Students’ Role, Responsibilities and Timeline

A. Before Industrial Training

1. Search organisation in e-Industrial Training System
   - Organisation Found?
     - Yes: Click ‘Apply’
     - No: Apply to organisation manually by sending application letter, resume and referral letter*

2. Being offered a place?
   - No
   - Yes: Email offer letter and details* to Industrial Training Coordinator & Assistant

3. Email offer letter and details* to Industrial Training Coordinator & Assistant
   - Approved by Coordinator?
     - No
     - Yes: Approved by Organisation?
       - No: Rejected by Organisation?
         - Yes: Contact organisation to approve?
         - No: Already get offer letter from organisation?
           - Yes: Get offer letter from organisation
           - No: Contact UM Career Point with offer letter
     - Yes: UMCP adds organisation to e-Industrial Training System

4. Approved by Coordinator?
   - No: Click ‘Accept’ button
   - Yes: Click ‘View Placement Details’ to check application status

5. Approved by Organisation?
   - No: Contact organisation to approve?
   - Yes: Click ‘Accept’ button

6. Organised by UM Career Point (UMCP) @ SERU
   - Attend briefings and one workshop organized by UM Career Point (UMCP) @ SERU

*Get referral letter from Mrs. Hazimah (Industrial Training Assistant) at FSKTM office

^The details of email should include your name, matriculation number, telephone number, email, specialisation; and organisation address and telephone number, start and end dates of internship, name and email of supervisor from organisation, and state whether the organisation has already been listed in e-Industrial Training System
## B. During Industrial Training

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<tr>
<th>Week</th>
<th>Responsibilities</th>
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<td>1 - 2</td>
<td>Email Confirmation Form to Industrial Training Coordinator and cc to Assistant.</td>
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| 6     | 1. Go to Industrial Training website of FCSIT to check who is the Supervisor from the Faculty that has been assigned to you.  
      2. Remind the Supervisor from the Organisation to email plan of tasks to the Supervisor from the Faculty by Week 6. |
| 1 - 8 | Prepare First Log Book by filling in the daily log and weekly tasks summary. Log Book has to be verified by the Supervisor from the Organisation on a weekly basis. |
| 9     | Email scanned version of First Log Book for Week 1 to 8 to the Supervisor from the Faculty, latest by 5pm, Friday of Week 9. |
| 10 - 11 | Receive feedback from the Supervisor from the Faculty on the First Log Book. |
| 9 - 16 | Prepare Second Log Book by filling in the daily log and weekly tasks summary. Log Book has to be verified by the Supervisor from the Organisation on a weekly basis. |
| 17    | Email scanned version of Second Log Book for Week 9 to 16 to the Supervisor from the Faculty, latest by 5pm, Friday of Week 17. |
| 18 - 19 | Receive feedback from the Supervisor from the Faculty on the Second Log Book. |
| 21 - 24 | 1. Liaise with the Supervisor from the Faculty to arrange for his/her visit.  
       2. Conduct presentation on industrial training undergone and show Log Book during the supervisor’s visit. |
| 24    | Remind the Supervisor from the Organisation to email a scanned version of the completed evaluation form to the Supervisor from the Faculty. The form is private and confidential and should not be released to the student. |

## C. After Industrial Training

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<th>Week</th>
<th>Responsibilities</th>
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| 25 - 26 | 1. Submit hardcopy of the Final Report, and hardcopy of the verified Final Log Book (for Week 1 to 24) to the Supervisor from the Faculty.  
       2. Submit a copy of the Final Report to the Supervisor from the Organisation.  
       3. Complete Industrial Training Self-Evaluation Form at myum.um.edu.my |
Important Notes

- The week in the table above refers to the week of your Industrial Training and not the week of the semester.
- Apply for internship placement one semester before the Industrial Training Programme for local placement and at least two (2) semesters before for abroad placement.
- Carry out your Industrial Training in an ethical and professional manner upholding the reputation of UM at all time.
- You need to get written permission from the Dean to withdraw from the Industrial Training programme or to change the location of your placement or to reject an offer you have previously accepted.
- Always check the Industrial Training website of FCSIT for latest information.
- Inform the Industrial Training Coordinator/Supervisor from the Faculty/UM Career Point of any problem or issue arising in relation to Industrial Training. The email for Industrial Training Coordinator is koordinator_LI-list@um.edu.my