethically and professionally with moderate social and work etiquette.	Demonstrate adherence to the rules; acted ethically and professionally with a good social and work etiquette.	Demonstrate adherence to the rules; acted ethically and professionally with an excellent social and work etiquette.
2.	Participates in beneficial organizational activities	Rarely participates in organizational activities or contributes minimally.	Occasionally participates in organizational activities but does not significantly impact outcomes.	Contributes to beneficial organizational activities with some consistency.	Actively participates in and contributes to beneficial organizational activities.	Consistently initiates and leads beneficial organizational activities, driving positive change.
3.	Ready to assist team members and take proactive action	Reluctant to assist team members or take proactive action.	Occasionally assists team members and takes proactive action when necessary.	Generally ready to assist team members and takes proactive action when appropriate	Actively seeks opportunities to assist team members and consistently takes proactive action.	Always ready and willing to assist team members, going above and beyond to ensure team success.
4.	Value and respect the opinions of others	Disregards or dismisses the opinions of others.	Occasionally values and respects the opinions of others but may not always demonstrate it.	Fairly values and respects the opinions of others.	Consistently values and respects the opinions of others.	Actively seeks out and incorporates diverse perspectives, demonstrating deep respect for others' opinions.
C. Competently solve industry problems (PLO7)						
1.	Capable of utilising available information in work-	Struggles to utilise available information in work-related decision-	Occasionally utilises available information but may not effectively	Fairly utilises available information in work-related decision-making.	Effectively utilises available information to inform work-related	Exceptionally utilises available information, consistently making well-

	related decision-making	making.	integrate it into decision-making processes.		decision-making.	informed decisions.
2.	Able to recognise and analyse problems related to the given task	Frequently fails to recognise or analyse problems related to the given task.	Sometimes recognises and analyses problems but may not do so effectively or consistently.	Fairly recognises and analyses problems related to the given task.	Consistently recognises and effectively analyses problems related to the given task.	Exceptionally skilled in recognising and analysing problems, consistently demonstrating a thorough understanding and insightful analysis.

APPENDIX 12

INDUSTRIAL TRAINING SURVEY FORM - STUDENTS

STUDENT INFORMATION

Student's Name:

Matric No.:

Internship placement:

Please mark (/) in the provided scale below:

1-2	3-4	5-6	7-8	9-10
Strongly disagree	Disagree	Neutral	Agree	Strongly agree

No.	Contents	1-2	3-4	5-6	7-8	9-10
Before industrial training						
1.	The objectives of the industrial training were clearly explained during the briefing.					
2.	The briefing provided a comprehensive overview of the training program.					
3.	The briefing outlined the schedule and structure of the industrial training effectively.					
4.	The briefing included information on how to access support and assistance during the training.					
5.	The health and safety guidelines were thoroughly explained during the briefing.					
6.	The briefing highlighted the key learning outcomes expected from the industrial training.					
7.	The briefing sessions for students get placement and preparation before starting the industrial training is very helpful.					
8.	The briefing helped me feel prepared and confident to start the training.					
9.	The presenter was knowledgeable and able to effectively communicate the briefing content.					
10.	Does the briefing cover the importance of attendance and punctuality?					
During industrial training						
1.	The industrial training placement is relevant to my field, interest, and skill.					
2.	The objectives and contents of the industrial training were clearly defined.					
3.	The training materials were useful and well-organized.					
4.	The trainer was knowledgeable about the subject matter.					

