

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


Dr. Mohd Hafiz Habibuddin
Chairman
Industrial Training Working Committee
FKE UTM
22 May 2018

innovative • entrepreneurial • global 1
www.utm.my



- Website
 - ◇ *li.fke.utm.my*
- Email
 - ◇ latihanindustri@fke.utm.my
 - ◇ Email to chairman
- Mailing List
 - ◇ li201720183@fke.utm.my
 - ◇ Students and committee member

innovative • entrepreneurial • global 2
www.utm.my




Semester III 2017/2018

(Training Period: 10 June – 30 August 2018)

□ Contents of Briefing

1. Progress as of 22 May 2018
2. Changing place, turning down offer
3. Zone Coordinator
4. Faculty Supervisor
5. LI Visit
6. Evaluations
7. LI Forms
8. LI Log Book
9. LI Training Report
10. Chapter 3 of LI Report

innovative • entrepreneurial • global www.utm.my



Progress

□ Successful LI applicants as of 10 May 2017

STATUS	N/A	PENDING	APPROVED	ACCEPTED	REJECTED	TOTAL
SKEE	14	2	54	36	19	125
SKEL	6	0	48	52	9	115
SKEM	6	3	27	13	8	57

□ 34 % of 297

- ◇ 41 % of 306 in 2016
- ◇ 67 % of 312 in 2015
- ◇ 50% of 449 in ITS in 2014

innovative • entrepreneurial • global www.utm.my



Progress

- Please register your LI as a course in the online system for semester 3, 20172018.
- The course code is SKE* 4926.
- The procedure is similar with the course registration that you do every semester.


innovative • entrepreneurial • global 5
www.utm.my



Progress


- If you failed to secure placement before the training period starts, keep on looking for LI placement. Intensify your search.
- If you still failed after 22 June 2018, please drop your registration.
- You will have to do your LI in Semester 3 20182019 and your graduation will be extended.

innovative • entrepreneurial • global 6
www.utm.my




What if
I want to change LI place
OR
I have received more than one place for LI?

innovative • entrepreneurial • global 7
www.utm.my



- Yes, you can choose and change LI place.
- Please make sure that you send **Decline Letter** to the company you reject the offer (email or printed mail). A **copy** of Decline Letter **MUST** be sent to your LI Program Coordinator.
 - ◇ You need to write your own letter.
 - ◇ It is good to request read receipt before sending the email
- Else, you're MIA. If faculty receives complaint from the company that you don't report for duty, and you're at the other company, you get an **HG** for LI.

innovative • entrepreneurial • global 8
www.utm.my



LI Program Coordinator

(Matters on LI application process)

Vs.

LI Zone Coordinator

(Matters during LI training)

innovative • entrepreneurial • global www.utm.my



LI Zone Coordinator

Dr. Mohamad Shukri bin Zainal Abidin	Zon Utara – Perlis, Kedah, Pulau Pinang dan Perak
Dr. Yusri bin Yunos	<ul style="list-style-type: none"> • Zon Tengah – WP KL and Selangor • Zon Pantai Timur – Pahang, Terengganu and Kelantan
Dr. Ismahani binti Ismail	<ul style="list-style-type: none"> • Zon Selatan 'B' – Johor Utara (Segamat, Ledang, Muar), Melaka dan Negeri Sembilan • Zon Selatan 'A' – Johor Selatan dan Singapura
Dr. Mohd Hafiz bin Habibuddin	<ul style="list-style-type: none"> • Zon Malaysia Timur – Sabah dan Sarawak • International placements - LI places outside Malaysia

innovative • entrepreneurial • global www.utm.my




LI Zone Coordinator

- In charge of administrative part of your training
 - ◇ Assigning Faculty Supervisor to students.
 - ◇ Change of company due to specific issues.
 - ◇ Dealing with leave, MC, etc.
 - ◇ Dealing with company regarding disciplinary issues.



Faculty Supervisor

- Faculty Supervisor (FS): A lecturer from FKE who will be evaluating your LI.
 - ◇ Not necessarily your Zone Coordinator.
- The name of FS will be assigned to you in ITS at the end of Week 3.
- Some students may be assigned FS at a later weeks, so please be patient and check for updates in your ITS.



Faculty Supervisor

- Will check on your logbook
- Will communicate with your Industrial Supervisor.
- Will read your training report.
- Will be in charge in matters related to your training and evaluation.
- Will not be in charge in matters related to administrative part of your training


innovative • entrepreneurial • global 13
www.utm.my



LI Visit

- There will be **no visit** from the Faculty Supervisor.
- Evaluation will be done online through ITS, email, telephone or video conference.

innovative • entrepreneurial • global 14
www.utm.my




Evaluations

Items	Marks
Logbook	10 %
Faculty Supervisor Evaluation	20 %
Industrial Supervisor Evaluation	30 %
Industrial Training Report	40 %

15

innovative • entrepreneurial • global

www.utm.my




LI Forms

FKE-LP2	Maklumat Penempatan Latihan Industri (Industrial Training Placement Information)
FKE-LP2A	Maklumat Penempatan Latihan Industri - ONLINE (Industrial Training Placement Information)
FKE-LP3	Jadual Kerja Latihan Industri (Industrial Training Schedule)
FKE-LP4	Penilaian Penyelia Industri (Industrial Supervisor Evaluation)
FKE-LP5	Penilaian Penyelia Fakulti (Faculty Supervisor Evaluation)
FKE-LP6	Penilaian Laporan Latihan Industri (Industrial Training Report Evaluation)
FKE-LP7	Maklumbalas Pelajar Latihan Industri (Industrial Trainees Feedback)

