



**Universiti
Putra
Malaysia**

Industrial Training 2nd Briefing Semester 1 2022-2023

Date : 20 February 2023 (10:00 a.m. – 11:00 a.m.)

Agenda

1. Schedule of Industrial Training
2. Forms submitted to the coordinator
3. LI marking scheme
4. Where to download forms?
5. Submission of documents (week 14)
6. Q&A

LI Schedule Semester 2 2022/2023

Minggu	Tarikh	Tindakan Pelajar	Catatan
1	13/3/2023 - 19/3/2023	Pelajar Lapor Diri di Industri	Hantar Borang Lapor Diri ke Pejabat Timbalan Dekan (Akademik dan HEP) melalui emel/faks
2	20/3/2023 - 26/3/2023	Menjalani Latihan Industri	
3	27/3/2023 - 2/4/2023	Menjalani Latihan Industri	
4	3/4/2023 - 9/4/2023	Menjalani Latihan Industri	
5	10/4/2023 - 16/4/2023	Menjalani Latihan Industri	
6	17/4/2022 - 23/4/2023	Menjalani Latihan Industri	
7	24/4/2023 - 30/4/2023	Menjalani Latihan Industri	
8	1/5/2023 - 7/5/2023	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
9	8/5/2023 - 14/5/2023	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
10	15/5/2023 - 21/5/2023	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
11	22/5/2023 - 28/5/2023	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
12	29/5/2023 - 4/6/2023	Menjalani Latihan Industri	Tamat Latihan Industri
13	5/6/2023 - 11/6/2023	Proses akhir penyediaan Laporan LI	
14	12/6/2023 - 18/6/2023	Penghantaran Buku Log & Laporan LI kepada Penyelaras	

Week	Date	Activity
1	13/3/2023 – 19/3/2023	Report on duty
1-12	13/3/2023 – 4/6/2023	Industrial training
8-11	1/5/2023 - 28/5/2023	Visit by lecturer
13	5/6/2023 – 11/6/2023	Report preparation
14	12/6/2023 – 18/6/2023	Report submission

2. Forms submitted to the coordinator

1. Borang Permohonan Tempat Latihan Industri (LI1) *soft copy*
2. CV *soft copy*
3. Surat Permohonan Penempatan LI *soft copy*
4. Borang Persetujuan Pihak Industri (LI2) & Surat Tawaran (offer letter) *hard/soft copy*
5. Borang Pengesahan Lapor Diri LI (PU/PS/BR01/LI)





LI 1

BORANG PERMOHONAN TEMPAT LATIHAN INDUSTRI
INDUSTRIAL TRAINING APPLICATION FORM
FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL
FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES
MAKLUMAT PELAJAR
STUDENT DETAILS

Nama (<i>Name</i>)			
No. Matrik (<i>Matric No.</i>)		No. MyKad (<i>Mykad No.</i>)	
Program (<i>Program</i>)			
Tahun Pengajian (<i>Year of study</i>)		Semester (<i>Semester</i>)	
Tarikh Latihan (<i>Date of Training</i>)			
Tempoh Latihan	12 Minggu (<i>12 weeks</i>)		
No. Telefon (<i>Tel. No.</i>)			
Alamat E-mel (<i>E-mail Address</i>)			
Alamat Surat-menyerat (<i>Correspondent Address</i>)			
Nama Waris (<i>Beneficiary</i>)			
Alamat Waris (<i>Address of Beneficiary</i>)			
No. H/P & Tel. (<i>H/P No. & Tel.</i>)			
Hubungan (<i>Relationship</i>)			

