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Industrial Training

Semester 2-25/26

Dr. Florence Toh Haw Ching
Industrial Training Coordinator
Faculty of Modern Languages & Communication

With Knowledge We Serve Agriculture • Innovation • Life





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Congratulations

SEM 1

SEM 2

SEM 3

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INDUSTRIAL TRAINING



OVERVIEW



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INTRODUCTION

SECTION 1: BEFORE INDUSTRIAL TRAINING

SECTION 2: DURING INDUSTRIAL TRAINING

SECTION 3: AFTER INDUSTRIAL TRAINING

QUESTION & ANSWER SESSION



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Q&A after each Section



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Objectives



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➤ Purposes of Industrial Training

- apply the theoretical and practical aspects that have been studied to current practices in the industry (C5, CTPS)
- complete tasks at work critically (P5)
- display commitment, ethics, professionalism and leadership while performing tasks (A3, EM)
- communicate orally and in writing, and working with the various stakeholders (CS, TS)

Organisational Chart



Assoc. Prof. Dr. Adi Yasran Abdul Aziz
Deputy Dean (Academic and Students)

adi@upm.edu.my



Mr. Muhammad Iman Hakim Mohd Isnain
Executive Officer 4

internship.fbmk@upm.edu.my



Dr. Florence Toh Haw Ching
Faculty Industrial Training Coordinator &
Bachelor of Arts in English Literature with Honours

florence@upm.edu.my

Programme Industrial Training Coordinators

UPM Monitoring Lecturers

Programme Industrial Training Coordinators



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Dr. Lee Geok Imm
Bachelor of Arts in English
Language and Linguistics
with Honours

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Dr. Sharil Nizam Sha'ri
Bachelor of Arts Malay
Language and Linguistics
with Honours

sharil@upm.edu.my



Dr. Wan Anita Wan Abas
Bachelor of Communication
with Honours

anita@upm.edu.my



Assoc. Prof. Dr. Salmah Jan
Noor Muhammad
Bachelor of Arts Malay
Literature with Honours

salmahjan@upm.edu.my

Programme Industrial Training Coordinators



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Dr. Syed Nurulakla Syed Abdullah
Bachelor of Arts Arabic
Language with Honours

syedakla@upm.edu.my



Dr. Wan Ikhlas Wan Mokhtar
Bachelor of Arts in French
Language Studies with Honours

wanikhlas@upm.edu.my



Dr. Chin Mooi San
Bachelor of Arts in Chinese
Language Studies with
Honours

mooisan@upm.edu.my



Mr. Ikmal Trianto
Bachelor of Arts in German
Language Studies with Honours

ikmaltrianto@upm.edu.my

Programme Industrial Training Briefing



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- Organized by Programme Industrial Training Coordinator after Mega LI Briefing
- Covers questions and issues specific to each programme such as:
 - ❑ companies that students in the programme can work in. Each programme has different company requirements
 - ❑ specific requirements / rules and regulations for Industrial Training specific for the programme



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Dasar Latihan Industri Institusi Pengajian Tinggi

Industrial Training Calendar



NO	DATE	ACTIVITY
1	24 November 2025	Students begin filling out the Industrial training placement form (BR00_LI)
2	2 February 2026	Students receive Industrial Training offers and placements. Students submit Industrial Training Placement Feedback Form (FBMK3/Q/LI-A)
3	1-2 March 2026	Students report for duty at organization
4	23-29 March 2026	Students submit Industrial Training Report Duty Confirmation form (PU/PS/BR01/LI) via email or to the faculty's office
5	1-2 March 2026 – 14-15 August 2026	Students undergo Industrial Training (24 weeks)
6	14 June 2026 – 26 July 2026	UPM Supervising Lecturers conduct Monitoring Evaluation
7	14-15 August 2026	End of Industrial Training
8	17-18 August 2026 – 23-24 August 2026	<ol style="list-style-type: none"> 1. Employers submit Industrial Training Student Performance Report: Assessment by Employer (FBMK3/Q/LI-B (R)) 2. Students submit to programme coordinator: <ul style="list-style-type: none"> - Industrial Training Logbook - Final task report - Industrial training Report Submission Declaration Form (FBMK3/Q/LI-D)



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SECTION 1: BEFORE INDUSTRIAL TRAINING



B

- **Be** eligible

E

- **E**xplore organizations

G

- **G**enerate application

I

- **I**nitiate paperwork

N

- **N**otify through registration

Be eligible

- Ensure that you have **completed & passed ALL** your courses according to the study scheme
- Your courses include:
 - Compulsory Core (YW)
 - Compulsory Electives (EL / YW)
 - LPE + CEL + LAX + SKP + PRT + LP + MGM + FCE
 - QK XXXX Co-curriculum
- If you failed / missed out on any courses, you have to complete it / them before going for Industrial Training



Explore organizations

- Which?
 - ❑ Industry / Sector
- What?
 - ❑ Nature of business (halal / non-halal), job scope & description
- Who?
 - ❑ Company history, credibility, demographics
- Where?
 - ❑ Town? City? Local? International?
- How?
 - ❑ Logistics



