

INDUSTRIAL TRAINING GUIDELINES

For Undergraduate Programme

Industrial Training Committee
Faculty of Civil Engineering
Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor, MALAYSIA



Seventh Edition 2017
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Johor, MALAYSIA

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GENERAL INFORMATION

Student's Name : _____

Identity Card No.: _____

Matric No.: _____

Year / Programme: _____

Semester: _____ Session : _____

Home Address: _____

Telephone: _____ Email : _____

Training Organization: _____

Address : _____

Telephone: _____ Email : _____

Industrial Supervisor: _____

Telephone: _____ Email : _____

Faculty Supervisor: _____

Telephone: _____ Email : _____

Start Date: _____ End Date: _____

**INDUSTRIAL TRAINING COMMITTEE
FACULTY OF CIVIL ENGINEERING**

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DAILY LOG BOOK

1.0 INTRODUCTION

This booklet provides a general guideline to the students in preparing their industrial training (IT).

Industrial training for undergraduate students either in-campus or out-campus is part of an important practical exposure to all civil engineering students. The industrial training is compulsory to all undergraduate students and as part of curriculum in Bachelor of Engineering (Civil) programme.

The industrial training is coordinated by the faculty with the cooperation from organizations and industries to meet the educational objectives of the faculty and university.

2.0 PROGRAMME OBJECTIVES AND OUTCOMES

The aim of the faculty is to implement the foundation and objectives of the university in training and producing Civil Engineers who are technically competent with high academic knowledge to fulfill the country's needs.

In order to achieve this aim, it is mandatory for the faculty to fully implement its academic programme based on the following objectives;

- (i) To produce quality graduates through implementation of integrated curriculum that meets market demands.
- (ii) To enhance and provide professional expertise in civil engineering.
- (iii) To extend the strategic relationship between the university and industries.
- (iv) To increase the number of quality research and publications.
- (v) To promote a systematic life long education system.
- (vi) To improve the skill and expertise of human resource.
- (vii) To enhance the culture of effective team working in conducive working environment.



2 | *Industrial Training Guidelines*

The programme outcomes addressed by the Industrial Training as stated in the programme specification are as follows;

- PO1 Ability to apply knowledge of science, mathematics, civil engineering principles and other relevant field of studies to solve complex engineering problems.
- PO4 Ability to resolve complex problems based on investigation or research using integration of knowledge and the consequent responsibilities relevant to professional practice.
- PO5 Ability to communicate effectively and with confidence including complex engineering activities.
- PO7 Ability to function effectively as an individual or in a team to achieve common goals in diverse teams and in multi-disciplinary settings.
- PO10 Ability to understand the impact of engineering decisions and apply professional ethics for sustainable development.

3.0 INDUSTRIAL TRAINING

Industrial training for civil engineering students is a compulsory course whereby all students are required to pass before they graduate. The normal duration of training is no less than 12 weeks. During the training, students are attached either in the public or private sectors which may include the relevant government departments and agencies, consultant firms as well as contractors.

The aim of the industrial training is to provide a general exposure to the students on various aspects of civil engineering practices in the workplace. The main objectives are as follows:

- (i) To enable students to observe and participate in civil engineering practice apart from understanding the theoretical aspect learned in the classrooms. Also to provide an early exposure to students in applying the engineering knowledge they have learned in the classrooms and provide opportunity to students in making practical judgment.
- (ii) To provide venues for students to directly involve in various aspects of civil engineering practices such as planning, design, construction as well as other related administrative job.

- (iii) To enable students to realize the real problem associated to civil engineering projects. Notably, civil engineering practice is not limited to design office work, but also field work in remote areas which would provide more challenge to civil engineers.
- (iv) To provide venue for students to understand the various scope of administrative and managerial responsibility in running an agency or firm associated with civil engineering projects and practices.
- (v) To provide a training platform for students in preparing a comprehensive and meaningful technical report, upon completion of the training. Such writing skill would be helpful for students upon graduation from the university.

After completing the industrial training, students should be able to,

- (i) apply theoretical knowledge into practical field implementation for civil engineering work.
- (ii) analyze and solve problems, provide and explain idea, and determine alternative solution with good grasp of fundamentals
- (iii) communicate with team members and alliance in achieving organization goals.
- (iv) build-up self-confidence and abide with professional ethics during training.

4.0 EXEMPTION

Students with diploma and working experience prior to continuing their study at bachelor level is allowed to request for exemption from this industrial training. The exemption would be considered according to the requirements set by the faculty as follows;

- (i) Students must have working experience in the relevant civil engineering field of no less than one year (12 months)
- (ii) Students seeking for industrial training exemption must submit a detailed report to the faculty describing their working experience and the report must be certified by their former employer.
- (iii) Students must satisfy the industrial training interview requirements conducted by the Industrial Training Committee.

5.0 BRIEFING SESSION

The faculty will organize a briefing session to all qualified students. The objective of the briefing is to provide guidelines to the students about their responsibilities before they go for industrial training.