PILIHAN KAWASAN DAN TEMPAT LATIHAN INDUSTRI
INDUSTRIAL PLACEMENT SELECTION FORM

Negeri/Daerah Pilihan (1) (<i>Option 1</i>):	
Nama dan Alamat Industri (<i>Name and Address of Company</i>):	
No. Tel (<i>Tel. No.</i>): No. Faks (<i>Fax No.</i>): Emel (<i>E-mail</i>):	
Nama Pegawai Industri (<i>Name of Industrial Officer</i>):	
Negeri/Daerah Pilihan (2) (<i>Option 2</i>):	
Nama dan Alamat Industri (<i>Name and Address of Company</i>):	
No. Tel (<i>Tel. No.</i>): No. Faks (<i>Fax No.</i>): Emel (<i>E-mail</i>):	
Nama Pegawai Industri (<i>Name of Industrial Officer</i>):	
Negeri/Daerah Pilihan (3) (<i>Option 3</i>):	
Nama dan Alamat Industri (<i>Name and Address of Company</i>):	
No. Tel (<i>Tel. No.</i>): No. Faks (<i>Fax No.</i>): Emel (<i>E-mail</i>):	
Nama Pegawai Industri (<i>Name of Industrial Officer</i>):	
Tandatangan Pemohon (<i>Applicant's Signature</i>):	Disokong oleh (<i>Endorsed by</i>):
..... (Penyelaras Latihan Industri / <i>LI Coordinator</i>)
Sila lampirkan Resume/CV anda. (<i>Please attach your CV.</i>)	



Penyelaras Unit Latihan Industri

Jabatan:

Alamat : Fakulti Bioteknologi dan Sains Biomolekul,
Universiti Putra Malaysia,
43400 UPM serdang, selangor


LI 2

Faks : 03-8946 7590

Emel :


BORANG PERSETUJUAN PIHAK INSTITUSI/INDUSTRI

Nama Institusi/Syarikat <i>Name of Institution/Company</i>	
Alamat <i>Address</i>	
No. Tel/ <i>Tel. No.</i>	
No. Faks / <i>Fax No.</i>	
Nama pelajar <i>Name of student(s)</i>	
Jenis kerja/latihan ditawarkan <i>Type of work/training provided</i>	
Tempat tinggal disediakan <i>Accommodation provided</i>	
Tempat kerja (jika berlainan dengan alamat atas) <i>Work place (if it is different from the address mentioned above)</i>	
Nama Pegawai Bertugas/Penyelia <i>Person in-charge/Supervisor</i>	
Maklumat lain (jika ada) <i>Others (if any)</i>	
Tandatangan Pengurus/Pegawai <i>Signature of Manager/Officer</i> Nama/ <i>Name</i> : Tarikh/ <i>Date</i> : Cop Institusi/Syarikat : <i>Company Cop</i>	

PROCESS FLOW OF INDUSTRIAL TRAINING COURSE MANAGEMENT						
TIME	ACTIVITY	DOCUMENT/FORM	ACTION TAKEN BY			
			Student	Coordinator/ Assistant	Industrial Supervisor	Visiting Lecturer
SEM 7	PREREQUISITE FOR INTERNSHIP		✓			
SEM 7	SUBMISSION OF DOCUMENTS	*L1 & *CV	✓	✓		
SEM 7	INTERNSHIP APPLICATION	Application letter & CV	✓	✓		
	 application rejected		✓	✓		
SEM 7		Offer letter & *L2	✓	✓		
SEM 8						
W1	Report on-duty	Report on-duty form	✓	✓	✓	
W8-11	Industrial visit by lecturer	i) Evaluation form of visiting lecturer (20%)		✓		✓
		ii) Presentation	✓	✓	✓	✓
W12	Completion of internship	Evaluation form of Industrial Supervisor (40%)	✓	✓	✓	
W13	Report preparation	Log book (20%) & Report (20%)	✓	✓	✓	
W14	Report submission	Log book & Report	✓	✓		
* download form/document at faculty's website						
1 WEEK earlier than academic calender						
eg. W8 = W7 academic calender						



REPORT ON-DUTY FORM (soft copy)