16

innovative • entrepreneurial • global


www.utm.my



FKE-LP2

- To certify that you have report for training at the company.
- To be filled by the **student** and must be STAMPED by the company (HR or **Industrial Supervisor**)
- Must be scanned and emailed to:
latihanindustri@fke.utm.my
before 21 June 2018.
- Failure to submit on time – **HG**
- Original copy must be submitted to your **Faculty Supervisor** after the training. (**before 6 Sept 2018**)


innovative • entrepreneurial • global 17
www.utm.my



FKE-LP2A

- Your need to fill FKE-LP2A form online as well:
 - ◇ **li.fke.utm.my/downloads**
 - ◇ To update any changes in the ITS database

innovative • entrepreneurial • global 18
www.utm.my




FKE-LP3

- To be filled by the **student** and endorsed by the **Industrial Supervisor**.
 - ◇ LI training plan or program or schedule for 12 weeks.
- Must be scanned and uploaded to online logbook in ITS **before 21 June 2018**.
- Original copy must be submitted to your **Faculty Supervisor** after the training. (**before 6 Sept 2018**)

10
www.utm.my

innovative • entrepreneurial • global




FKE-LP4

- To be filled by the **Industrial Supervisor**.
 - ◇ Evaluation of the student by the Industrial Supervisor or HR at the company.
 - ◇ LP4 form must be STAMPED by the company
- The form must be scanned and emailed to the **Faculty Supervisor** by Industrial Supervisor at the end of training period. (**before 30 August 2018**)
- Original copy must be submitted by the **student** to the **Faculty Supervisor** in a sealed envelope after the training. (**before 6 Sept 2018**)

20
www.utm.my

innovative • entrepreneurial • global



FKE-LP5

- To be filled by the **Faculty Supervisor**.
 - ◇ Evaluation of the student (interview) and log book by the Faculty Supervisor.

21
www.utm.my

innovative • entrepreneurial • global




FKE-LP6

- To be filled by the **Faculty Supervisor**.
 - ◇ Evaluation of the Industrial Training Report.
- The **student** must submit the form to the **Faculty Supervisor** after the completion of training.
 - ◇ **Before 6 Sept 2018.**
 - ◇ Title of Project (Chapter III) must be filled up in the form.
 - ◇ Submit together with Industrial Training Report (Please do not bind LP6 form with the report)

22
www.utm.my

innovative • entrepreneurial • global




FKE-LP7

To be filled by the **Student**, ONLINE.
li.fke.utm.my/downloads

23
www.utm.my

innovative • entrepreneurial • global




Log Book

- Prepare a hardcopy of your logbook.
- Use Online Logbook in ITS – For faculty record.
 - ◇ Text entry.
 - ◇ Upload picture (jpg).
 - ◇ It is recommended that you scan (or take a picture of a suitable resolution) the daily entry of your hardcopy logbook and upload it in the ITS.
- Your **Industrial Supervisor** must sign your hardcopy logbook at least once a week.
 - ◇ Please include the signed page when uploading to ITS
- Faculty Supervisor** will check Online Logbook.

24
www.utm.my

innovative • entrepreneurial • global




Log Book

- Fill it up **everyday** of all training activities.
- Jot down sketches and simple drawing during training or group discussion/meeting.
- Log book is your note book - not a graduation photo where it has to be tidy and good looking
- Log book that is absence of sketches, diagram and flowchart shows that you're not undertaking your training professionally.
- Logbook evaluation criteria is provided in form LP5

25
www.utm.my

innovative • entrepreneurial • global




Industrial Training Report

- Format should strictly follow UTM Thesis Manual 2015
- Minimum pages 10, maximum 30 pages
- Submit the report to the Faculty Supervisor before September 6, 2018
- Report evaluation criteria is provided in form LP6

* Copy of *UTM Thesis Manual 2015* can be obtained from website
li.fke.utm.my>Downloads>MISCELLANEOUS>MS06

26
www.utm.my

innovative • entrepreneurial • global




Industrial Training Report

Contents (Refer to FKE-LP6 Form)

Ch 1	Introduction, Company Background, Structure, Products
Ch 2	Provision of Training (all types / parts / project in general) – Can refer to FKE-LP3
Ch 3	A detailed report on one of the project. <ul style="list-style-type: none"> • Background • objectives, • Methodology • Results • Conclusions
Ch 4	Conclusion.

innovative • entrepreneurial • global 27
www.utm.my



Industrial Training Report

Chapter 3

1	This Chapter 3 writing is an exercise to introduce and familiarize you with Final Year Project (FYP) work process and format.
2	The title for Chapter 3 is obtained from your training – from observation, tasks assigned, technical problems, or an issue of your interest
3	It has to be written in details, and the content of the report should follow the required content as instructed in LP6 form
4	Chapter 3 title of your report is required by KPT

innovative • entrepreneurial • global 28
www.utm.my



REMEMBER

TO REGISTER INDUSTRIAL TRAINING COURSE
SKE* 4926

innovative • entrepreneurial • global 20
www.utm.my



Thank You

mhafiz@fke.utm.my
OR
latihanindustri@fke.utm.my

innovative • entrepreneurial • global 20
www.utm.my