To be highlighted during the briefing session, among others are the starting dates, duration of training, location or venues as well as the student responsibilities during the training session.



6.0 INDUSTRIAL TRAINING SYSTEM

Industrial Training Systems (ITS-UTM) is a web based application system which is developed to manage the industrial training process in Universiti Teknologi Malaysia (UTM). All students attending industrial training must register with the system. The process of the registration for student is shown in Figure 1. The general work flow of the industrial training management is given in Figure 2.



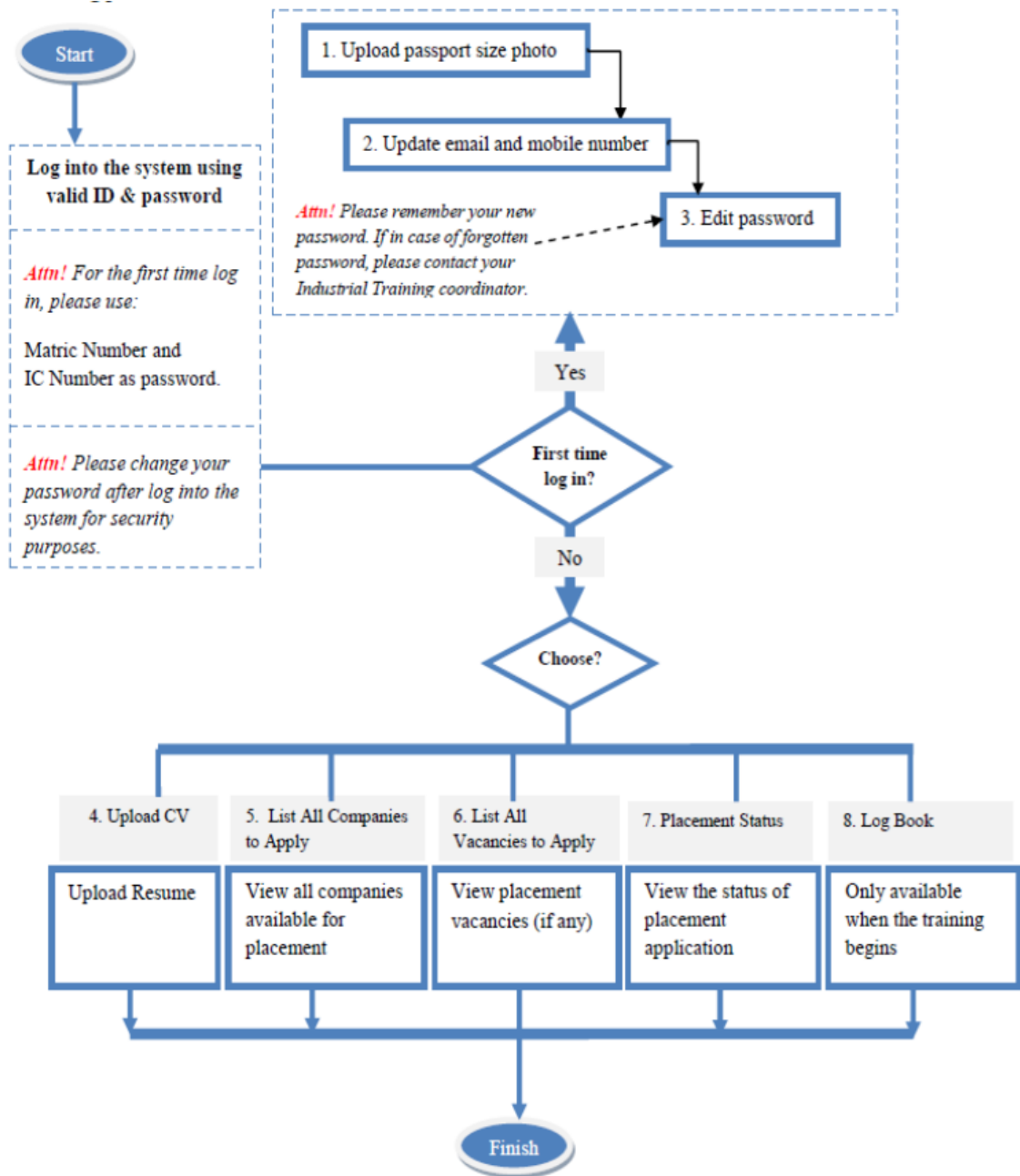


Figure 1: ITS-UTM registration flow for LI students.