	<p>PERKHIDMATAN UTAMA PRASISWAZAH</p> <p>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)</p> <p>Kod Dokumen : PU/P5/BR01/LI</p>
	<p>BORANG PENGESAHAN LAPOR DIRI LATIHAN INDUSTRI</p>
	<p>MAKLUMAT PELAJAR</p> <p>Nama Pelajar _____</p> <p>No. Matrik _____</p> <p>No. K/P _____</p> <p>Program _____</p>
<p>MAKLUMAT ORGANISASI</p> <p>Nama Organisasi _____</p> <p>Alamat Organisasi _____</p> <p>No. Telefon _____</p> <p>No. Faks _____</p> <p>E-mel _____</p> <p>_____ Syarikat _____ oleh Alumni UPM</p> <p><input type="checkbox"/> Ya <input type="checkbox"/> Tidak</p>	
<p>Sektor Organisasi _____</p>	<p>Sila tandakan (X) pada yang berkenaan.</p> <p><input type="checkbox"/> Agensi Kerajaan</p> <p><input type="checkbox"/> Syarikat Berkaitan Kerajaan</p> <p><input type="checkbox"/> Syarikat Semula Awam</p> <p><input type="checkbox"/> Syarikat Multinasional</p> <p><input type="checkbox"/> Perusahaan Kecil & Sederhana</p> <p><input type="checkbox"/> Badan Bukan Kerajaan</p>
<p>Kemudahan Yang Disediakan _____</p>	<p>Sila tandakan (X) pada yang berkenaan.</p> <p><input type="checkbox"/> Elan Bulanan</p> <p>RM.....sebulan</p> <p><input type="checkbox"/> Elan Makan</p> <p>RM.....sehari/sebulan</p> <p><input type="checkbox"/> Penginapan</p> <p><input type="checkbox"/> Pengangkutan</p> <p><input type="checkbox"/> Lain-lain _____ (Sila Nyatakan)</p> <p>i) _____</p> <p>ii) _____</p>

<p>PENGESAHAN PENYELIA INDUSTRI</p> <p>Dengan ini disahkan bahawa pelajar tersebut di atas telah _____ diri untuk menjalani latihan industri di _____</p> <p>Tandatangan dan Cop Rasmi _____</p> <p>_____</p>
--

Sila kembalikan borang ini dalam tempoh 7 hari bekerja dari _____

 Ketua Unit Latihan Industri
 Fakulti
 Universiti Putra Malaysia
 43400 UPM Serdang, Selangor.
 No. _____

Submission date: Week 1

3. LI Marking Scheme

No	Topik/ Topic	Markah/ Mark
1.	Laporan Akhir / <i>Final report</i>	20%
2.	Buku log / <i>Log book</i>	20%
3.	Laporan penilaian pensyarah pelawat/ <i>Visiting lecturer evaluation report</i>	20%
4.	Laporan penilaian Penyelia Industri / <i>Industrial supervisor evaluation report</i>	40%



