FACULTY OF CHEMICAL ENGINEERING
UITM SHAH ALAM

INDUSTRIAL TRAINING
CHE690

Prepared by:
Norhasyimi Rahmat
Sharmeela Matali

OCTOBER 2014
INDUSTRIAL TRAINING CHE690

1.0 INTRODUCTION
Industrial training is an important component in engineering curriculum. Theories learnt in the entire core and non-core courses will have to be applied into the real working environment in engineering industries, specifically to get them involved in chemical and relevant engineering projects. Prior to the actual training in industries, students are required to make job applications before stepping into the real working environment. Minimum industrial training duration is 10 weeks with 5 credit hours.

2.0 COURSE OUTCOMES
At the end of this industrial training, students should be able to:
CO1: Communicate effectively with fellow workers and supervisors on issues related to project given
CO2: Demonstrate organizational skills and team-work to carry out project given
CO3: Perform basic engineering practices or research activities, including technical writing and project management
CO4: Demonstrate creativity and innovation in solving problems related to real-life project
CO5: Demonstrate high level of integrity, ethical and accountability in engineering practice

(Refer CO-PO MATRIX)

3.0 QUALIFICATION OF TRAINEE
Student carries out industrial training after semester 6 or 7

4.0 PROPOSED TRAINING ACTIVITIES
The following list is a guideline of activities given to industrial company which student might participate:
4.1. project management i.e. project documentation, coordination and planning.
4.2. equipment design i.e. heat exchanger, separator, completion equipment accessories and facilities design.
4.3. production of oleo chemicals, food and beverage, pharmaceutical and biotechnology.
4.4. familiarization with real PID and PFD as well as other related simulation works.
4.5. interpretation and inspection of engineering drawings from relevant consultant companies.

Last updated: 17 October 2014
4.6. equipment stability assessment or troubleshooting and maintenance.
4.7. laboratory works i.e. chemical/PVT/properties analysis, design of experiments and other relevant research and development activities.
4.8. production and manufacturing assemblies.
4.9. site visit for environmental or oil and gas field.

5.0 BRIEFINGS TO TRAINEES
The industrial training briefings are carried out two times. The first briefing is arranged two semesters prior to industrial training in order to assist them in applying and securing industrial training placement. This is essentially important since the competition of application is high not only from other engineering faculties in UiTM but also from other Institution of Higher Learning. The second briefing is carried out one month before the students start their industrial training in order to prepare them on what to do next.

6.0 INDUSTRIAL TRAINING PLACEMENT
Students are highly encouraged to make application to multinational companies, government linked companies or local companies. Coordinators basically will closely monitor students on the application of industrial placement.

7.0 INDUSTRY SUPERVISOR
The following is the guideline for industry supervisor to supervise trainee:
7.1. Introduction to the organization/company
7.2. Exposure to work environment, briefing on manufacturing/production process flow (subject to nature of business/activities involved) or briefing on them department activities at which the student is being attached to.
7.3. Students are required to fill up the daily activities section in their training logbook. Therefore, student should be given task/assignment relevant to chemical and related engineering aspects.
7.4. Tasks/assignments to be given to students/trainee should strictly follow section 4.0.
7.5. Presentation need to be held by students during the industrial training visit by visiting lecturer. Industry supervisor or representative is required to join in assessing the student/trainee (see Appendix A Section I)
7.6. Industry supervisor is required to assess student’s performance using form provided (see Appendix A Section II)
7.7. The industry supervisor is highly recommended to help students/trainee to improve soft skills i.e. communication and professionalism.
7.8. Industry supervisor, in any case, should inform FKK industrial training coordinator should student fail to show up at training site without notice or proper documents.

This can be informed via:

- fkk.eh220@gmail.com or 03-55436328
- fkk.eh221@gmail.com or 03-55436377
- fkk.eh222@gmail.com or 03-55438417
- fkk.eh223@gmail.com or 03-55438013

8.0 VISITING LECTURER

The following is the guideline for visiting lecturer upon visiting student at training site:

8.1. Visiting lecturer will be notified by industrial training coordinator on the list of students to be visited.

8.2. Visiting lecturer is required to contact and make appointment with students on the date of visiting. Industrial visit will be conducted on the last three weeks of the training period.