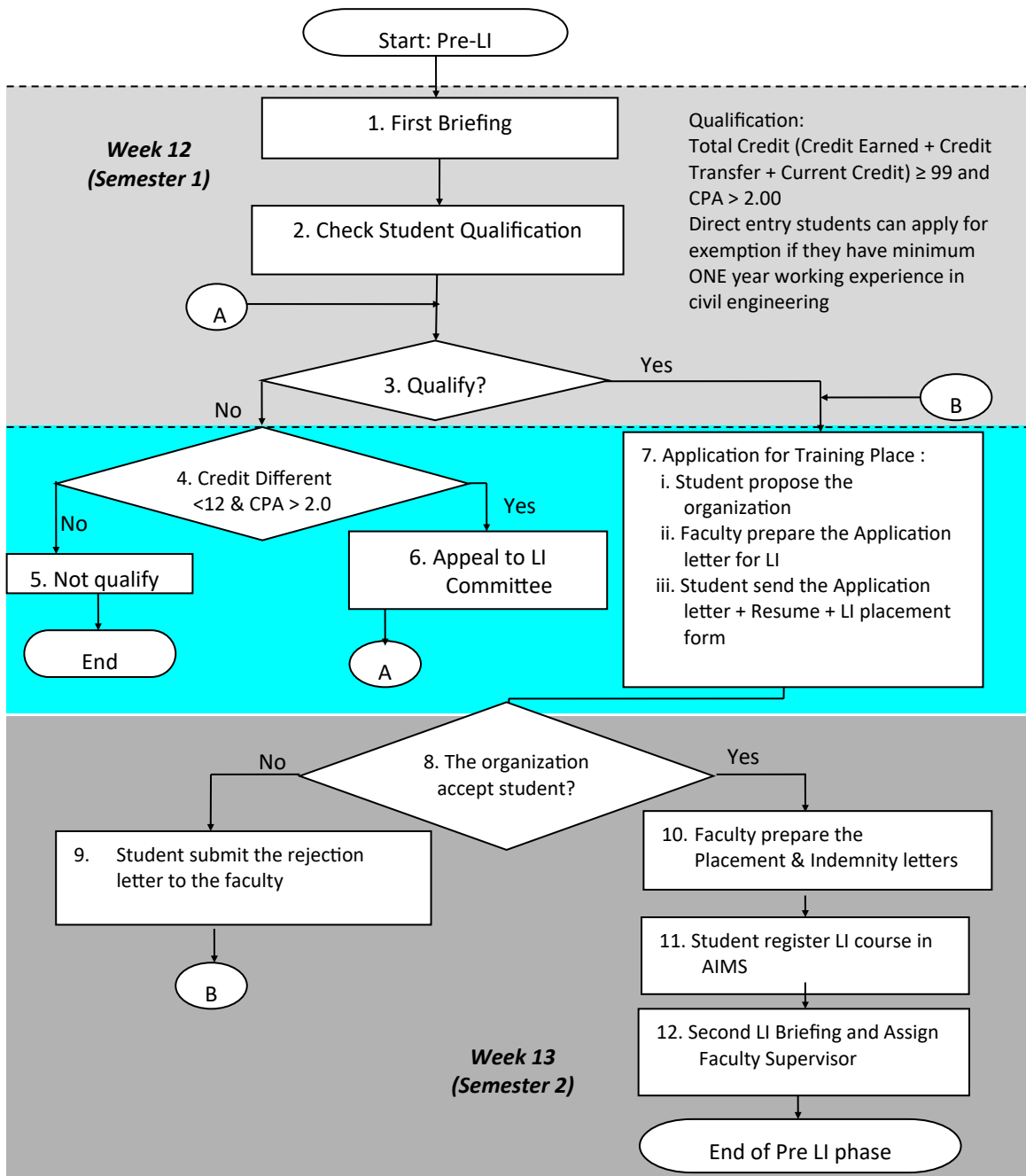


Figure 2(a): Work Flow of Industrial Training (LI) Management

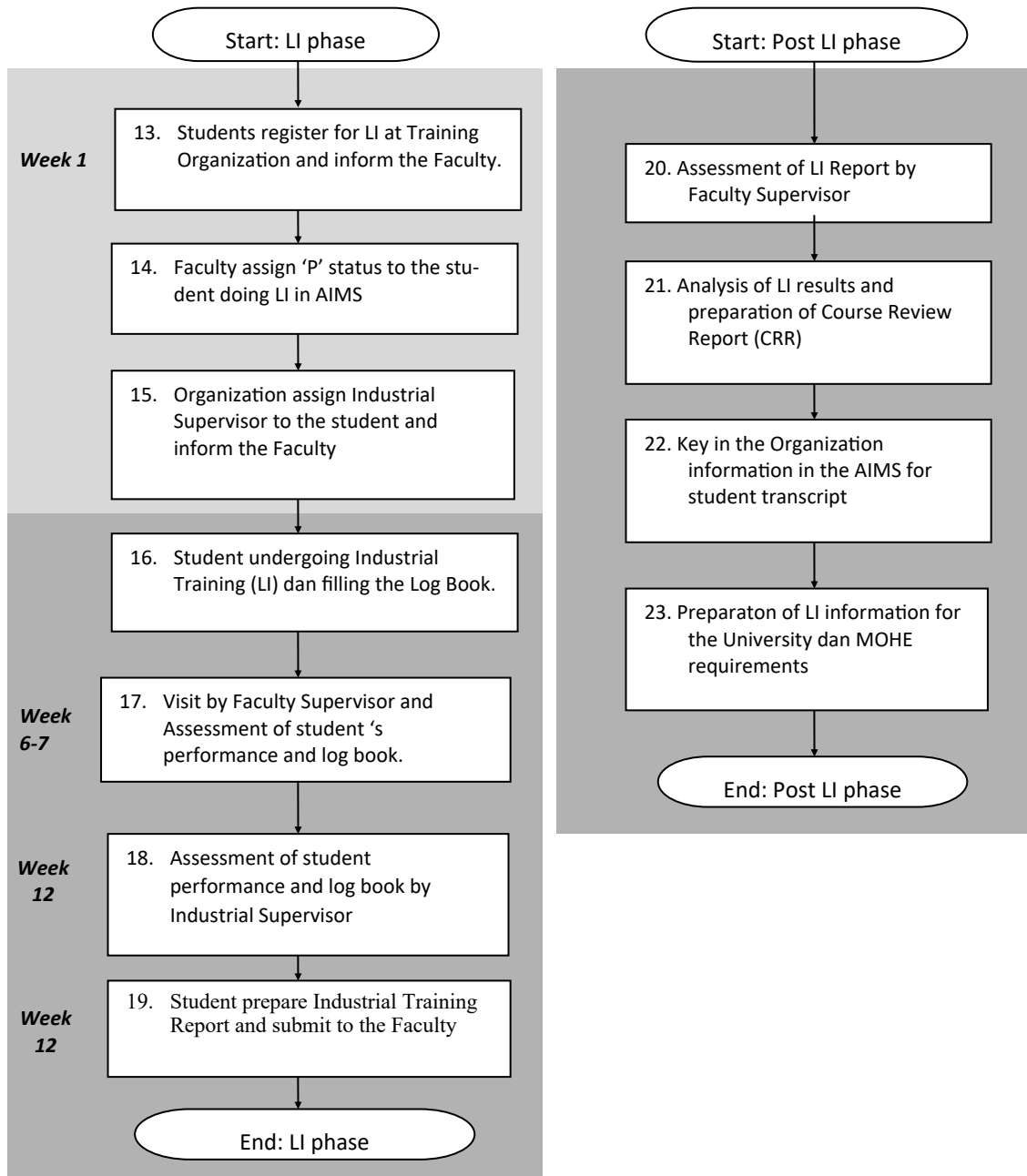


Figure 2(b): Work Flow of Industrial Training Management (LI Phase & Post LI Phase)

7.0 ADDRESS DURING TRAINING

Students are required to inform the faculty on the detail address of the training place not later than 10 working days after the training commenced using the *Training Organization Information* form - **FKA.B.PG.LI.04** as shown in **Appendix C**. Failure to comply with this requirement, students may not be visited by the faculty supervisor, leading to failure of the industrial training program.

Students are not allowed to change the training place or move to other firm or organization without the consent and official approval from the Faculty. Nevertheless, diversifying the job scopes during the training is strongly encouraged.

8.0 INDEMNITY LETTER

UTM will provide students with indemnity letters that give coverage for the whole 12 weeks period of training. This letter will be sent directly by the faculty to the respective employer (Example of indemnity letter is shown in **Appendix D**)

9.0 ATTENDANCE

Students attending the industrial training either in government or private sectors must comply with the procedures enforced by their respective employers. On leave approval must be obtained from the respective head department. Students are advised to consult the Faculty on any unclear issues related to on leave procedures.

10.0 DISCIPLINE DURING TRAINING

During the whole training period, students must maintain high discipline standard. Students must always polite, adhere to proper dress code and maintain good behaviour to other staff in the organization. This is to uphold the good name of the university, as well as the students.