1. Penilaian Laporan Akhir / Final Report (20%)

Rubric Scoring for Industrial Training Report

No	Items to be evaluated	Scale					Score (Max 5)
		5	4	3	2	1	
1	Content: Company background and project/training carried out	Explain clearly company background; able to apply relevant theoretical knowledge during the training and successfully made a <u>very concise</u> description of the project carried out	Explain clearly company background; found relevant theoretical knowledge and applied it in some cases; made a concise report on the project carried out	Explain company background; found relevant theoretical knowledge and how it relates with the training; able to prepare a report on the project carried out with some missing information	Unable to explain the company background clearly; unable to find the relevant theoretical knowledge applied during the training; report with serious errors	Unable to explain the company background; unwilling and unable to find the relevant theoretical knowledge applied during the training; no description or discussion found in report	
2	Content: Experience/skill gained	Able to analyze objectively any event or situation in which student was involved and acquire skill /knowledge that allows student to derive improvement for a future situation	Able to analyze objectively most events or situations in which student was involved and acquire skill /knowledge that allows student to derive improvement for a future situation (provide at least one case)	Able to describe at least one event or situation in which student was involved and explain skill/knowledge gained from his/her involvement which allows his/her future improvement /development	Able to describe at least one event or situation in which student was involved; unable to differentiate the event description and his/her personal emotion involved	Unable to describe an event or a situation that the student was involved; unable to differentiate the event description and his/her personal emotion involved	
3	Organization, structure and format	Well organized report with logical sequence and format, clear and comprehensible, neat and professionally presented	Well-structured report with logical sequence and format, most parts are clear and comprehensible, neat and professionally presented	Satisfactorily structured report with logical sequence, clarity, comprehensibility and professionalism	Poorly structured report with <u>logical</u> sequence, clarity, comprehensibility and professionalism in certain parts only	Poorly structured report with minimal logical sequence, clarity, comprehensibility and professionalism	
4	Language	Sentences are complete and grammatically correct; consistently uses correct words for precise meaning	For the most part, sentences are complete and grammatically correct; uses correct words for precise meaning	Satisfactorily structured sentences with some grammatical errors; minor repetition of the same words	Errors in sentence structure and grammar, enough to distract the reader; unnecessary repetition of words with inappropriate choice of words	Major errors in sentence structure and grammar, frequent enough to distract the reader; constant repetition of words with inappropriate choice of words	

2. Scoring Rubric for Log Book (20%)

No	Items to be evaluated	Scale					Score (Max 5)
		5	4	3	2	1	
1	Student's activities (weekly planning)	Activities are clearly explained with supporting information	Activities are clearly explained with some supporting information	Activities are clearly explained in some parts with some supporting information	Activities are not clearly explained and some weekly plans are missing out	Activities are not explained and most of the weekly plans are missing	
2	Organization of log book	Contents are clearly delivered with very good hand writing, neat and tidy	Contents are well delivered with good hand writing, neat and tidy	Contents are delivered with acceptable handwriting	Contents are not delivered well, poor hand writing	Contents are not organized with missing information	
3	Relevance of content/information	Contents are written adequately and are very relevant to the course	Contents are written adequately with good relevance	Contents are written with some relevance	Contents are not well written with some inaccuracy; some contents are not relevant	Contents are irrelevant with lots of inaccuracy	
4	Solutions and improvements to the problems encountered during industrial training	Regularly approach problems and solve problems accordingly with ideas	Able to identify problems and provided ideas/solutions	Able to identify problems and provide irrelevant solutions	Unable to identify problems and provide solutions	Unwilling and/or unable to identify problems and solutions	

3. Penilaian Pensyarah Pelawat /Pemantau berdasarkan PO (20%)

LAMPIRAN 5

CONTOH PENILAIAN OLEH PENSYARAH PEMANTAU

Bil	Kriteria berdasarkan Hasil Pembelajaran		Pemberat Peratusan (Contoh berdasarkan 6 PO minima + 1 PO tambahan (PO7/PO8/PO9))	1	2	3	4	5	Catatan
1	Pengetahuan	PO1	10						
2	Kemahiran teknikal/praktikal/psikomotor	PO2 ¹	15						
3	Pendekatan kemahiran berfikir dan saintifik	PO3	10						
4	Kemahiran berkomunikasi	PO4 ¹	20						
5	Kemahiran sosial dan bertanggungjawab	PO5 ¹	20						
6	Profesionalisme, nilai, sikap dan etika	PO6 ¹	15						
7	Pendidikan sepanjang hayat dan pengurusan informasi	PO7	10						
8	Kemahiran pengurusan dan keusahawanan	PO8	10						
9	Kemahiran kepimpinan	PO9	10						
Jumlah			100						

Skala: 1=sangat lemah, 2=lemah, 3=memuaskan, 4=baik, 5=sangat baik

Kesesuaian tempat latihan:

☐ Amat baik ☐ Baik ☐ Sesuai ☐ Sederhana ☐ Tidak Sesuai

Jika tempat latihan tidak sesuai, nyatakan sebab:

Masalah semasa latihan:

Ulasan dan cadangan:

Nota: Rujuk Lampiran 6 untuk pembahagian peratusan markah penilaian mengikut Hasil Pembelajaran Kursus Latihan Industri Program Bachelo dan Diploma UPM dan Lampiran 6a hingga 6c untuk Rubrik Penilaian mengikut Atribut dan Sub Atribut setiap PO berkaitan.