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- (a) mengambil perhatian mengenai surat edaran Jabatan Perkhidmatan Awam (JPA) bernombor rujukan JPA(L)S.175/4/4-2 Klt.4(21) bertarikh 6 September 2019 mengenai ketetapan bayaran elaun kepada pelajar institut pengajian tinggi yang mengikuti latihan amali/praktikal di sektor awam. Antara ketetapan yang dinyatakan adalah seperti berikut:-
- (i) kadar elaun pelajar yang menjalani latihan amali/praktikal di sector awam dinaikkan kepada RM5.00 sejam;
 - (ii) kadar baharu berkuatkuasa 1 September 2019;
 - (iii) bayaran adalah menggunakan peruntukan sedia ada agensi masing-masing;

Generate applications



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- Prepare your Curriculum Vitae (CV) (Latin for “course of life”)
 - ❑ Resources: <https://sequoia-consonant-5f0.notion.site/CV-Summary-StudyTme-France-3ffdee3d133049ce9816a7ca225ec7e5>
 - ❑ Tedtalk: https://www.ted.com/talks/kerri_twigg_burn_your_old_resume_the_future_of_work_is_here
 - ❑ Skill list: <https://www.indeed.com/career-advice/career-development/skills-list>
 - ❑ Do not suggest someone as reference / referee without permission
 - ❑ Do not share someone’s personal email / personal mobile number without permission



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➤ Prepare a simple cover letter

❑ Ensure your language is courteous

❑ Examples:

- <https://joinhandshake.com/blog/students/internship-cover-letter-tips/>
- <https://www.indeed.com/career-advice/resumes-cover-letters/writing-an-internship-cover-letter-with-examples>
- <https://resumegenius.com/cover-letter-examples/internship-cover-letter-sample>

Initiate Paperwork



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TRIMESTER BACHELOR PROGRAMME UKOM

TEMUDUGA BACELOR SASTERA PENGAJIAN BAHASA CINA DENGAN KEPUJIAN SESI 2025/2026 UPM BRIDGING PROGRAMME



Our Entity



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**FAKULTI BAHASA
MODEN DAN
KOMUNIKASI**



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Not secure fbmk.upm.edu.my/?L=en



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- TEMUDUGA BACELOR SASTERA PENGAJIAN BAHASA CINA DENGAN KEPUJIAN SESI 2025/2026
- UPM BRIDGING PROGRAMME



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Selamat Datang

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[PENYELIDIKAN](#) [PROGRAM BACELOR TRIMESTER](#) [UKOM](#)
[TEMUDUGA BACELOR SASTERA PENGAJIAN BAHASA CINA DENGAN KEPUJIAN SESI 2025/2026](#)
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DOKUMEN

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Skema Program Pengajian Bacelor Trimester

1	Bacelor Sastera Bahasa dan Linguistik Melayu dengan Kepujian	
2	Bacelor Sastera Bahasa dan Linguistik Inggeris dengan Kepujian	
3	Bacelor Sastera Bahasa Arab dengan Kepujian	
4	Bacelor Komunikasi dengan Kepujian	



FAKULTI BAHASA MODEN DAN KOMUNIKASI

Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan

 03-9769 8661

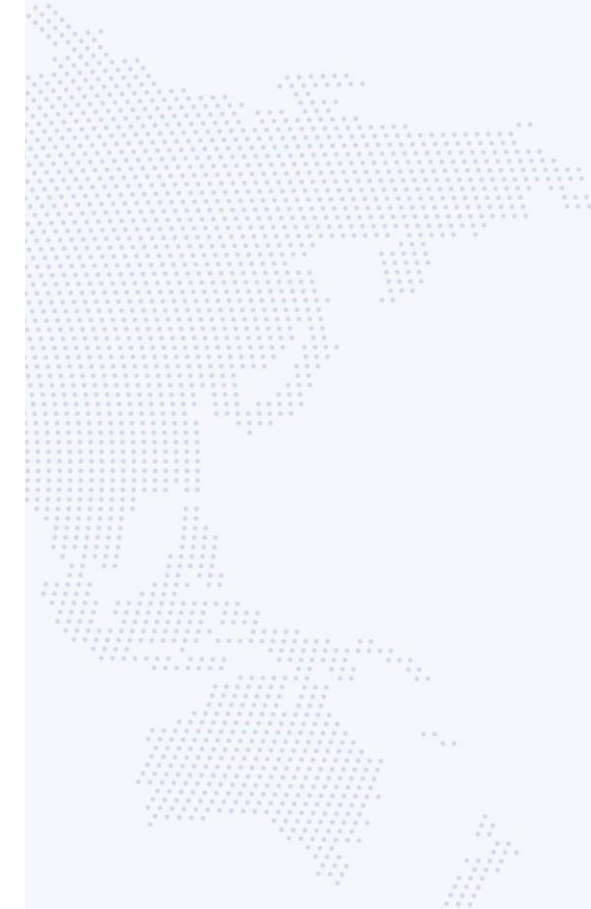
 03-9769 3727

 fbmk@upm.edu.my



Latihan Industri

- 32 Takwim Latihan Industri Semester Pertama Sesi 2024/2025 
- 33 Borang 1 (Versi BM) - Borang Permohonan Tempat Latihan Industri (BR00-LI) 
- 34 Borang 1 (Versi BI) - Borang Permohonan Tempat Latihan Industri (BR00-LI) 
- 35 Borang 2 - Borang Maklum Balas Penempatan Latihan Industri (FBMK3/Q/LI-A) 
- 36 Borang 3 - Borang Pengesahan Laporan Diri (PU/PS/BR001/LI) 
- 37 Borang 4 - Borang Laporan Prestasi Latihan Industri oleh Majikan (FBMK3/Q/LI-B) 
- 38 Borang 6 - Borang Akuan Penghantaran Laporan Latihan Industri (FBMK3/Q/LI-D) 
- 39 Buku Log Latihan Industri (FBMK3/Q/LI-D) 
- 40 Senarai Semak 
- 41 (Slaid) Taklimat Latihan Industri FBMK 2023 
- 42 (Slaid) Taklimat Latihan Industri FBMK 2024 