Students must always abide to all procedures enforced by the organization. Students are advised not to get involved in any activities organized by the worker's association or in any activities which are against the university act. Regardless of any situations occurred in the organization, students are advice not to argue and always refer to the Faculty.



LIVE PROJECT TRAINING

11.0 FACULTY SUPERVISOR VISIT

Faculty will assign supervisors from among the academic staff to visit students during the training. The objective of the visits is to provide some guidance and advice to students on matters related to the training programme. Among the responsibilities of the faculty supervisors are;

- (i) Meet and discuss with the industrial supervisors any problems that arise during the training as well as to establish a good relationship between industries and university on mutual benefits.
- (ii) Meet and discuss with the students regarding their progress and provide guidance to students on any issues related to the student's industrial training.
- (iii) Putting effort in helping to solve student's problems during the training session. In case of an unsolved problem, the academic supervisor must provide a report to the faculty.
- (iv) Check and endorse the student's daily log book.
- (v) Assessing the student's performance during the visit by completing *Industrial Training Assessment by Faculty Supervisor* form **FKA.B.PG.LI.06**
- (vi) Assessing the training reports produced by the students upon completion of their training period and recording the marks in the *Industrial Training Report Assessment* form **FKA.B.PG.LI.08**

12.0 DAILY LOG BOOK

12.1 The purpose of daily log book

It should be reminded that the daily log book is considered as a mobile library in which all kinds of information obtained during the training are stored. Hence, it is very important that the book is kept in order for future reference during the preparation of the report. The filled-up log book is of student's property and need not be submitted to the faculty.