8.3. Evaluation form of Industrial Training to be obtained from coordinators.

8.4. Presentation need to be held by students during the industrial training visit and assessed by visiting lecturer and industry supervisor/representative (see Appendix B Section I).

8.5. Visiting lecturer is required to ensure the industry supervisor to assess student using evaluation form (see Appendix A) and submit the evaluation to lecturer during the visit.

8.6. Visiting lecturer is required to discuss with students on any problem encountered.

8.7. Visiting lecturer is required to discuss with industry supervisor regarding the overall performance of the trainees/students.

8.8. Students’ industrial training evaluation need to be assessed using provided form (see Appendix B Section II).

8.9. Visiting lecturer is required to assess log book and report (see Appendix B Section III).
9.0 INDUSTRIAL TRAINING REGULATION
Students are required to oblige to the regulation outlined by FKK and industrial company being attached to (see Appendix C – Rules of Industrial Training).

10.0 STUDENT INSURANCE
UiTM students are covered by student special fund to help students in case of death/calamities. The maximum amount entitled for death is RM7000 while for any other cases is based on severity. Students are advised to forward the claim as soon as possible toward Student Affairs Committee.

11.0 ASSESSMENT OF THE INDUSTRIAL TRAINING
11.1 EVALUATION BY VISITING LECTURER (20%)  
Evaluation includes oral presentation and industrial training performance evaluation. (see Appendix B)

11.2 EVALUATION BY INDUSTRY SUPERVISOR (60%)  
Evaluation includes oral presentation and industrial training performance evaluation. (see Appendix A)

11.3 LOG BOOK AND REPORT (20%)  
The log book must include the daily or weekly activities. This will be assessed by visiting lecturer.  
Report must be typed written. It describes the activities and contribution of students towards the company and FKK.  
See guideline on industrial training report (see Appendix D)

12.0 OVERALL ASSESSMENT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VISITING LECTURER</td>
<td>20%</td>
</tr>
<tr>
<td>INDUSTRY SUPERVISOR</td>
<td>60%</td>
</tr>
<tr>
<td>LOG BOOK AND REPORT</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Student must obtain a minimum of 50% on the overall assessment in order to pass CHE690.
Flowchart of Application Process:

1. **1st Briefing**
   - Preparation
     - **Application Starts**
       - **Offer from Companies**
         - **Yes**
           - Student sends acceptance letter (with declaration not to transfer to other place) or declination letter
         - **No**
           - **2nd Briefing**
             - Student / Company send Report Duty Form to coordinator
             - Undergo Industrial Training

Cover letter, transcript, resume, student confirmation status letter, Industrial placement company reply form, UiTM insurance coverage letter
<table>
<thead>
<tr>
<th>WK</th>
<th>COURSE OUTCOMES</th>
<th>COURSE LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Able to communicate effectively with fellow workers and supervisors on issues related to project given</td>
<td>Explain the flow of project or task given.</td>
<td>Oral presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstrate interpersonal skill and confidence level to communicate professionally.</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>Able to demonstrate organizational skills and team-work to carry out project given</td>
<td>Determine the clear objective of carrying project or task.</td>
<td>Evaluation by Industry SV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstrate excellent management and organization skill.</td>
<td></td>
</tr>
<tr>
<td>5 &amp; 6</td>
<td>Able to perform basic engineering practices or research activities, including technical writing and project management</td>
<td>Demonstrate technical skills learnt in Chemical/Bioprocess/Oil &amp; Gas Engineering courses.</td>
<td>Log book and report</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>Able to demonstrate creativity and innovation in solving problems related to real-life project</td>
<td>Demonstrate critical thinking and technical skills learnt in Chemical/Bioprocess/Oil &amp; Gas Engineering courses.</td>
<td>Evaluation by Visiting Lecturer and Industry SV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perform and complete the project or task given, which give added value towards Final Year Research Project and Design Project/Field Design Project in Chemical/Bioprocess/Oil and Gas Engineering.</td>
<td></td>
</tr>
<tr>
<td>9 &amp; 10</td>
<td>Able to demonstrate high level of integrity, ethical and accountability in engineering practice</td>
<td>Demonstrate professional ethics in carrying out task and project, and appreciate the experience gained throughout the industrial training</td>
<td>Evaluation by Visiting Lecturer and Industry SV</td>
</tr>
</tbody>
</table>
**COURSE OUTCOMES:** Statements describing that the students who complete the course are expected to acquire.