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Faculty of Modern Languages and Communication

**INDUSTRIAL TRAINING PLACEMENT APPLICATION FORM
(BR00-LI)**

STUDENT'S DETAILS

Student's Name	
Matric No.	
IC No. or Passport No.	
Programme	
Tel. no	
Training start date:	Training end date:
Training period	24 weeks
1 st Choice	Company full name and address
	Full company name Full company mailing address
2 nd Choice	Company full name and address
	Full company name Full company mailing address
3 rd Choice	Company full name and address
	Full company name Full company mailing address

CONFIRMATION OF TOTAL ACCUMULATED CREDIT HOURS

Minimum 112

I hereby confirm that I have completed all required courses **for graduation purposes** with a total accumulated credit hours before submitting this application.

**Please attach the curriculum structure with grades for each course*

Verified by:

Signature & Official Stamp

.....
Academic Advisor

Applied by:

Endorsed by:

Signature & Official Stamp

.....
Student's signature

.....
Internship Training Coordinator

NO. SEMAKAN : 04

NO. ISU : 04

TARIKH KUAT KUASA : 12/12/2023



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	Company full name and address
1 st Choice	Google Malaysia Level 20, Axiata tower, 9, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur ✓
2 nd Choice	wongahhuat@petronas.com ✗
3 rd Choice	Sulaiman Abdullah Bank Negara Malaysia ✗

➤ Etiquette (Email / In-person)



Mr. Muhammad Iman
Hakim Mohd Isnain
Executive Officer 4

internship.fbmk@
upm.edu.my

- Proper email address (use **UPM student email address**)
- Appropriate “Subject” title
- Introduce yourself (**name & matric number**), state your purpose, end the email thanking recipient
- Proper spelling, sentences, grammar
- Patiently wait for minimum 3-5 working days for response / to receive official placement letter
- Send subsequent BR00-LI form(s) only after companies have rejected you / did not reply for more than 3 weeks

➤ Unprofessional behaviour

Improper email address:

- angelbutterfly@gmail.com
- pickeballforever@gmail.com

Expecting immediate reply

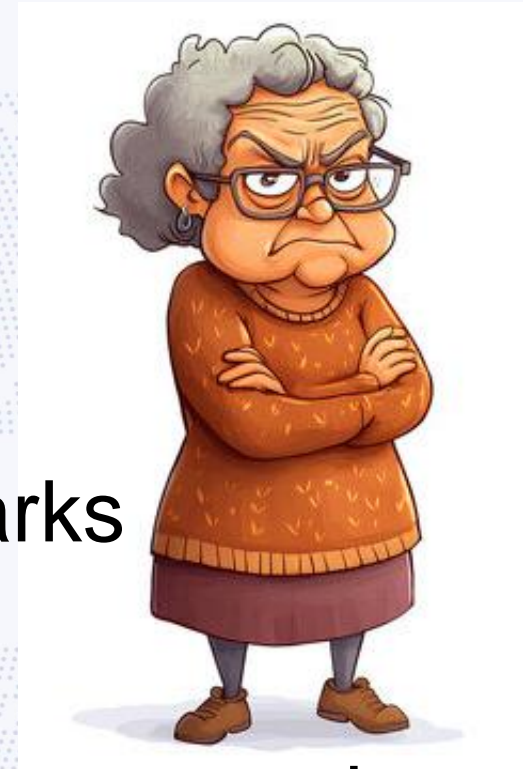
Excessive and inappropriate punctuation marks

Writing emails on behalf of other people

Not using proper language

Rushing others to help you because you sent in documents at the very last minute

Send in many BR00_LI forms in a short span of time





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To  PENGURUSAN LATIHAN INDUSTRI - FBMK / UPM × |

Cc Bcc

PLEASEEEEEEE HELP URGENTTTTT TQ!!!!!!!

Dear Mr. Iman,

Sorry for disturbing u after ofis. I just read email from Get Rick Quick Sdn. Bhd. They want letter tomorrow. Here my Borang. Please help me!!!! PLEASEEEEEEEEEEE. Sorry!

Also, my friend Mohan said he send borang last week y u no reply him?????????

Thank you, Mr. Iman.

Accepted!



- **Submit:**
 - Feedback Form (FBMK3/Q/LI-A)**
 - Offer letter**
- **Make preparations**
 - Accommodation**
 - Transport**
 - Formal attire**



BORANG MAKLUM BALAS (FEEDBACK FORM)

Ruj. Anda/Your Ref. :
 Ruj. Kami/Our Ref. :
 Tarikh/Date :

Section for Industrial Training
 Faculty of Modern Languages and Communication,
 Universiti Putra Malaysia
 43400 Serdang, Selangor.
 Tel: 03-97698760
 Emel : internship.fbm@upm.edu.my

Tuan/Puan
 Dear Sir/Madam,

Adalah dimaklumkan bahawa permohonan untuk menjalankan Latihan Industri di organisasi kami oleh pelajar yang disenaraikan di bawah adalah *diterima/ditolak.