5.	The trainer effectively communicated the information.					
6.	The industrial training included practical exercises that enhanced my learning and knowledge.					
7.	The industrial training duration and pace was sufficient and appropriate to cover the material.					
8.	The industrial training environment was conducive to learning.					
9.	The industrial training program was well-structured and easy to follow.					
10.	The industrial training provided opportunities for interaction, discussion, and networking.					
11.	The industrial training has equipped me with practical skills I can use immediately.					
12.	Did you receive adequate support during the industrial training?					
13.	The industrial training addressed all my questions and concerns.					
14.	All facilities provided during the industrial training are complete and well function.					
15.	Company required to provide allowance for the trainee					
16.	<p>Does the company provide allowance? If yes, state RM _____</p> <p>Based on your opinion, state the appropriate amount of allowance</p>	<p>YES <input type="text"/> NO <input type="text"/></p> <p>RM _____</p>				
After industrial training						
1.	The industrial training program met my expectations.					
2.	I feel more confident in my skills after completing the industrial training.					
3.	The industrial training has positively impacted on my job preference after completing my study.					
4.	I would recommend this company to my juniors.					
5.	My working and learning experience increase.					
6.	I have achieved the objectives of this course.					

APPENDIX 13

INSURANCE TEMPLATE



Jabatan Bendahari
Bursary

Our Ref. : USM.JB.BKK/KI/GPA.STUDENT/2025

Date : 21st January 2025

Universiti Sains Malaysia
11800 USM Pulau Pinang
T: 04-653 3131 / 04-653 4288
F: 04-658 8205
E: bursar@usm.my
L: bursary.usm.my / www.usm.my

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

CONFIRMATION OF GROUP PERSONAL ACCIDENT COVERAGE FOR STUDENT (GPA STUDENT) YEAR 2025

We wish to inform you that all registered students of Universiti Sains Malaysia (USM) for the year 2025 are covered under the Group Personal Accident Certificate.

2. The details of the coverage are as follows:

Underwriter : Syarikat Takaful Malaysia Am Berhad
Period of Cover : 01 January 2025 – 31 December 2025 (subject to yearly renewal)
Territorial Limit : Worldwide – 24 hours
Benefits : As outlined below:

No.	Accidental Benefit	Amount (RM)
1	Accidental Death	15,000.00
2	Permanent Disablement	15,000.00
3	Medical Expenses	1,000.00 per year
4	Ward Charges	50.00 per day (up to max of 25 days)
5	Repatriation/Funeral Expenses	3,000.00

Note : Terms and conditions applied

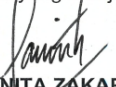
3. Should you have any further queries or require additional details regarding this coverage, please do not hesitate to contact us.

Thank you.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,


(ZANITA ZAKARIA)
For Bursar

APPENDIX 14

INDUSTRIAL TRAINING REPORT FORMATTING/TEMPLATE

1. Format of Report

The students MUST write the report following the guidelines below:

- (a) The report must be written in English.
- (b) Font size : 12 - point font size, Times New Roman
- (c) Pages : 20 - 30 pages (From introduction to References)
- (d) Line spacing : 1.5 spacing
- (e) Margins : Top 1" Bottom 1.5" Left 1.5" Right 1.5"
- (f) Heading : Chapter Heading 14-point, bold
- (g) Page numbering : Every sheet of paper must be numbered. Before the introductory chapter, use small Roman numerals (i, ii, iii...). Use the normal numbering system (1, 2, 3...) after the introductory chapter. The page number must be centered to the page and placed at the bottom of the page.
- (h) The report must be submitted in PDF form and emailed to via the SharePoint provided by the school administration.

2. Report Contents

The report should include the following contents:

Cover page

Acknowledgement

Executive Summary

Table of content

1.0 Introduction

2.0 Company Profile

3.0 Project Details

4.0 Other Project/Task

5.0 Recommendation

6.0 Conclusion

Bibliography

Appendices

3. Brief Explanation on the Report Contents

(a) Cover page

The cover page should include university and school logos, title (Industrial Training Report), name and matrix number, industrial training placement and month and year.

(b) Acknowledgement

A statement of expressing appreciation to individuals or parties that has given help throughout the industrial training period including the academic advisor and industrial training supervisor. This section should not exceed one page.

(c) Executive Summary

A brief overview that highlighting the main contents of the final report. It should also include a brief conclusion that can be made from the industrial training program.