**LEARNING OUTCOMES:** Statements describing student action that serves as evidence of knowledge, skills and attitude.

**PROGRAM OUTCOMES:** Statements describing the knowledge skills and attitude acquired upon graduation.

**PROGRAM EDUCATIONAL OBJECTIVES:** Statements describing the knowledge skills and attitude acquired 3-5 years after graduation.

<table>
<thead>
<tr>
<th>Program Outcomes (PO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to identify and apply knowledge of mathematics, basic and applied science, engineering fundamentals and specialization to solve including complex engineering problems.</td>
</tr>
<tr>
<td>2. Ability to identify, formulate and solve engineering problems, including complex engineering problems, using the principles of mathematics, basic and applied science and engineering fundamentals.</td>
</tr>
<tr>
<td>3. Ability to perform research, design and conduct experiments, as well as to analyze, interpret, conclude and validate data of research-based fundamental and complex engineering problems.</td>
</tr>
<tr>
<td>4. Ability to utilize modern science, engineering or IT tools and systems to solve common engineering problems, including complex system.</td>
</tr>
<tr>
<td>5. Ability to utilize system approach to design and evaluate operational performance with appropriate consideration on health, safety, society and environment.</td>
</tr>
<tr>
<td>6. Ability to acquire in-depth technical knowledge in chemical and related engineering principles.</td>
</tr>
<tr>
<td>7. Ability to communicate effectively not only with engineers but also with the community at large.</td>
</tr>
<tr>
<td>8. Ability to apply the knowledge of safety, health, and the environment and sustainable development issues in specific engineering scenarios.</td>
</tr>
<tr>
<td>9. Ability to function effectively as an individual and in a group with the capacity to be a leader or manager as well as an effective team member.</td>
</tr>
<tr>
<td>10. Ability to demonstrate knowledge and understanding of project management and finance.</td>
</tr>
<tr>
<td>11. Ability to recognize and apply the importance of social, cultural and global contemporary and ethical issues and professional conducts in engineering practice.</td>
</tr>
<tr>
<td>12. Ability to recognize the necessity for lifelong learning and actively practice it in their professional activities.</td>
</tr>
</tbody>
</table>

**PROGRAM EDUCATIONAL OBJECTIVES (PEO)**

PEO1: Established career progression in specific engineering field or relevant organization

PEO2: Engaged in providing solution to specific engineering problems/ organizational challenges/ R&D related works

PEO3: Attained sound interpersonal and communication skills and team work

PEO4: Engaged in lifelong learning, professional and personal development
<table>
<thead>
<tr>
<th>COURSE OUTCOMES</th>
<th>PO 1</th>
<th>PO 2</th>
<th>PO 3</th>
<th>PO 4</th>
<th>PO 5</th>
<th>PO 6</th>
<th>PO 7</th>
<th>PO 8</th>
<th>PO 9</th>
<th>PO 10</th>
<th>PO 11</th>
<th>PO 12</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to communicate effectively with fellow workers and supervisors on issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oral presentation</td>
</tr>
<tr>
<td>related to project given</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to demonstrate organizational skills and team-work to carry out project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evaluation by Industry SV</td>
</tr>
<tr>
<td>given</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to perform basic engineering practices or research activities, including</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Log book and report writing</td>
</tr>
<tr>
<td>technical writing and project management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to demonstrate creativity and innovation in solving problems related to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Evaluation by Visiting Lecturer and Industry SV</td>
</tr>
<tr>
<td>real-life project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to demonstrate high level of integrity, ethical and accountability in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>2</td>
<td>Evaluation by Visiting Lecturer and Industry SV</td>
</tr>
<tr>
<td>engineering practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A

EVALUATION OF INDUSTRIAL TRAINING BY INDUSTRY SUPERVISOR (FORM)
## EVALUATION OF INDUSTRIAL TRAINING BY INDUSTRY SUPERVISOR

Student Name: ..............................................................
Student ID: ..............................................................
Programme: EH ............................................................
Company Name: ............................................................