Kindly be informed that the application for industrial training in our organization by student(s) as mentioned below is accepted / rejected.

Nama Pelajar/Student's Name	No. Matrik/Matric No.	Pengkhususan/ Specialisation



Nama Pelajar/Student's Name	No. Matrik/Matric No.	Pengkhususan/ Specialisation
		Your programme

Pelajar diminta untuk melapor diri bermula _____ di _____.
 Pelajar juga diingatkan agar mematuhi segala peraturan yang telah ditetapkan oleh organisasi sepanjang tempoh menjalani Latihan Industri.

The student(s) will need to report for duty starting **Start date** _____, at **Organisation's name** _____.
 Please be reminded that the students must strictly follow the organization rules and regulation throughout the training period.

Yang benar,
 Yours sincerely,

BOTH Signature & Official Stamp

(Tandatangan dan cop syarikat/
 Signature and company stamp)

* Please underline where applicable

Notify through Registration



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- Register for your Industrial Training in ESMP
 - ❑ KOM4903; BBI4903; BBL4903; BBC4903; BBD4903; BBK4903; BBM4903; BBA4903; BBF4903; BBQ4903
 - ❑ “YW”

- Students who fail to register for the course in ESMP may:
 - ❑ have to pay penalty for late registration
 - ❑ be considered not registered for Industrial Training and required to restart Industrial Training the following semester

IMPORTANT!

What if...



- I failed / forgot to complete my courses?
 - ❑ Extend final semester to complete it / them before starting Industrial Training (join junior batch)
 - ❑ Return to finish courses after completing Industrial Training (may not graduate together with course mates)



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- I want to start my Industrial Training earlier?
 - ❑ You can start your Industrial Training after finishing your final examination **with the approval of the faculty**

- I cannot start my Industrial Training on time?
 - ❑ You may be asked to undergo Industrial Training the following semester (together with your juniors) because **ESMP has deadlines & you are likely to miss the graduation timeline if you start late**



- The organization wants me to work remotely?
 - Not allowed. Find another organization which requires you to be **in the office in person**

- I want / am asked to teach?
 - Not allowed.** You do not have official training in teaching
 - You can assist in teaching eg prepare lessons, complement the teacher in class

- I signed to accept Company A and the next day Company B (my dream company) accepts me?
 - Seek official written permission from Company A to release you
 - Accept Company B **only after Company A officially agrees to release you** (you have email / documentation proof, **NOT Whatsapp**)
 - If Company A does not want to release you, **you have to complete your Industrial Training with Company A**
 - No last minute changes





1 July 2024

XXXX (Company's PIC)

Through:

XXXX (Department's Industrial Training Coordinator)

Dear Mr. XXX,

I sincerely appreciate your offer for the position of _____ with _____. After thorough deliberation, I have received another offer that aligns more closely with my career goals and aspirations. Regrettably, I must decline your offer.

I want to express my gratitude for the opportunity to interview with you. Your interest in my candidacy is deeply appreciated, and I found the experience of learning about your organization to be insightful and rewarding.

Yours sincerely,

XXX



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B

- **Be eligible**

E

- **Explore organizations**

G

- **Generate application**

I

- **Initiate paperwork**

N

- **Notify through registration**



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Question & Answer for SECTION 1: BEFORE INDUSTRIAL TRAINING





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SECTION 2: DURING INDUSTRIAL TRAINING



F

- Form submission

I

- Image bearer

R

- Regulate & Restraint

M

- Monitoring & Supervision

Form Submission



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- Report for Duty on the first day of work (1-2 March 2026)
- Submit **Industrial Training Report Duty Confirmation Form (PU/PS/BR01/LI)** within the first month of your Industrial Training (23-29 March 2026)
- You will be asked to **fill in a Google Form to submit all the relevant documents.**





PERKHIDMATAN UTAMA
PRASISWAZAH
PEJABAT TIMBALAN NAIB CANSOLOR
(AKADEMIK & ANTARABANGSA)

Kod Dokumen : PU/PS/BR01/LI

INDUSTRIAL TRAINING REPORT DUTY CONFIRMATION FORM

STUDENT DETAILS

Student's Name
Matric No.
IC No.
Programme

ORGANISATION DETAILS

Organisation Name
Organisation Address
Phone No.
Fax No.
Email

Ownership The Organisation / This Company belongs to UPM Alumni
 Yes
 No

Organisational Sector Please mark (X) at the relevant choice.

- Government Agency
- Government Linked Company
- Public Listed Company
- Multinational Company
- Small & Medium Enterprise
- Non-Governmental Organisation

Ask the company for information on these. Do NOT fill in with random information



Facility Provided Please mark (X) for the appropriate choice.