12.2 Items to be reported in the log book

Only important items should be included in the log book. For instance;

- (i) The check-in and check-out time, being specified by the organization
- (ii) All events or type of tasks carried out during morning and afternoon hours.
- (iii) Problems that arise if any.
- (iv) Weather conditions; sunny, cloudy, flooded, etc.
- (v) All kinds of technical aspect such as the number of workers, different types of machines used, construction materials, etc.
- (vi) Name of supervisor on duty.
- (vii) In case of student absence, a medical certificate or letter of request should be attached accordingly.



12.3 Example of filled log book

Date /Day: 17 April 2006 - Tuesday

Weather: Morning – Good, Evening – Heavy Rain

Project: Construction of sedimentation tank for sewerage scheme.

Activity:

Depart from home at 7.30am. Reach the office at 8.00am. On-site supervision on sewerage pipeline at Taman Universiti.

Total number of general workers = 140. Machine used –overhead crane (1), wheel barrow (15), Grader (3), concrete mixture (2)

Cement – Ordinary Portland cement, Sand, Aggregate and gravel from Ulu Choh quarry.

Inspection begins at 9.00am: All reinforcement fixing according to plan. Concrete mix: 1:2:4

Lunch at site. After lunch, conduct test on concrete workability and prepare cubes for strength tests.

Total number of cubes prepared = 6 (label with CW1, CW2, CW3, CW4, CW5 and CW6) . Slump test: True slump about 25mm

Heavy downfall at 3.30pm, The works postponed – the specimens covered with gunny sack for protection and preservation.

Go home at 5.00 pm

Supervisor: Ir. Abdullah

Signature: _____

Date : _____

13.0 INDUSTRIAL TRAINING REPORT

Every student undergoing this training must submit an industrial training report. The report must contain all types of tasks and activities carried out during the training period. Two copies of report are required, one copy for the Faculty and another copy for the organization where student accomplished their training. The students are advised to discuss the report contents with their supervisors at the training organization before begin the report writing. The report must reach the faculty no later than a week after the last date of the training program.

14.0 GUIDELINES IN PREPARING REPORT

The following guideline explains the steps on how students can prepare a good report. A good technical report should be simple, short, compact, critical and contains basic materials as follows,

14.1 Writing style

Report must be type-written in Bahasa Malaysia or English.

14.2 Contents and materials

The basic information contained in the report must be based on real task recorded during the training. The report may be supported by diagrams, graphs, charts, photos, paper cutting or even references obtained from the library as long as they are relevant.

14.3 Critical statement

Students are encouraged to highlight the critical technical issues related to civil engineering practices that he or she encountered or observed during the training. The detailed information on specific or unique construction techniques and materials used should be included in the report, emphasizing on the required amendment to be made. Student's observation on the importance of site monitoring and degree of supervision required during the project implementation should also be explained.

14.4 The originality of report

The quality of technical report depends upon the student effort and ability, which is basically based on how students use persuasive words and statements. It is reminded that the technical report must be original and written by the individual student. Technical reports containing doubts such as having similarities with others can be considered non-original and may be rejected.

14.5 Format

A complete technical report should contain, the following,

- (i) Cover page
Stating the title, training place / organization, address, and duration of industrial training

Student's details: Name, Identity card no., Matric no., Programme, Session, and Faculty Supervisor.
- (ii) Table of contents – state the title and page number.
- (iii) Introduction – brief discussion on the purpose and field of training.
- (iv) Background of the organization / industry.
- (v) General statement on the training given.
- (vi) Description of the project / training undergone in details.
- (vii) Conclusion
- (viii) Appendices e.g. Design calculation, drawings, photos

The report should be bind using “ring binding” method with plastic at front and back page. Sample of the cover page is shown in **Appendix E**.

14.6 Things to be avoided

Students must keep themselves ethical during the writing process. Statements that would bring bad reputation to the organization should totally be avoided.

15.0 BINDING FORMAT AND SUBMISSION OF REPORT

The technical report must be submitted to the faculty no later than one week after the completion date of the training. Reports must be sent to:- **Industrial Training Coordinator, Faculty of Civil Engineering, Universiti Teknologi Malaysia, 81310 UTM Johor Bahru, Johor Darul Takzim.**

16.0 ASSESSMENT

The student's performance undertaking the 12-week industrial training will be assessed according to following four criteria;

No.	Criteria	Mark
i.	Assessment by the Faculty Supervisor as given in <i>Industrial Training Assessment by Faculty Supervisor</i> form FKA.B.PG.LI.06 shown in Appendix F . For the whole period of training, the faculty will arrange for one visit only.	20%
ii.	Assessment by the Industrial Supervisor as given in <i>Industrial Training Assessment by Industrial Supervisor</i> form FKA.B.PG.LI.07 shown in Appendix G . This form is to be sent to the Faculty by the supervisor after the students have completed the training.	30%
iii.	Assessment of the Industrial Training Report by the Faculty Supervisor is given in <i>Industrial Training Report Assessment</i> form FKA.B.PG.LI.08 shown in Appendix H . This report must be prepared by student after undergoing training and is to be sent to the Faculty at least one week after training ends.	40%
iv	Log Book assessment by both the Industrial Supervisor and the Faculty Supervisor.	10%
TOTAL		100%

17.0 CONDITION FOR PASSING INDUSTRIAL TRAINING

The passing mark for industrial training is 60 % of the overall marks, with a minimum of 50% from each the Industrial and the Faculty supervisor.