Please mark “X”.

<table>
<thead>
<tr>
<th>Weak</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

### Section I: PRESENTATION

- CO1. The student is well prepared for the presentation
  - 1  2  3  4  5
- CO1. The visual aid is used effectively
  - 1  2  3  4  5
- CO1. The clarity of voice and pronunciation is good and clear
  - 1  2  3  4  5
- CO1. The student makes eye contact and interact with audience
  - 1  2  3  4  5
- CO1. The structure of presentation is well organized and interesting
  - 1  2  3  4  5

### Section II: INDUSTRIAL TRAINING ASSESSMENT

- CO1. The student communicate well with supervisor and management team
  - 1  2  3  4  5
- CO1. The student has shown good level of confidence in presenting the ideas towards the project given
  - 1  2  3  4  5
- CO1. The student is proficient in speaking in English/Malay
  - 1  2  3  4  5
- CO2. The student is able to adapt in overall work environment
  - 1  2  3  4  5
- CO2. The student interact well with colleagues and subordinates
  - 1  2  3  4  5
| CO2. The student is able to complete task given within dateline | 1 | 2 | 3 | 4 | 5 |
| CO3. The student is able to adapt in system or processes of the workplace | 1 | 2 | 3 | 4 | 5 |
| CO3. The student is a fast learner in absorbing new knowledge and concept | 1 | 2 | 3 | 4 | 5 |
| CO3. The student is able to gain depth of concept and process | 1 | 2 | 3 | 4 | 5 |
| CO4. The student is proficient in writing in English/Malay | 1 | 2 | 3 | 4 | 5 |
| CO4. The student takes improvement action in the event of failure of project achievement | 1 | 2 | 3 | 4 | 5 |
| CO4. The student is able to think critically to resolve issues | 1 | 2 | 3 | 4 | 5 |
| CO4. The student takes great initiative to gain new ideas and knowledge on project given | 1 | 2 | 3 | 4 | 5 |
| CO5. The student demonstrates good responsibility towards tasks and duties assigned | 1 | 2 | 3 | 4 | 5 |
| CO5. The student demonstrates good attendance record | 1 | 2 | 3 | 4 | 5 |
| CO5. The student complies with the rules and regulations of the company | 1 | 2 | 3 | 4 | 5 |
| CO5. The student is punctual in attending meeting or company event | 1 | 2 | 3 | 4 | 5 |
| CO5. The student is able to work independently | 1 | 2 | 3 | 4 | 5 |

**TOTAL**


Comment:

---------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------

Industry Supervisor’s signature: ……………………………

Name: ………………………………                             Date: ……………………….

Kindly return the duly completed form to:

Industrial Training Coordinator,
Fakulti Kejuruteraan Kimia,
Universiti Teknologi MARA,
40450 Shah Alam.
fkk.eh220@gmail.com
fkk.eh221@gmail.com
fkk.eh222@gmail.com
fkk.eh223@gmail.com

Fax no : 03-55436300
EVALUATION OF INDUSTRIAL TRAINING BY VISITING LECTURER

Student Name : ..............................................................................................................
Student ID : ......................................................................................................................
Programme : EH ..............................................................................................................
Company Name : ..............................................................................................................

Please mark “X”.

<table>
<thead>
<tr>
<th>Weak</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Section I: PRESENTATION

CO1. The student is well prepared for the presentation

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO1. The visual aid is used effectively

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO1. The clarity of voice and pronunciation is good and clear

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO1. The student makes eye contact and interact with audience

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO1. The structure of presentation is well organized and interesting

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Section II: INDUSTRIAL TRAINING ASSESSMENT

CO2. The student shows good relationship with supervisor and management

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO2. The student create harmonious work environment in the company

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO2. The student gives full cooperation in project or tasks given

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

CO3. The type of operation, equipment or process is suitable for the application of student's knowledge

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO3. Safety is a prior practice in the workplace</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>CO3. The student shows good grasp of knowledge on the unit operation and process flow of this industrial company</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>CO4. The student shows great initiative and creativity on project given</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>CO5. The student demonstrates good attitude and discipline</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>CO5. The student does not play truant and has good attendance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL**