(d) Table of Content

An organized listing of contents with page numbers according to the student report. This section of the report should consist of Titles, Sub-titles and Page numbers.

1.0 Introduction

In this section, students should explain the definition of industrial training. Include a general statement on the objectives of undergoing industrial training.

2.0 Company Profile

Students need to give a brief and concise description of the company/organization. The description should include the company background and staff, vision and mission, organization structure and products and services offered by the company/organization.

3.0 Project Details

In this section, students need to explain in detail the tasks or projects that have been carried out during the industrial training period.

4.0 Other Project/Task

Other tasks or projects assigned by the industrial supervisor during the industrial training session should also be included in the report.

5.0 Recommendation

Students need to identify and write the problems that occur during the industrial training session and provide/suggest further actions that can contribute to the solution of the problems.

6.0 Conclusion

Student should provide the overall summary of the whole industrial training experience.

Bibliography

Important references that are used while preparing the report such as books, websites, journals, articles and so on. Please follow the USM reference format.

Appendices

Students can attach additional information such as forms, user manual, coding or anything that is related to the tasks or project. Appendices should be sorted according to the order mentioned in the text of the report.

APPENDIX 15

INDUSTRIAL TRAINING SURVEY FORM - VISITING LECTURERS

STUDENT INFORMATION

Student's Name:

Matric No.:

Internship placement:

Please tick **(v)** the appropriate box:

(A) FEEDBACK FROM INDUSTRIAL SUPERVISOR (Results from the discussion session)

Criteria	Weak	Moderate	Good
1. The ability of students to adapt to the work culture of the organisation/company			
2. The ability of the student to adapt to the given task			
3. The ability to learn quickly			
4. Relationships with other employees			
5. Communication skills			
6. Ability to execute commands			
7. Discipline at work - responsible, commitment, personality, perseverance, interest.			
8. Attendance and punctuality			

STATE THE STUDENT'S WEAKNESSES THAT NEED TO BE IMPROVED (If available)

Is your organisation/company interested in accepting SBS students to undergo industrial training in the future?

YES NO

☐☐

If yes, state the number of the students that can be accepted.

Does the organisation/company provide allowance to the student who undergo industrial training?

YES NO

☐☐

If yes, state RM _____

(B) INFORMATION FROM STUDENT

1.0 This organisation/company/institution is suitable for students to undergo future industrial training

YES NO

☐☐

2.0 Comment from the student

3.0 Comment and overall review from the visiting lecturer

Accessed by: _____ **Date:** _____
Signature

Name: _____

INDUSTRIAL TRAINING DOCUMENT-1 (Application Letter)



USM UNIVERSITI
SAINS
MALAYSIA



Ref. No. : USM/PPSKH/LI/01/EN

Date:

TO WHOM IT MAY CONCERN

Sir/Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

We refer respectfully to the above-mentioned subject.

2. The School of Biological Sciences (SBS), Universiti Sains Malaysia (USM), would like to request your kind consideration in accepting the following student to undergo an Industrial Training Program at your esteemed organization:

STUDENT NAME :
IC. NO./ PASSPORT NO. :
MATRIC NO. :
PROGRAMME OF STUDY :
TRAINING DURATION : until

3. For your information, Industrial Training is a compulsory course for all final-year students as a requirement for graduation. The purpose of this training is to enable students to apply academic knowledge in a real-world industry setting, gain exposure to the actual working environment, enhance their communication skills and professional ethics.

4. Enclosed herewith is the student's resume for your kind consideration. We would greatly appreciate it if you could respond to this application with either an acceptance or rejection within **ONE (1) week** after above letter.

