


LI Briefing Part I
for Semester III 2017/2018
SKE* 4926

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Chairman
Industrial Training Working Committee
FKE UTM
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OBJECTIVE

- To provide you with the **opportunity to practice and apply knowledge and skills** in actual working environments.

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COURSE OUTCOMES

ability to **work in actual working environment**.

ability to **utilize technical resources** both from prior relevant coursework, as well as from sources students must seek out on their own.


ability to **write technical documents** and give oral presentations related to the work completed.

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- A **compulsory** subject (6 credits).
 - ◇ SKE*4926 – Practical Training.
- Compulsory to apply LI place** - for student who has attained **90 credits by 2nd semester**.
- Grade:
 - ◇ **HL** (Pass $\geq 60\%$) or
 - ◇ **HG** (Fail $<60\%$)

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Duration of Training : **12 WEEKS**

10 June 2018

↓

30 August 2018

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Registration of LI

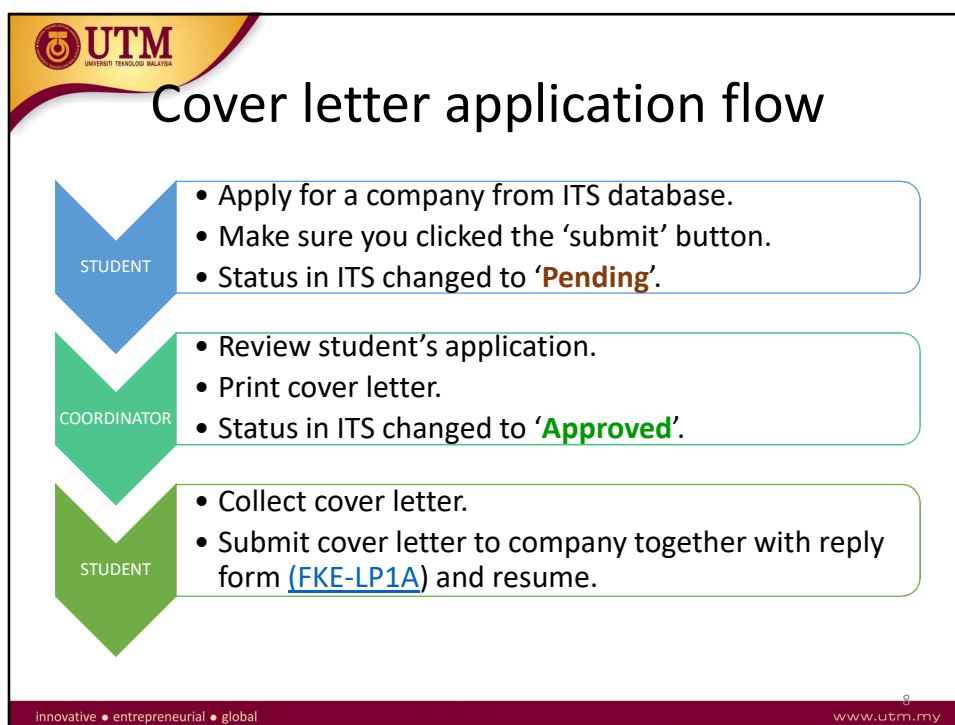
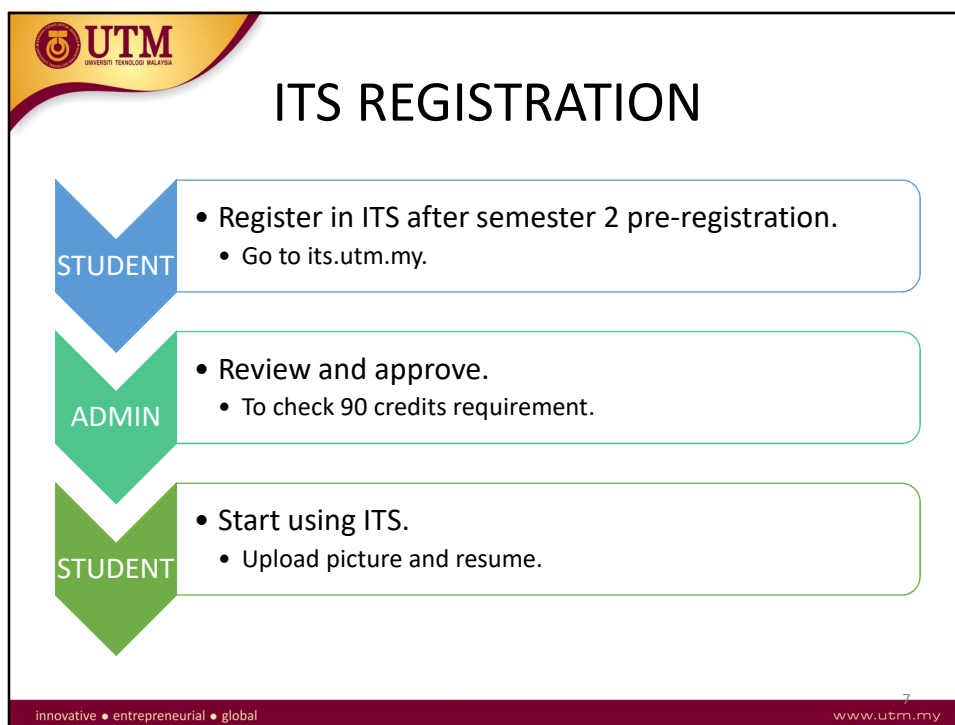
AIMS Next semester


