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SECOND BRIEFING

BFC 32904

SEM 3 2023/2024

21/7/2024-27/09/2024

INDUSTRIAL TRAINING (LI) PREPARATION

FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT



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PROSEDURE OF INDUSTRIAL TRAINING (LI)

1. LI subject registration (BFC 32904)

Will be **automatic** registered from registration of ELI

2. LI placement application

Action of students to JLI

3. Student placement confirmation

Students should **confirm the final placement** to JLI using **ELI system** or else JLI will pick the First company responded.

4. Supervision (Week 8 – 9) , 

Faculty Supervisors (PF) / Industrial Supervisors (PI) , LI committee and students action.

5. Assessments (Rubric)

Faculty Supervisors (PF)/ Industrial Supervisors (PI) and LI committee actions

TRAINING PLACEMENT

- Student who is qualified to do LI should have a placement in public or private sectors **AS APPROPRIATE IN CIVIL ENGINEERING** field. (refers to slide presentation from briefing 1).
- Placement is determined by the choice made by student. Therefore, all problems will be at student's own risk.
- Students are **PROHIBITED** to change training place unless students **HAVE PERMISSION** from the faculty, or else students will fail the industrial training subject (HG).

**Student
Self Report**

**Confirmation and
update information
of LI location**

E LOG BOOK: LI PLANNING

- Students are required to carry out all the tasks given for evaluation.
- Tasks **SHOULD BE GIVEN** by PI or by students **INITIATIVES** (in case of no projects etc). Information for research and commercialization planning (any lacks occurs during project works that need to be improved) has to be searched (especially if you could find related information for your Final Year Project improvement)
- LI planning schedule is the schedule of activities during industrial training period (can be based on rubrics).

E LOG BOOK: WEEKLY ACTIVITIES REPORT

- Based on the work that has been proposed
- The matters to be specified in the **Weekly Report** should covers all the activities undertaken during the week.
- A brief description by PI should be done on weekly basis as provided in “ PI Weekly Assessments”.

E LOG BOOK: WEEKLY ACTIVITIES REPORT

- A complete description/ discussion of the activities proposed in the weekly activity report
- Example:
 - ✓ DAY 1: orientation with the organization
 - describe/ explain/ discuss
 - ✓ DAY 2: Discussion with PI
 - explain the processes when/what/how the students could carry out the tasks given by the organization/company

GUIDELINES FOR LI FINAL REPORT

- Refer to the bulletin in <https://eli.uthm.edu.my/>
- Please attach the business card of your industrial supervisor and alumni UTHM in the company at the back of your LI Final Report

REGISTRATION:

- Students will register at the company on 21 (Sunday) or 22 (Monday) July 2024 accordingly.
- FILL IN THE DETAIL OF SELF-REPORT CARD AND UPDATE THE DETAIL IN **ELI ONLINE**. YOU NEED TO FILL IN THE SELF-REPORT CARD ONLINE WITHIN ONE WEEK.
- UPDATE THE **LATEST ADDRESS** OF YOUR LOCATION/SITE AND CONTACT NUMBER.
- work of planning for the 10 weeks LI should be based on the rubric assessment (can be downloaded in AUTHOR)

Sistem Pengurusan Latihan Industri, UTHM

FAQ

1. Pra Syarat Layak Memohon LI

2. Mendaftar Latihan Industri

3. Pemilihan Tempat LI

4. Urusan Surat Menyurat

5. Kad Jawapan

Pelajar dikehendaki mengisi kad jawapan di sistem eLI modul Status Mohon Syarikat *pada hari pertama atau selewat-lewatnya seminggu* setelah melaporkan diri di Syarikat Latihan Industri. Kad jawapan *wajib* di isi bagi memudahkan penyelia anda menyelia anda di Syarikat Latihan Industri.

6. Imbuhan atau Elaun LI

7. Yuran

8. Insuran Pelajar

9. Bantuan Teknikal

SUPERVISION (BY FACULTY SUPERVISOR PF)

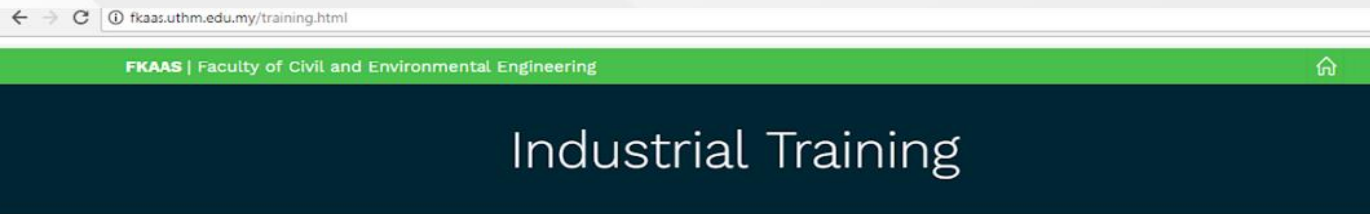
- Duration of LI : **10 weeks**
- OFFICIAL DATE FOR PF VISITATION : **8th week to 9th week**
- **Physical/Virtual visitation (depends on situation)**
- Supervision : 1 time (during week 8 or 9)
- CQI period : 1 day (**week 11**)