5. We sincerely hope your organization will consider and approve this placement request.

6. We truly value and thank you for your cooperation and support.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

ASSOCIATE PROFESSOR DR. AHMAD RAMLI BIN MOHD YAHYA
Deputy Dean
(Research, Innovation and Industry-Community Engagement)
School of Biological Sciences
Universiti Sains Malaysia

**Pusat Pengajian
Sains Kajihayat**

11800 USM, Pulau Pinang, Malaysia
T : 604 653 3181
604 653 5132, 604 653 3906
F : 604 656 5125
E : dean_bio@usm.my
W : www.bio.usm.my

(This letter is a computer printout and does not require a signature)

INDUSTRIAL TRAINING DOCUMENT-2 (Feedback Letter)

FEEDBACK LETTER



Pusat Pengajian
Sains Kajihayat

11800 USM, Pulau Pinang, Malaysia
T : 604 653 3181
604 653 5132, 604 653 3906
F : 604 656 5125
E : dean_bio@usm.my
W : www.bio.usm.my

Date:

From:

.....
.....
.....
.....

To:

Deputy Dean
(Research, Innovation and Industry-Community Engagement)
School of Biological Sciences
Universiti Sains Malaysia
11800 Pulau Pinang

Sir,

CONFIRMATION ON INDUSTRIAL TRAINING PLACEMENT APPLICATION

2. With reference to your letter dated [date of the application letter], we hereby confirm that we
[☐ Agree / ☐ Unable to offer] an Industrial Training placement to the following student:

STUDENT NAME :

NRIC / PASSPORT NO. :

MATRIC NO. :

PROGRAMME OF STUDY:

INDUSTRIAL TRAINING : until
DURATION

ALLOWANCE (IF ANY) :

Thank you and regards,

.....
Name of Officer :
Position :
Company Name :
Phone Number :

Company/Department Stamp

INDUSTRIAL TRAINING DOCUMENT-3 (Acceptance Letter)



Ref. No.: USM/PPSKH/LI/02/EN

Date:

.....
.....
.....
.....

Sir/Madam,

CONFIRMATION OF INDUSTRIAL TRAINING PLACEMENT

With reference to the above matter and to your response regarding our previous application for industrial training.

2. We hereby confirm, on behalf of the School of Biological Sciences, Universiti Sains Malaysia, the placement of the following student at your organisation for the purpose of undergoing industrial training as per the details below:

STUDENT NAME :

NRIC/ PASSPORT NO. :

MATRIC NO. :

PROGRAMME OF STUDY:

INDUSTRIAL TRAINING : until
DURATION

3. We hope that this opportunity will be mutually beneficial to both your organisation and our student through the application of tertiary-level knowledge in a real working environment.

4. We sincerely appreciate all the cooperation and support extended to us.

Thank you.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

ASSOCIATE PROFESSOR DR. AHMAD RAMLI BIN MOHD YAHYA
Deputy Dean
(Research, Innovation and Industry-Community Engagement)
School of Biological Sciences
Universiti Sains Malaysia

(This letter is a computer printout and does not require a signature)

ACCEPTANCE LETTER



Pusat Pengajian
Sains Kajihayat

11800 USM, Pulau Pinang, Malaysia
T : 604 653 3181
604 653 5132, 604 653 3906
F : 604 656 5125
E : dean_bio@usm.my
W : www.bio.usm.my

INDUSTRIAL TRAINING DOCUMENT-4 (Rejection Letter)



Ref. No.: USM/PPSKH/LI/03/EN

Date:

.....
.....
.....
.....
.....

Sir/Madam,

DECLINATION OF INDUSTRIAL TRAINING PLACEMENT

We refer to the industrial training placement offer extended to our student from the School of Biological Sciences, Universiti Sains Malaysia, with the following details:

STUDENT NAME :

NRIC/ PASSPORT NO. :

MATRIC NO. :

PROGRAMME OF STUDY:

INDUSTRIAL TRAINING : until
DURATION

2. We truly appreciate the opportunity and your willingness to host our student for industrial training at your esteemed organisation. However, **the student is unable to accept the placement offer** due to unavoidable circumstances.

3. We sincerely apologise for any inconvenience this may cause and hope for your continued support and collaboration in future placements.