18.0 GRADING

The final grade given to students uses the pass or fail format of **HL or HG** respectively. The faculty will issue a certificate for students as recognition to their success in undergoing the industrial training. Achievement grade will be stated in the certificate.

19.0 POST INDUSTRIAL TRAINING SURVEY

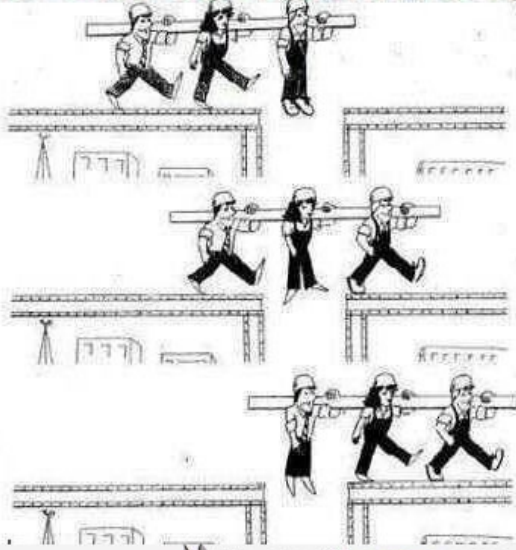
The Faculty will be conducting a survey to assess the effectiveness of the Industrial Training programme as a commitment towards providing a quality graduates. Students who have completed the training are invited to participate in this survey, by responding to the questionnaires given in *Post Industrial Training Survey by Student* form **FKA.B.PG.LI.10** as shown in **Appendix I**.

TEAMWORK

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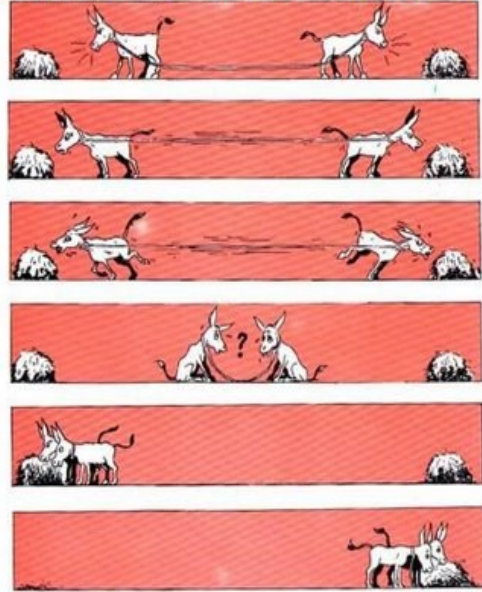


Its Called Teamwork

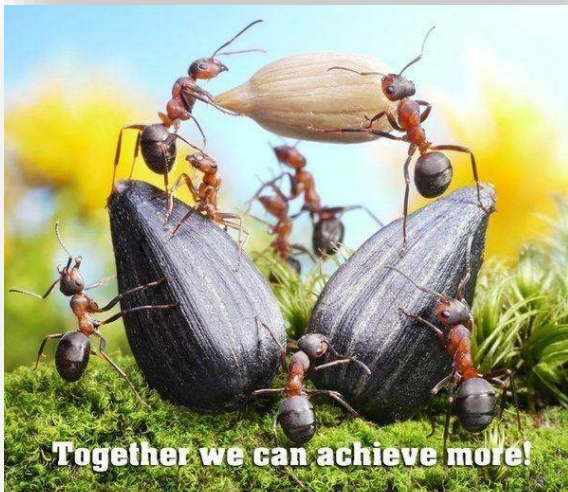


CrazyHyena.com

TEAMWORK ... BETTER FOR ALL



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Together we can achieve more!



Professional Etiquette

- ◆ **Professional etiquette** is an unwritten code of conduct regarding the interactions among the members in a business setting.
- ◆ When proper **professional etiquette** is used, all involved are able to feel more comfortable, and things tend to flow more smoothly.
- ◆ **Etiquette is important** because it implies polite behavior and helps to build relationships with people whether it is in the workplace or at a party.
- ◆ **Etiquette** is one way to show respect for other people and to request respect from other people.