**Section III**

**LOG BOOK**

| CO2. Weekly activities and verification by industry supervisor is illustrated in the log book | 1 | 2 | 3 | 4 | 5 |
| CO4. Relevant sketches, diagrams or figures are attached to support the description of activities | 1 | 2 | 3 | 4 | 5 |

**FIELD REPORT**

| CO2. Summary of daily activity and job roles is clearly described | 1 | 2 | 3 | 4 | 5 |
| CO3. Introduction with company background, operation, process flow and organizational chart are clearly outlined | 1 | 2 | 3 | 4 | 5 |
| CO3. Tasks, assignment or project given is particularly reported | 1 | 2 | 3 | 4 | 5 |
| CO3. The report ends with conclusion or summary | 1 | 2 | 3 | 4 | 5 |

**TOTAL**
Kindly return the duly completed form to:

**Industrial Training Coordinator,**
Fakulti Kejuruteraan Kimia,
Universiti Teknologi MARA,
40450 Shah Alam.

- fkk.eh220@gmail.com
- fkk.eh221@gmail.com
- fkk.eh222@gmail.com
- fkk.eh223@gmail.com

Fax no: 03-55436300
APPENDIX C

RULES OF INDUSTRIAL TRAINING
FACULTY OF CHEMICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA

CHE690 INDUSTRIAL TRAINING

RULES OF INDUSTRIAL TRAINING

APPLICATION

1. Application for a training placement is fully student’s responsibility with minimal guidance from the Coordinator. However the application for placement to the respective company must ONLY be done through the Coordinator. Students are PROHIBITED to apply on their own and will be asked to terminate their training if found to do so.

2. Students are only allowed to undergo their training in chemical engineering related company and perform chemical engineering related projects or assignments. Students must report to the Coordinator if otherwise. Failure in compliance, students will be granted grade “FAIL” and are required to repeat their training.

3. Students shall gather enough information of the company before applying to avoid problems in training projects, workplace environment, accommodation, transportation and location.

4. If a student is offered only ONE placement by the set deadline, the student must accept the offer as the application has been made at his/her own will.

5. In case of more than one offer, the student must decide the placement two weeks from the first offer by notifying the Coordinator, either acceptance or rejection.

6. Students who are not offered any placement after the deadline will be required to follow the Faculty’s arrangement without objection.

7. The Faculty has the right to grant grade “FAIL” to the students and terminate the training if they are found to change their place of training without the Faculty’s approval.

8. Female students who are confirmed pregnant by the UiTM Health Center (Pusat Kesihatan UiTM) or a government hospital BEFORE and DURING training period are strongly advised to postpone their training to the following semester. They will be instructed to take “Special Leave” (Cuti Khas) and are only allowed to take this course after giving birth. Students will be monitored closely by the Faculty. The Faculty has the right to terminate the students’ training and grant grade “FAIL” to students who do not comply with this requirement.

CONFIDENTIALITY

1. Students shall always comply to company confidentiality policy and never reveal any information of the company, in terms of documents, process, procedure, design, supplier lists or customer lists, product prices and raw materials costs, softcopy documents or photograph and others confidential information, to any parties unless with consent of the company. The Faculty will not take responsibility if students are
charged by the company on this matter. The Faculty has the right to terminate the students from training and grant grade “FAIL” if found guilty.

2. Students shall also take care of the Faculty’s confidentiality on research works and findings. Students at all time shall portray good image of the Faculty/ University and never initiate severe criticisms and complaints against the Faculty/ University. Students must also keep Faculty confidential information unless earlier permission is granted.

**DISCIPLINE**

1. Students shall always comply with both the UiTM (Act 174) and company’s rules and regulations during the training period.

2. Students shall always attend to work punctually. In case of emergency and illness, students shall inform the supervisor immediately and seek his/her approval. Students should apply leave to the company attached to and approval is upon the company’s discretion.

3. Students shall never refuse to perform tasks or project assigned by giving excuses, such as dirty environment, lack of interest, high level of difficulty or unavailability after office hours.

4. Students shall complete any projects and tasks assigned independently by the deadline without excuse. Students shall seek advice from their supervisor in case of any difficulties. Students must not keep quiet and ignore the assigned project without getting their supervisor’s approval.