- Monthly Allowance RM..... **per month** Calculate allowance amount per month
- Meal Allowance RM..... per month/per day
- Accommodation
- Transportation
- Others (Please State)

i) **Other allowances eg phone allowance, parking allowance, provided lunch, etc. Provide amount**

ii) _____

CONFIRMATION BY INDUSTRY SUPERVISOR

I hereby certify that the abovementioned name student has reported to undergo industrial training at this organisation starting from **Start date**)

Supervisor's Signature and Stamp: **Signature and stamp of company / organizational supervisor, NOT UPM**

Date: **date**

Image bearer



➤ You are

- bound by University and College University Act (1971 (Amendment 2009) and UPM rules & regulations
- to follow organizational working hours and rules as per other personnel
- to be responsible in ensuring all organizational assets are well taken care of
- to dress appropriately throughout the Industrial Training period
- securing your future referee(s) / reference(s)

➤ Do not

- leak out confidential information from the organization
- be late or absent from work without approval from the organization
- be absent or take leaves of more than 5 days either due to emergency or medical reasons
 - Replace them or
 - Repeat Industrial Training next semester

1 credit hour = 2 weeks

12 credit hours = 24 weeks

OCCASION	DAYS	ABSENT?
Public Holiday (Christmas)	1	No
Company year end holiday	2	Yes
Public Holiday (Chinese New Year)	2	No
Medical leave	3	Yes
Total absences =	5	
Replacements?	No	



OCCASION	DAYS	ABSENT?
Public Holiday (Hari Raya)	2	No
Company closes (Flooding)	4	Yes
Family emergency	2	Yes
Total absences	= 6	
Replacements?	Yes	



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OCCASION	DAYS	ABSENT?
Public Holiday (Sultan of Johor's birthday)	1	
Medical leave	2	
Company holiday	3	
Public Holiday (Thaipusam)	1	
Family emergency	3	
Total Absences		
Replacements?		

OCCASION	DAYS	ABSENT?
Public Holiday (Sultan of Johor's birthday)	1	No
Medical leave	2	Yes
Company holiday	3	Yes
Public Holiday (Thaipusam)	1	No
Family emergency	3	Yes
Total Absences	= 8	
Replacements?	Yes	

Regulate & Restraint



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L Live Actively (exercise)

E Eat mindfully (hydrate)

A Avoid harmful habits (physical harm, negative thinking, addictions)

R Rest & Recover (adequate & quality sleep)

N Nourish your mind & Soul (regulate emotions, breathing techniques, meditation, journalling, support system)

Monitoring & Supervision



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- Communicate with your UPM Monitoring lecturer
- Arrange for UPM lecturer's monitoring visit with employer
- Assist UPM lecturer on direction & parking, etc
- Present about your Industrial Training for Monitoring Evaluation
- Co-operate with UPM lecturer on any necessary documentations
- Show professionalism throughout

➤ Example of **UNPROFESSIONAL** email



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Proposed Date for LI Visit



Inbox x



◆ Summarize this email

[Redacted sender name]

3:20 PM (5 hours ago)



to FLORENCE ▾

The company has informed me that they have no issue with your visit at any time. However, my executive mentioned that he would prefer the visit to be scheduled towards the end of my internship period, as it will allow him to evaluate my overall performance.

Therefore, I kindly request that you propose a suitable date for the visit based on your availability.

Thank you.

What if...



- I met with an accident during my Industrial Training?
 - Seek medical help immediately.
 - Do not suffer silently because of money issues
 - Malaysian students are covered by UPM insurance
 - Notify your organizational employer, UPM Monitoring Lecturer and Program Industrial Training Coordinator immediately

- I cannot handle the workload and stress in the organization and want to change to another company?
 - You will be considered breaching organization contract and may be sued
 - You will be considered to have failed Industrial Training and given **one last chance** to restart Industrial Training the following semester

- I cannot complete the Industrial Training because of (mental) health / family / etc issues?
 - You will be required to provide official medical documentation
 - Discuss the issue with your UPM Programme Industrial Training coordinator
 - You will be considered to have failed Industrial Training and given **one last chance** to restart Industrial Training the following semester

- The organization wants to offer me a full time position before I complete my Industrial Training?
- Not allowed. Industrial Training is **part of the graduation requirement** (just like any other courses)
 - You are considered not graduated / have not fulfilled requirement to graduate
 - Your Industrial Training involves grading / marking just like all your other courses



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- I want to change my UPM Monitoring lecturer?
 - Not allowed

- I am bullied and / or sexually harassed at my workplace?
 - Keep record of evidences
 - Submit these evidences to your organizational employer **and** UPM Programme Industrial Training coordinators



? What is sexual harassment?
Any unwelcomed sexual behaviour.

TYPES OF Sexual Harassment

PHYSICAL Rape 	PHYSICAL Violation 	PHYSICALS Stalking 	VERBAL Name-calling, cursing and inappropriate jokes 	VERBAL Comment about body / appearance
NON-VERBAL Sexual hand gestures 	NON-VERBAL Stalking 	NON-VERBAL Flashing 	ONLINE Conversation / message 	VERBAL Catcalling
PSYCHOLOGICAL Persistent proposal and pressure to date or have physical intimacy 		VISUAL Sexual photographs / pornography that is shown to the survivor 		

If you or anyone you know is experiencing sexual harassment, contact:

TELENITA HELPLINE
 016-237-4221 • 016-228-4221

SEMBAANG FEMINIS 4

ANTI-SEXUAL HARASSMENT IN HIGHER INSTITUTIONS IN MALAYSIA
Together for Creating a Safe Campus



29th Nov **2025** S2 Event Space, PJ

Time
29/11/2025 (Sat): 9:30am - 2:30pm

If you're a student or a recent graduate, here's why you should join:

- A safe space for university students to talk about gender-based violence (GBV), especially sexual harassment.
- Learn & Share: Discover survey findings and share your thoughts.
- Engage: Join interactive discussions.
- Make an Impact: Speak up and help create safer campuses.