APPENDIX

 <p>UTM UNIVERSITI TEKNOLOGI MALAYSIA</p> <p>Fakulti Kejuruteraan Awam (FKA)</p>		<p>No. Dokumen : FKA.B.PG.LI.01 Edisi : 05 No. Semakan : 00 Tarikh Kuatkuasa : 1 Mac 2003 Tarikh Semakan : 19 November 2014</p>
<p>INDUSTRIAL TRAINING PLACEMENT FORM</p>		

Organization's Name : _____

Address : _____

Registration No. : _____ E-Mail : _____

Telephone No. : _____ Fax No. : _____

Officer incharge : _____

We **agree / disagree*** to accept students for industrial training at our organization.
***(delete which one is not applicable)**

Please fill the following section if agree :-

Number of trainingship position : _____

Name of Students

1) _____

2) _____

3) _____




Facilities provided

Types of facilities	Yes	No
	(Fill [✓] if applicable)	
Allowance		
Transportation		
Accommodation		
Others (please state)		

Signature : _____ Date : _____

Please return this form before to :

**Dekan, Fakulti Kejuruteraan Awam,
 Universiti Teknologi Malaysia,
 81310 UTM Skudai, Johor. (u.p : Penyelaras Latihan Industri)**

 UTM UNIVERSITI TEKNOLOGI MALAYSIA <small>Fakulti Kejuruteraan Awam (FKA)</small>	   	No. Dokumen Edisi No. Semakan Tarikh Kuatkuasa Tarikh Semakan	: FKA.B.PG.LI.02 : 05 : 00 : 1 Mac 2003 : 19 November : 2014
		CERTIFICATION FORM OF INDUSTRIAL TRAINING CONDITION SEMESTER _____ SESSION _____ / _____	

Student's Name : _____

Identity Card No. : _____ Year of study : _____

SKAW (Bachelor in Civil Engineering)

Code	Course	Grade/Status
SKAA 1012	Introduction to Civil Engineering	
SKAA 1213	Engineering Mechanics	
SKAA 1713	Soil Mechanics	
SKAA 1023	Engineering Survey	
SKAA 1031	Survey Camp	
SKAA 1422	Engineering Drawing	
SKAA 1513	Fluid Mechanics	
SKAA 2012	Civil Engineering Laboratory 1	
SKAA 2032	Mechanical and Electrical Systems	
SKAA 2513	Hydraulics	
SKAA 2832	Highway Engineering	
SKAA 2912	Water Treatment	
SKAA 2112	Civil Engineering Materials	
SKAA 2712	Engineering Geology & Rock Mechanics	
SKAA 2722	Geotechnics I	
SKAA 2922	Waste Water Engineering	
SKAA 2223	Mechanics of Materials & Structures	
SKAA 3021	Integrated Design Project 1	
SKAA 3122	Construction Technology & Estimating	
SKAA 3243	Theory of Structures	
SKAA 3352	Reinforced Concrete Design 1	
SKAA 3413	Computer Programming	
SKAA 3712	Geotechnics II	
SKAA 3031	Integrated Design Project 2	
SKAA 3012	Civil Engineering Laboratory 2	
SKAA 3233	Design of Steel & Timber Structures	
SKAA 3613	Hydrology and Water Resources	
SKAA 3842	Traffic Engineering	
SKAA 3913	Environmental Managemant	

Signature : _____ Date : _____

Certification of Academic Advisor / Authorized Person:-

I certified that the student has undergo / is undergoing the courses listed above.

Academic Advisor's

Name : _____

Signature : _____ Date : _____

 UTM UNIVERSITI TEKNOLOGI MALAYSIA Fakulti Kejuruteraan Awam (FKA)		No. Dokumen Edisi : FKA.B.PG.LI.04 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 November Semakan : 2014
INDUSTRIAL TRAINING ORGANIZATION INFORMATION FORM		

This form must be completed by the student during the Industrial Training *within 10 days after the training commenced* and submitted to the following address:-

**Dekan, Fakulti Kejuruteraan Awam
 Universiti Teknologi Malaysia
 81310 UTM, Skudai, JOHOR
 (u.p. : Penyelaras Latihan Industri)**

Student's Name : _____

Identity Card No. : _____ Year / Program : _____

Telephone No. : _____

Name & Address of Training Organization : _____

Telephone No. : _____

Name of Supervisor at Training Organization : _____

Telephone No. : _____

Scope of works during training :

- 1) _____
- 2) _____
- 3) _____

If required to work outstation :-


Address : _____

Telephone No. : _____

Home Address : _____

Student's Signature : _____ Date : _____

***Student is also required to inform the Faculty if directed to work outstation after 10 days of training.**

 UTM UNIVERSITI TEKNOLOGI MALAYSIA Fakulti Kejuruteraan Awam (FKA)	 CERTIFIED TO ISO 9001:2008 CERT. NO. : AR 2111 CERTIFIED TO ISO 9001:2008 CERT. NO. : MY-AR 2111	No. Dokumen Edisi : FKA.L.PG.LI.01 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan
LETTER OF INDEMNITY		

In consideration of _____ affording facilities for Industrial Training for Mr/Miss _____

IC. NO. : _____ a student of Faculty of Civil Engineering, Universiti Teknologi Malaysia under Universities and University Colleges (Amendment) Act 2009 [Act 1342] from _____, Universiti Teknologi Malaysia hereby agrees that :-