5. Students shall not make any unnecessary complaints or criticisms against the company or management.

6. Students with disciplinary problem may face legal action taken by the company and consequently disciplinary action by Lembaga Tatatertib Universiti.

**PLACEMENT**

1. Students shall inform the new address, contact number, and email address of student and company to the Coordinator/Evaluator. For example, if there is any transfer to other sites within the same company. Faculty will not take any responsibility for any consequences due to students’ failure to inform.

2. Students shall not terminate their training at the company for whatever reasons UNLESS permission is granted by the Faculty. Students who intentionally violate this ruling shall be granted grade “FAIL” and are required to repeat the training.

3. In case of injuries or illnesses that do not permit the continuation of the training, students must produce written evidence from UiTM Health Center (Pusat Kesehatan UiTM) or any government hospital to the Faculty.

4. In the case of the company closedown on the reasons of major accidents such as fire, explosion and non-compliance towards safety by DOSH and financial losses, students shall inform the Coordinator/Evaluator immediately for further arrangement.

5. Students who are involved in activities not related to the training scope which affect the total training period, must obtain written approval from the Faculty prior to the involvement.
HEALTH

1. Good health is another key performance indicator in any chemical industries. Thus, students who plan to go for training must ensure that they are fit to work prior to course registration. Students are required to perform medical check up at the UiTM Health Center (Pusat Kesihatan UiTM)/ any government hospital if requested by the company.

2. Married female student who are confirmed pregnant, are highly encouraged and advised not to proceed with the training.

3. Students must produce evidence to the Coordinator that they are unfit to work. Students who are found unhealthy or unfit for work shall be asked to postpone their training until health conditions improved.

PREPARATION OF REPORT

1. The log book must be filled properly and accordingly.

2. The report should contain the following elements:
   a. Introduction
   b. Content
      i. Organization chart and history of the company
      ii. Process flow
      iii. Daily activity in brief
      iv. Description of task assigned, e.g. mini project
   c. Conclusion

3. Students are required to collect information for the daily activities and prepare the final report at least one month before the submission date.

4. The report should be comprehensive and able to show the company’s profile, projects performed, results and discussion on the success and failure of the projects and knowledge and experience gained during the training.

5. Submit the log book and report to the administration office of Faculty by the date set by Coordinator. Late submission will not be entertained and the students shall be granted grade “FAIL”. Unsatisfactory log book and report shall be returned to the respective student for any correction. Failure on the students to re-submit the corrected version by the specified date, the students shall be granted grade “FAIL”.

PRESENTATION

1. Good presentation skill is one of the criteria to obtain grade “PASS” in Industrial Training course, CHE690.

2. Students shall attend the presentation with proper attire. Computer, LCD projector or any presentation aids will be prepared upon request. Students are advised to prepare for any unexpected occurrence, such as black-out, computer failure, improper LCD setting or file corruption.

3. Students must turn up for presentation on time. The presentation will only be evaluated by the appointed lecturer(s). Late presentation shall not be entertained. Students who do not turn up for the presentation shall be granted grade “FAIL” unless a medical certificate issued by the UiTM Health Centre or Government Hospital is presented.

4. Oral presentation shall be done not more than 15 minutes followed by questions and answer from panels not more than 10 minutes.

Last updated: 17 October 2014
STUDENT’S PLEDGE

I, .................................................., I/C Number :.......................... hereby acknowledge that I have understood all the rules listed above and agreed to follow all the phrases and regulations without failure. I shall take full responsibility of any consequence of my failure in compliance with the regulations.

.............................................. ..............................................
STUDENT SIGNATURE  DATE:
NAME:

STUDENT ID NO:

.............................................. ..............................................
WITNESSED BY
DATE & STAMP

.............................................. ..............................................
INDUSTRIAL TRAINING COORDINATOR  NAME:

Last updated: 17 October 2014
APPENDIX D
Content in field report:
Font: Arial 10
Margin: Top Bottom Left Right 1"
Paragraph: 1.5 lines
The report should contain the following elements:
   a. Introduction
   b. Content
      i. Organization chart and history of the company
      ii. Process flow
      iii. Brief daily/weekly activity
      iv. Description of task assigned, e.g. mini project
   c. Conclusion