- Normal course registration.

ITS After Sem 2 pre-registration

- LI management system software.
 - Application for placement.
 - Training records.
 - Training evaluations.

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Resume and Reply Form

- Google a sample of a good resume.
- Learn to write a resume from YouTube.
- Double check your resume to avoid errors.
- Use professional email address.
- Fill up your particulars in the reply form (FKE-LP1A) before submitting to company.

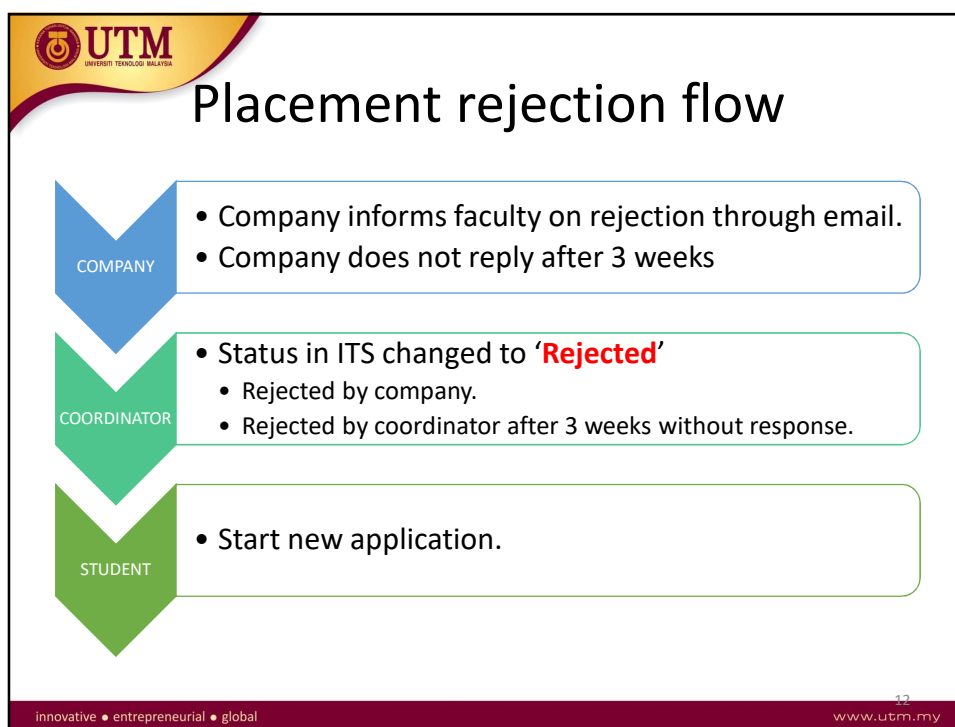
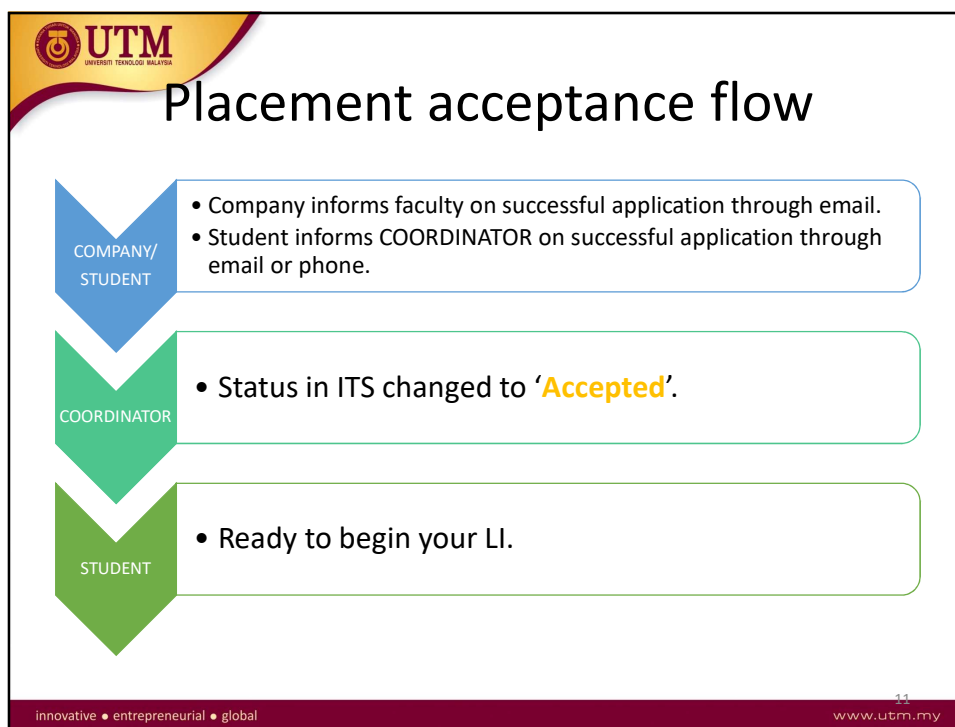
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Company database