LIMITED SEATS!

For further details: Jansi - 016 420 6034



Register now to build safer campuses together!
Registration Deadline : 26.11.2025





F

- **Form submission**

I

- **Image bearer**

R

- **Regulate & Restraint**

M

- **Monitoring & Supervision**

Question & Answer for SECTION 2: DURING INDUSTRIAL TRAINING





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SECTION 1: BEFORE INDUSTRIAL TRAINING

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SECTION 3: AFTER INDUSTRIAL TRAINING



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PERTANIAN UNTUK RAKYAT

D – Document your experience

O – Offer thanks

N – Network & nurture connections

E – Evaluations

Document your experience



➤ Students submit

Logbook

- Write about your tasks, not about your feelings
- Essay form, not bullet points

Task Report

- Provide examples, evidences, photos, etc
- Recommendation: about the Industrial Training, not about the organization

Industrial Training Report Submission Form (FBMK3 / Q / LI-D)

LOGBOOK WRITING GUIDE

INTRODUCTION

The daily writing of the logbook is taken into account for the assessment of the industrial training module. The marks for the daily report are 20% of the total industrial training score. As such, students are required to record their daily tasks in their logbook and obtain their organizational supervisor's signature for weekly verification. Students must report the daily training activities they have carried out in the logbook. This logbook has to be checked by the organizational supervisor according to their schedule (weekly). The writing of the logbook covers the following aspects:

- a. Record all the instructions given by the organizational supervisor.
- b. The use of **Bullet points** is not allowed.
- c. Record all the steps performed from the beginning of the task until it is completed or if the task is continued the following day.
- d. Make a weekly conclusion and comment on the tasks.

ITEMS WRITTEN IN THE LOGBOOK

1. Tasks done by the student

- a. Record the work flow from the beginning until the end in detail
- b. Every description written should be supported by relevant the relevant sketches, diagrams / calculations

2. Explanations given by organizational supervisor or other organization colleagues

Organizations usually do not allow students to perform tasks which are risky and require high-level skills. In such cases, students are allowed to observe and listen to how the work is performed by the skilled employees of the organization. Students should observe and record in detail every step performed by the organization's

GUIDELINES FOR WRITING THE INDUSTRIAL TRAINING TASK REPORT

1. INTRODUCTION

The task report is one of the components evaluated after students complete their Industrial Training placements at the organizations of choice. The document has to be bound and submitted during the submission of the industrial training documentation and accounts for 30% of the total assessment score.

In general, this report writing guideline is referenced and written using the American Psychological Association (APA) system or format, but has been arranged and adapted to suit the needs of the assessment. All information provided is intended to guide students in preparing a systematic and high-quality report.

2. GUIDELINES FOR WRITING THE FINAL INDUSTRIAL TRAINING REPORT

2.1 General Guidelines

- a) The report can be written in either the Malay or English language or the corresponding language in the student's field of study
- b) The number of written pages should be between 30 to 50, excluding the appendices.
- c) The report must be bound before being submitted to the evaluating lecturer for assessment purposes following the prescribed format.

2.2 Writing Margins and Page numbers

- a) The margin settings for each page of the written report must follow the format specified below:

3.5cm from the left edge of the paper
3.5cm from the right edge of the paper
2.5cm from the top edge of the paper
2.5cm from the bottom edge of the paper

5/9/2023 – Tuesday

As I was responsible for the marketing, especially on TikTok, I did research on how to engage with more followers on TikTok and how to make our content get into 'For Your Page' (FYP). Through extensive reading of blogs and websites, I had discovered that the most optimal time to upload videos on TikTok was within specific time intervals which are 12 p.m. to 2 p.m., 5 p.m. to 7 p.m., and 8 p.m. to 11 p.m. However, I subsequently realised that the time functionality was not functioning properly for all users. The crucial aspect was to consistently post content on a daily basis, since it fosters consistency and aids in the growth of followers and views.

6/9/2023 – Wednesday

I set up a new TikTok link tree. A link tree was a link that provided information such as a business phone number and social medias. In addition, I make changes to TikTok's profile, such as adding bio information to make it look more professional and I add the link tree. Along with that, I converted the TikTok account into a business account under the real estate category. Today, I uploaded three videos to TikTok, and I make it a priority to upload at least three videos every single day.

7/9/2023 – Thursday

I uploaded three videos to TikTok, as per daily task. I captioned the photo with the address, owner's name, and precise measurements of the house. This is to provide viewers with information regarding the home featured in the video.


KOMEN SUPERVISOR / SUPERVISOR'S COMMENT

You did a good job on your first week. I can tell that you are a fast learner and hardworking. Keep it up the good work!