4. Once again, we extend our deepest appreciation for your commitment and support of our industrial training programme.

Thank you.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

ASSOCIATE PROFESSOR DR. AHMAD RAMLI BIN MOHD YAHYA
Deputy Dean
(Research, Innovation and Industry-Community Engagement)
School of Biological Sciences
Universiti Sains Malaysia

(This letter is a computer printout and does not require a signature)

REJECTION LETTER



**Pusat Pengajian
Sains Kajihayat**

11800 USM, Pulau Pinang, Malaysia
T : 604 653 3181
604 653 5132, 604 653 3906
F : 604 656 5125
E : dean_bio@usm.my
W : www.bio.usm.my

INDUSTRIAL TRAINING DOCUMENT-5

(Final Placement e-Form)

Borang Muktamad Latihan Industri SBS USM / SBS USM Final Internship Confirmation Form



INDUSTRIAL TRAINING DOCUMENT-6 (Report Duty Form)

 	PUSAT PENGAJIAN SAINS KAJIHAYAT UNIVERSITI SAINS MALAYSIA 11800 GELUGOR, PULAU PINANG BORANG PENGESAHAN LAPOR DIRI BAGI PELAJAR LATIHAN INDUSTRI
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MAKLUMAT PELAJAR (STUDENT'S DETAILS)	
Nama Pelajar <small>(Student Name)</small>	
No. Matrik <small>(Matric No.)</small>	
Program <small>(Programme)</small>	
No. Telefon Bimbit <small>(Mobile No.)</small>	
Alamat Emel <small>(Email Address)</small>	
MAKLUMAT ORGANISASI (ORGANIZATION DETAILS)	
Nama Organisasi <small>(Organization Name)</small>	
Alamat Organisasi <small>(Organization Address)</small>	
Jenis Organisasi <small>(Organization Type)</small>	<input type="checkbox"/> Government / <input type="checkbox"/> Private Sector
Nama Pegawai <small>(Officer's Name)</small>	
Jawatan Pegawai <small>(Officer's Position)</small>	
No. Telefon <small>(Phone Number)</small>	
Alamat Email <small>(Email Address)</small>	

MAKLUMAT PELAJAR (STUDENT'S DETAILS)	
Kemudahan Yang Disediakan <small>(Facility Provided)</small>	Elaun Bulanan (Monthly Allowance) RM <input style="width: 50px;" type="text"/> sebulan (per month)
	Elaun Makan (Meal Allowance) RM <input style="width: 50px;" type="text"/> hari/bulan (per day/ per month)
	Penginapan (Accommodation) <input type="checkbox"/> Ya/Yes <input type="checkbox"/> Tidak/No
	Pengangkutan (Transportation) <input type="checkbox"/> Ya/Yes <input type="checkbox"/> Tidak/No
	Lain-lain kemudahan (Others) Sila nyatakan/Please state: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
PENGESAHAN PENYELIA INDUSTRI (CONFIRMATION BY INDUSTRY SUPERVISOR)	
Dengan ini disahkan bahawa pelajar tersebut di atas telah melapor diri untuk menjalani latihan industri ini mulai <input style="width: 50px;" type="text"/> . <i>I hereby certify that the above named student has been reported to undergo industrial training at this organization started from <input style="width: 50px;" type="text"/> .</i>	
Tandatangan dan cop rasmi penyelia: <small>(Supervisor's signature and stamp)</small> <div style="border-bottom: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>	
Tarikh (Date) : <input style="width: 100px;" type="text"/>	

Sila kembalikan borang ini **dalam tempoh 7 hari bekerja** dari tarikh melapor diri kepada:
 (Kindly return this form **within 7 working days** to):

Emel / Email: sbsusminternship@gmail.com



School of Biological Sciences
11800, Universiti Sains Malaysia,
Pulau Pinang, Malaysia

Email : dean_bio@usm.my
Phone : +604-653 3181
Website : bio.usm.my