- What if the company is NOT inside the database?
 - ◇ FKE cover letter is machine generated from the database with serial number.
 - ◇ You need to **fill a form** to add the company into the database.
- You can use your own cover letter pending the availability of company in database.
 - ◇ Must not have any UTM, FKE logo, letterhead whatsoever.


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- ❑ Issuance of multiple cover letter.
 - ◇ FKE does not issue general purpose cover letter.
 - ◇ FKE does not issue multiple cover letter at once.
 - ◇ New cover letter can be issued after 3 weeks of previous cover letter.
- ❑ You can use your own cover letter for application of multiple company at once.



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- ❑ Successful application with your own cover letter must be followed up in ITS.
 - ◇ If the company is already in the database, you can apply for that company immediately.
 - ❖ FKE cover letter will be issued. You will have to follow normal cover letter application process.
 - ❖ Status in ITS will changed to '**Accepted**'. Please remind your coordinator.
 - ◇ If the company is NOT in the database, you need to add the company in the database first.

- Keep a scanned copy of your cover letter even if the company does need official cover letter
 - ◇ Some company might change their mind and requested for it when you report for duty.
 - ◇ You might need that for scholarship claim purpose.

Failure to register in ITS

- The faculty do not know you are in the process of applying for LI place.
- Even if you secure place of training, no Faculty Supervisor will visit you at place of training and no evaluation will be done.
- Grade for LI is FAIL (HG) – because of no record.




AIMS REGISTRATION

- End of Semester II 2017/2018.
 - ◇ Date will be announced later – coincide with pre-registration of semester 1 2018/2019.
- The code is SKE*4926.
- You can DELETE the course if you cannot secure place of training by first week of LI period.
- WARNING:** EAC policy, LI must be done in 3rd year.



Failure to register in AIMS

- Your study is short for course SKE*4926 and will have to redo your LI.
- Even if you attend the training, your training will not be officially recorded.
- No grade will be assigned to your training.



Programme	Coordinator
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SKEL	DR. ISMAHANI BINTI ISMAIL
SKEM	DR. MUHAMAD SHUKRI BIN ZAINAL ABIDIN

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Contact info

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- Students and committee member


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Can I do LI in FKE or in UTM?

- YES**, if you are international student
- NO**, if you are local students and your LI appointments is from your supervisors or any staff from FKE or UTM
- YES**, if you are local students, and your LI appointment is from the company that may have collaboration work in FKE or in UTM

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- Where to look for the company?
- What company to choose from?
- Who to assist me in making selection of company?
- How to apply?
- How many company I can apply at one time?
- How do I know my LI application status?
- How do I know my application is successful or not?
- If my LI application successful, where can I get offer letter?
- If I receive offer from many company, can I take time to do the thinking?
- (For double-offer successful applicant)
- What about if I change my mind, and want to switch company?
- What to do if I will be knocking door-to-door to look for LI place?
- LI forms?
- How do I know lecturer from FKE will visit me at the company?

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Thank You

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