4. Industrial Report by Industrial SV (40%)



UNIVERSITI PUTRA MALAYSIA
FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES

INDUSTRIAL TRAINING REPORT BY INDUSTRIAL SUPERVISOR

Student Name	
Matric No.	
Programme	
Name and address of Industry	
Name of Industrial Supervisor	
Telephone No.	
Email Address	

No	Items to be evaluated	SCALE					Score (max 5)
		5 (Excellent)	4 (Good)	3 (Fair)	2 (Marginal)	1 (Inadequate)	
1	Quality of work	<ul style="list-style-type: none"> Performed all requirements, work thoroughly and accurately Submitted all work/assignments ahead of time Made few (if any) errors 	<ul style="list-style-type: none"> Performed all requirements, work is mostly thorough Submitted most work/assignments in a timely manner Made occasional errors 	<ul style="list-style-type: none"> Performed all requirements, work is somewhat thorough Submitted most work/assignment late Made occasional errors 	<ul style="list-style-type: none"> Performed all requirements, work in a careless manner Submitted work/assignments late and required review Made numerous errors 	<ul style="list-style-type: none"> All requirement work/assignment done minimally Made numerous errors 	
2	Ability to learn	<ul style="list-style-type: none"> Consistently asked relevant questions and sought out additional information from appropriate sources Very quickly understood new concepts, ideas, and work assignments Always willing to take 	<ul style="list-style-type: none"> In most cases, asked relevant questions and sought out additional information from appropriate sources Exhibited good understanding of new concepts, ideas, and work assignments 	<ul style="list-style-type: none"> Occasionally asked questions and sometimes sought out additional information from appropriate sources Exhibited acceptable understanding of new concepts and ideas with 	<ul style="list-style-type: none"> Asked few if any questions and rarely sought out additional information Slow to understand new concepts, ideas, and work assignments Was unable or unwilling to recognize mistakes and was not receptive to making needed 	<ul style="list-style-type: none"> Never asked questions and was unable to sought out additional information Was unable to understand new concepts, ideas, and work assignments Was unable or unwilling 	

Continue.....

4. Where to download the forms & guidelines?

- Report on-duty form
- Industrial Training Report by Industrial SVV
- *Garis panduan LI* / guidelines
- Log book template

UPM UNIVERSITI PUTRA MALAYSIA

Selamat Datang Ke Laman Portal
FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL

MENGENAI KAMI | AKADEMIK | JABATAN | PENYELIDIKAN | JARINGAN | PERKHIDMATAN

A 1 YEAR PROGRAMME BY COURSEWORK
MASTER OF SCIENCE IN

Latihan Industri

1	Slide Taklimat Latihan Industri Semester Kedua 2021/2022	updating	📄
2	Jadual Pelaksanaan Latihan Industri Semester Kedua Sesi 2021/2022	updating	📄
3	Garis Panduan Latihan Industri	updating	📄
4	Borang Pengesahan Lapor Diri Latihan Industri	✓	📄
5	Logbook Latihan Industri	✓	📄
6	Borang Laporan Latihan Industri oleh Penyelia Industri	✓	📄

Entiti Kami
Dokumen
Newsletter
Tetapan

5. Submission of documents (week 14)

- Final report (*soft copy*)
- Log book with SV signature (*hard copy*)
- Industrial Report by Industrial SV (*hard copy/soft copy*)


To whom?


LI coordinator or departmental SU

Q & A



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BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE




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