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28/9/2023 - Thursday	PUBLIC HOLIDAY (MAULIDUR RASUL)
KOMEN SUPERVISOR / SUPERVISOR'S COMMENT	Excellent work, keep it up!
1/10/2023 – Sunday	HOLIDAY (HARI KEPUTERAAN SULTAN KELANTAN)
2/10/2023 – Monday	<p>I advertised real estate situated in Kota Bharu on TikTok. Even before this, I believed that this company only offered and constructed houses. However, they also offer land for sale. This land was strategic because it was flood-free and located a short distance from the city.</p> 
3/10/2023 – Tuesday	I assisted my boss during his virtual meeting with abroad client. Due to his limited knowledge of the English language, he requires the assistance of a translator in order to comprehend and engage in conversation with his fellow attendees during the meeting. This was my first time participating in a meeting of this kind, and I had never been a spontaneous translator before. Initially, I was concerned about my proficiency in English. Nevertheless, I am making every effort to lend a helping hand and provide my supervisor with accurate information. It was both a frightening and a rewarding experience.

Feel free to share photos if you are using softcopy. But not compulsory

Offer thanks



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ESSENTIALS OF THE INTERNSHIP

Thank-You LETTER

Be genuine

Send either a handwritten note or an email

Thank everyone who helped you

Don't ask for a job outright

Include specifics about helpful experiences

Provide contact information

Writing a thank-you note shows appreciation, continues the relationship, and could even result in a full-time opportunity

THANK YOU!

Emily Zhang
ez@email.com
275.305.1212

Network & nurture connections



- Keep in touch with your UPM Programme Industrial Training coordinator & UPM Monitoring lecturer
 - Respond promptly to further information & inquiries
 - Do not request for any graduation documents from the faculty. **The faculty has no authority to release graduation-related documents.**

Evaluations



- Employer submit
 - ❑ **Industrial Training Student Performance Report: Assessment by Employer (FBMK3 / Q / LI-B(R))**
 - by email **directly** to UPM Monitoring Lecturer or
 - in a sealed envelope

- Monitoring Lecturer submits
 - ❑ Completed evaluations



LAPORAN PRESTASI PELAJAR LATIHAN INDUSTRI
(INDUSTRIAL TRAINING STUDENT PERFORMANCE REPORT)
(PENILAIAN OLEH MAJIKAN)
(ASSESSMENT BY EMPLOYER)

Untuk membantu universiti menilai pelajar yang menjalani latihan industri di jabatan/agensi tuan/puan, adalah dimohon agar penyelia pelajar mengisi borang penilaian ini dan kembalikan kepada:-

To help the university evaluate students undergoing industrial training at your department/agency, it is recommended that the student supervisor fill out this assessment form and return it to:

Penyelaras (Coordinator)
 Latihan Industri (Industrial Training)
 Fakulti Bahasa Moden dan Komunikasi
 Universiti Putra Malaysia
 43400 Serdang, Selangor

Nama pelajar (Name of Student)

Kriteria Penilaian (Assessment Criteria)	Skor. Bulatkan skor yang berkaitan. (Score. Circle the Relevant Score) 1: Sangat lemah (Very Weak); 2: Lemah (Weak); 3: Sederhana (Average); 4: Baik (Good); 5: Sangat baik (Very Good)				
1. Pemahaman tugas (Understanding of tasks)	1	2	3	4	5
2. Pemikiran kritis dalam penyelesaian masalah (Critical thinking in problem solving)	1	2	3	4	5
3. Komitmen, etika, profesionalisme dan kepimpinan (Commitment, ethics, professionalism and leadership)	1	2	3	4	5
4. Aplikasi aspek teori dan praktikal (Application of theoretical and practical aspects)	1	2	3	4	5
5. Kemahiran teknikal (Technical skills)	1	2	3	4	5
6. Komunikasi lisan dan bertulis dan kerjasama dengan pelbagai pihak (Communicating orally and in writing, and working with the various stakeholders)	1	2	3	4	5
JUMLAH (TOTAL)					

Nama Penilai:
(Name of appraiser)

Cop Rasmi
(Official stamp)

Organizational evaluation

Jawatan
(Position)

Tandatangan
(Signature)

Must be accurately filled in

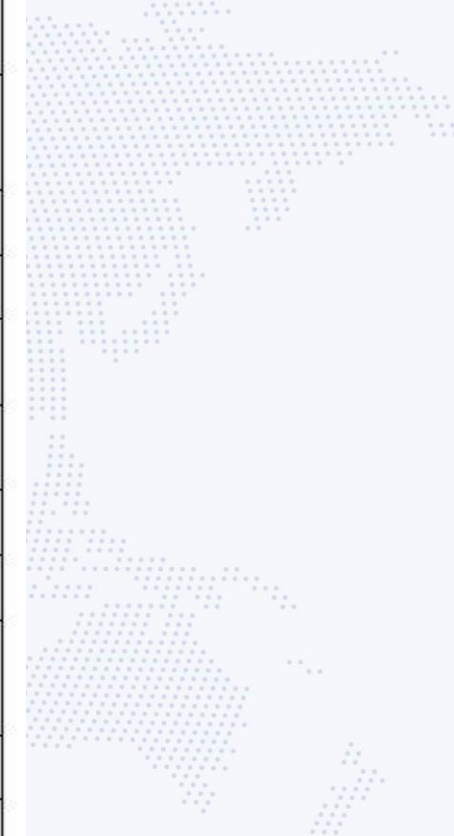
Tarikh
(Date)