SUPERVISION

- LI committee will appoint the Faculty Supervisor (PF) for the supervision that approved by the Deputy Dean of FKAAB around week 5th – 6th.
- Supervision will be within week 8th -9th. All students should be ready with
 - ❖ Assessment form (both PF and PI forms) that can be downloaded from AUTHOR.
 - ❖ The forms should be stamped with the company stamp before the visitation of PF.
- Official letter of visitation will be prepared by request(student need to inform PF if needed)

ASSESSMENT FORMS FROM FKAAB WEBSITE

www.fkaab.uthm.edu.my>STUDENTS> USEFUL LINKS>INDUSTRIAL TRAINING >



Students are required to undergo industrial training for a period of 10 weeks in the field of civil engineering at organisations approved by the university. Every student will be evaluated by the faculty and industrial supervisor. In this program, students are expected to be trained in a systematic and structured way in the disciplines of civil engineering such as design, construction, human resources planning, engineering management, cost preparation, entrepreneurship, consultancy and research.

Students are also trained in aspects of work safety and health, as well as ethics in the industry. Students shall be given the opportunity to directly be involved in management, planning, budget preparation, documentation, supervision and maintenance of a project, which depend on their availability in the industry. Students shall also be involved in complex engineering problems and workplace constraints that will benefit them by improving their mental and physical wellness.

Aim

The aim of this course is to provide working experience in the industry by applying civil engineering disciplines into practice in the field related to designing, constructing, human resources planning, engineering management, cost preparation, entrepreneurship, consultancy and research.

Forms

No.	Form	Link
1	Faculty Supervisor Assessment Rubric Form	DOWNLOAD
2	Industry Supervisor Assessment Rubric Form	DOWNLOAD
3	Appendix for Faculty and Industry Supervisor Assessment Rubric Form	DOWNLOAD
4	Complex Engineering Problem (CEP) Form	DOWNLOAD

ASSESSMENT FORMS FROM AUTHOR



BFC32904: LATIHAN INDUSTRI Classrooms

















Stream Course Info **Learning Materials** Past Year Questions Student List Individual Activities

Group Activities Assessment Marks

[Add Topic](#) [Add Note](#) [Refresh](#) Enable acknowledge at stream page.

Material List

Select All Clear Selection Move to topic... Delete Selected

#	No.	Topics	Size	Date	Sorting	Option
	1.	FORM FOR INDUSTRY SUPERVISOR [2] ✓			↓	   
	2.	FORM FOR FACULTY SUPERVISOR [2] ✓			↑ ↓	   
	3.	CEP FORM [1]			↑ ↓	   
	4.	GUIDELINES FOR INDUSTRIAL TRAINING [1]			↑ ↓	   

Home

Classrooms

Add Students

File Manager

E-Books

Profile

SUPERVISION

- However, the EXACT DATE & TIME (within 8th to 9th week) will be arranged by PF according to their schedule.
- All PFs will contact students that under their supervision for the arrangement of appointment, so **WAIT** until your PF contacted you. If you not been contacted for long or cannot wait, remind them by email or text message.
- Make sure you can be reached easily.
- **Make sure your phone number is correct/ updated in SMAP online.**
- **Make sure address of LI location is correct (if you LI in site, please update the address in Eli on week 1)**

SUPERVISION: WHAT NEEDS TO BE DONE?

- **PF must meet PI** during supervision to discuss on the student activities/ problems.
- PF have to **review student's log book** and provide comments. PF have to **sign the log book with their official stamp**.
- PF needs to discuss on the appropriateness of student places and projects with the students.
- Assessment on the logbooks and discussion with the students is based on the rubric. Hence, all the scopes of work/ training should be based on the activities listed in the rubric.

SUPERVISION: What needs to be done?

- During PF supervision, student should be ready with the rubric form
 - ❖ all the rubric forms especially the PI's form should be submitted **during PF visitation** or **no later than week 11**
- Student must submit the final report to PF (there are 2 options: during PF visit; or during CQI period-after training)
- A 15 minutes meeting with PF for the CQI session:
 - ❖ To send all the documents (**final report, log book, CEP and assessment forms**)
 - ❖ To review the quality improvement done on the final report asked by PF previously during supervision.

SCORING/ ASSESSMENT

- PASSING **MARKS**: $\geq 70/100$
- Status: **Passed/ Hadir Lulus (HL) or Fail / Hadir Gagal (HG)**
- Student scores are based on

BIL	SUPERVISOR	MARK
1	INDUSTRIAL SUPERVISOR (PI) -logbook and observation	50%
2	FACULTY SUPERVISOR (PF) -Final report and observation	50%
	TOTAL	100%

IMPORTANT DOCUMENTS OF LI

- **Industrial Supervisor Assessment Form** – download from FKAAB website/Author
- **Faculty Supervisor Assessment Form** – download from FKAAB website/ Author
- **Complex Engineering Form** – download from FKAAB website / Author
- **E -Log book**
- **Final** report-format from bulletin of eli

ELog book

- In eli system
- Student information including photo
- Confirmation of assessment (visitation by PF for supervision)
 - ❖ A brief description by PF must be done during supervision (i.e. record of students leave)
- Li information
- Li planning: the proposed projects + rubric guidelines
- Weekly activity report
- Daily activity report

DISCIPLINE, ATTENDANCE AND LEAVE

- Students who undergo the LI programme must comply with all the conditions and regulation practiced by the organization of your training. Student must maintain the discipline, dress code and decorum at all times during your training in order to protect the good name of yourself and university.
- Application for leave is subjected to the discretion of the organization. Any problems should be referred immediately to FKAAB LI committee,
- **If you fail to comply with the prescribed rules and regulation may results in immediate dismissal (diberhentikan) from the LI program and eligible for failing grade/Hadir Gagal (HG)**

WHAT IF YOU ARE SICK?

- Submit a medical certificate (MC)
- Put the MC on the page of daily reports of the day
- Complete the Student Leave Records and shall be approved by your organization.
- Any holiday or day release for you are subjected to their practices and has permission from your company.
- Min 8 weeks full of LI as required by EAC to pass your LI.

You should:

- Self report on the exact date and time
- Well dressed – clothes / hair
- Has the attitude as the permanent employees
- Be focus on your work tasks during the whole 10 weeks of training
- Obedient and faithful to the employer
- Be at your workplace during office hours unless if you are sick. Employers should be informed.
- Mix well with all the company's staffs
- Ensure that all your daily work being recorded.

DO NOT:

- Do not arrive late at work/during registration
- Do not violate the rules of your company
- Do not break your promise to your employers
- Do not disappear without trace
- Do not leak your company's secrets
- Do not damage or misuse of the company's properties
- Do not waste your time chatting, Facebook, Instagram , computer online or mobile online during office hours
- Do not change your placement without the permission of the university (Dean/ Deputy Dean/ Coordinator).

PROBLEMS DURING LI

- Questions will come only after the beginning of Li
- Students beg for placement changes without good reason
- No discussion between students and PI to produce projects or tasks (Important!)
- IF there is no more project, no efforts for students to propose any indoor tasks/assignment or related scope work to the company (i.e re-design previous projects for the purpose of final report)
- Complaints regarding to students discipline problems by PI
- PF does not meet the PI during supervision session (miscommunication problems)
- PF has received late assessment forms from the PI.

STUDENT TASKS:

- Undergoes the training for 10 weeks
- Self-report card no later than a week after registration (in company) to ELI system for database update
- Form of the organization's information update in ELI within a week after registration
- Submit the logbook for PI and PF reviews
- Remind your PI to fill in the confidential assessment form of evaluating student performance during the PF supervision
- Submit the final report and CEP form to PF for evaluation purposes (during PF visits or after you finish your 10 weeks training, which is in week 11)
- Do a brief interview/presentation session of the project to PF. If your PI ask for a detail presentation, please do it.

REMEMBER!

PURPOSE OF INDUSTRIAL TRAINING

- Industrial perspective
 - ❖ Looking for a manpower resources (future employee)
- EAC Point of View << **This is our focus**
 - ❖ process to increase the FYP quality towards commercialization. Main rule of commercialization is involvement of industry in research conducted by the university.
 - ❖ Third year student's responsibility to find more information towards research and products commercialization (what is lack in industry that needed to be improved) and bring the knowledge back to the university.

REGULATION AND CONDITIONS OF LI

Students will be **considered FAIL** if:

- You are **changing companies** for training **without the approval** of the Faculty (Coordinator/ Deputy Dean)
- **MINIMUM PERIOD** of attendance is as determined by the university (not less than 80% of attendance), if less than 80% of the period, it is considered as FAILED. However, 10 weeks of LI is too short for most of the companies, hence you are advised to **NOT TAKE LEAVE MORE THAN 3 DAYS** (depends on your company approval)
- **NOT submit** the **final report** on the date had been set. (on week 11 of LI)
- Any students who had been complained of having **discipline problems** such as poor attendance, rude, no efforts, not reporting for duty, etc, will be investigated and if it is true, would be fail in your Li.

BEFORE YOU GO FOR TRAINING

- Discussion

- ❖ Telegram group – Li Sem3 2023/2024

<https://t.me/+ijhrsJBjR0o3Mjdl>

- ❖ Personal message in telegram of Coordinator only for urgent matter (address yourself with name and matrix number)

- Please be polite while having discussion

- Do not use offensive words

- As an educated student, write in proper words (no short for or any alien words)

- Use for discussion and advices

Do not WHATAPPS Coordinator personally....any discussion is through EMAIL: aliza@uthm.edu.my or telegram group .

CONCLUSION

- As a university student, during the period of industrial training, all students are still subjected to the AKTA UNIVERSITI KOLEJ UNIVERSITI (AUKU). Any violation of this act will bring the same implications as when the students are in campus
- All students must consider this training as an opportunity and space for you to gain knowledge and experience in industry. Only the difference is this learning processes does not occur in a lecture hall but in industry area with the industry people. Therefore, students should strive to seek knowledge and experience during your training period.

Terima Kasih *Thank You*



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