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No	Item	Marks
1	Industrial Training Monitoring: Assessment by UPM Supervising Lecturer (FBMK3 / Q / LI-C(R))	20%
2	Industrial Training Student Performance Report: Assessment by Employer (FBMK3 / Q / LI-B(R))	30%
3	Logbook	20%
4	Task Report	30%
	TOTAL	100%



PERKARA (ITEM)		PEMARKAHAN (SCORE)	MARKAH DIPEROLEH (SCORES OBTAINED)
A.	PENILAIAN LAPORAN HARIAN (BUKU LOG)		
1.	Laporan harian. Kecukupan isi mengikut program (Daily report. Adequate content by programme)	5%	
2.	Pengesahan mingguan oleh penyelia (<u>Weekly verification by supervisor</u>) Organizational supervisor	5%	
3.	Laras bahasa laporan (Language of Report Writing)	5%	
4.	Format penulisan laporan (Report Writing format)	5%	
	JUMLAH (TOTAL)	20%	
B.	PENILAIAN LAPORAN TUGASAN (ASSESSMENT REPORT)		
1.	Kandungan laporan (Content of Report)		
	a. Pengenalan (Introduction)	5%	
	b. Latar belakang organisasi (Background of organization)	5%	
	c. Laporan tugas (Task report)	5%	
	d. Gaya persembahan (Presentation style)	5%	
	e. Kesimpulan dan cadangan (Conclusion and recommendation)	5%	
2.	Bahasa/gaya penulisan (Language/Writing style)	5%	
	JUMLAH (TOTAL)	30%	

What if...?

- I live very far and cannot submit the documents on time?
 - Communicate with your UPM Monitoring Lecturer to submit electronic copy of documents
 - Employer to submit Industrial Training Student Performance Report: Assessment by Employer (FBMK3 / Q / LI-B(R)) via email **directly to UPM Monitoring Lecturer**



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- I need an official letter stating that I have completed my Industrial Training?
 - Direct all your queries to Academic Section of UPM.
 - The faculty has NO authority to issue any letters / documents for your completion / graduation**
 - Do not ask your Faculty / Programme Industrial Training Coordinator for these documents



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- My ESMP still does not show that I have graduated?
 - ❑ Be patient as the university Senate convenes only **once a month** and has to process the results of **students from the entire university**

BEFORE INDUSTRIAL TRAINING



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PERTANIAN UNTUK RAKYAT

B

- **Be** eligible

E

- **E**xplore organizations

G

- **G**enerate application

I

- **I**nitiate paperwork

N

- **N**otify through registration

DURING INDUSTRIAL TRAINING



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F

- Form submission

I

- Image bearer

R

- Regulate & Restraint

M

- Monitoring & Supervision

AFTER INDUSTRIAL TRAINING



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D – Document your experience

O – Offer thanks

N – Network & nurture connections

E – Evaluate & plan next steps



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Question & Answer



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Upcoming Events



- Hands-on “How to search for Industrial Training Placements” **(Online)**

- **19th December 2025 (Friday)**
 - Morning – Session with Counselling Section, UPM
 - Afternoon – Session on CV Essentials and Interview Etiquettes

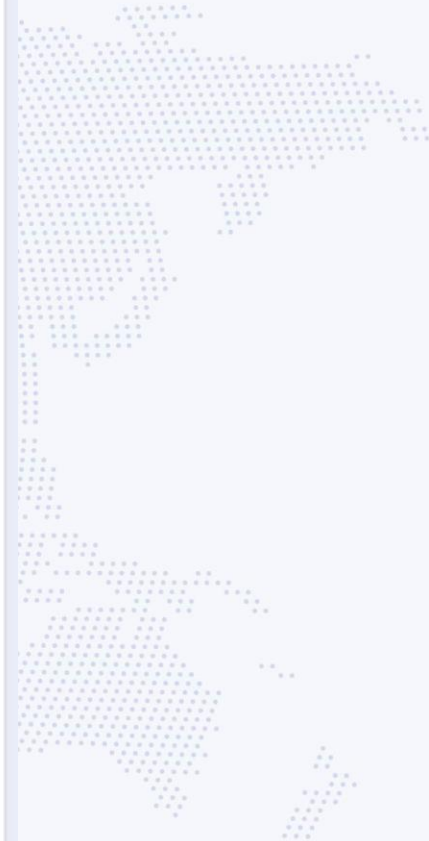
- **16th January 2025 (Friday)**
 - Morning – Session on AI in the Workplace
 - Afternoon – Session on Microsoft Excel

The Counseling Section of UPM has agreed to conduct two sessions (online + physical) with the outgoing Industrial Training students. The online session will be a hands-on session teaching you how to search for Industrial Training opportunities. The physical session, scheduled for 19th December 2025, Friday morning, depends on your needs. Please indicate below **your preferred topic(s) for the physical session**. You may choose more than one options.

- Matching your personality with the right job options / scopes
- Resilience at the workplace (How to remain resilient while managing stress in the new environment)
- Mental health at the workplace (How to maintain mental wellness through self-care strategies and how to recognize signs of mental health struggles)
- Other: _____



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Agriculture • Innovation • Life

With Knowledge We Serve

Thank you