1. The University shall indemnify of _____ against any liability, loss, claim or proceedings in respect of personal injury (whether fatal or otherwise) to him/her or any property arising out of or caused by any negligent act or omission of Mr/Miss _____
IC. NO. : _____ or any work at which Mr/Miss _____
IC. NO. : _____ may be undergoing during his/her training; and
2. The University shall not hold of _____ in any way or make any claim or take any proceedings against of _____ in respect of any personal injury to Mr/Miss Miss _____
IC. NO. : _____ or loss or damage to his/her property due to his/her act of negligent or omission which he/she may suffer in consequence of the facilities afforded to him/her to attend any of the of _____ or departments at which he/she will be receiving his/her training.

Deputy Registrar

**for Vice-Chancellor,
 UNIVERSITI TEKNOLOGI MALAYSIA**



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of
Civil Engineering

INDUSTRIAL TRAINING REPORT

Session: 2016/2017

Name : MOHAMAD BIN ALI
I/C No. : 881205090071
Matric No. : AA 000400
H/P No. : 019-7666541

Training Place : PERUNDING MUHANDIS SDN. BHD.
36, Jalan Kebudayaan 88,
Taman Universiti,
81300 Skudai, Johor

Date : 11 June 2017—31 August 2017

Faculty
Supervisor: : PROF. DR. AHMAD ALBAB

 UTM UNIVERSITI TEKNOLOGI MALAYSIA Fakulti Sains dan Teknologi (FKA)		No. Dokumen Edisi : FKA.B.PG.LI.06 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan
		PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA FAKULTI (INDUSTRIAL TRAINING ASSESSMENT BY FACULTY SUPERVISOR)

NAMA PELAJAR : _____
(STUDENT NAME)

NAMA ORGANISASI TEMPAT LATIHAN : _____
(ORGANIZATION NAME)

TARIKH LAWATAN DIBUAT : _____
(DATE OF VISIT)

Penilaian terhadap mahasiswa ini secara menyeluruh - bulatkan nombor yang bersesuaian:
(Overall evaluation of the student - please circle the appropriate number)

- Nota : Penyelia Fakulti perlu menemubual Penyelia Organisasi dan pelajar sebelum membuat penilaian
(Note: Faculty Supervisor should interview the Organization's Supervisor and student before do the assessment)

Skema Pemarkahan (Grading Scheme):

5 - Cemerlang <i>(Excellent)</i>	4 - Baik <i>(Good)</i>	3 - Memuaskan <i>(Satisfactory)</i>	2 - Kurang memuaskan <i>(Less satisfactory)</i>	1 - Tidak memuaskan <i>(Unsatisfactory)</i>
--	----------------------------------	---	---	---

1. Penyelesaian Masalah (Problem Solving)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan menyelesaikan masalah dengan kefahaman asas yang kukuh.
<i>(Ability to solve problems with good grasp of fundamentals)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan menganalisis, memberi pendapat, menerangkan dan menilai masalah dan menentukan penyelesaian alternatif.
<i>(Ability to analyse, provide idea, explain and evaluate problems and determine alternative solution)</i> | 5 | 4 | 3 | 2 | 1 |

2. Kemahiran Komunikasi (Communication Skills)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mengemukakan pendapat dengan jelas, berkesan dan yakin.
<i>(Ability to convey the idea clearly, effectively and confidently)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mempraktik kemahiran mendengar dan memberi maklumbalas
<i>(Ability to practice active listening skill and able to give feedback)</i> | 5 | 4 | 3 | 2 | 1 |

3. Kerja Berpasukan (Team Work)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan menjalin hubungan baik, berinteraksi dan bekerja secara berkesan dengan rakan sekerja dan orang lain.
<i>(Ability to develop good relationship, interaction with colleagues and work effectively with other people)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mengenalpasti struktur organisasi tempat latihan dan mengenali peranan setiap jawatan dalam organisasi.
<i>(Ability to identify organisation structure of the training place and know the task of each member in the organisation)</i> | 5 | 4 | 3 | 2 | 1 |

 <p>UTM UNIVERSITI TEKNOLOGI MALAYSIA</p> <p>Fakulti Kejuruteraan Awam (FKA)</p>	 <p>QUALITY SYSTEM CERTIFIED TO ISO 9001:2008 CERT. NO. /AR 2111</p> <p>QUALITY SYSTEM CERTIFIED TO ISO 9001:2008 CERT. NO. /MY-AR 2111</p>	<p>No. Dokumen Edisi : FKA.B.PG.LI.06 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan</p>
<p>PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA FAKULTI (INDUSTRIAL TRAINING ASSESSMENT BY FACULTY SUPERVISOR)</p>		

4. Etika dan Kelestarian (Sustainability and Ethical)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan mempraktik etika profesional dan memahami isu kelestarian dalam pembangunan.
<i>(Ability to practice professional ethics and understand sustainability issues in development)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Disiplin dan sikap terhadap kerja
<i>(Discipline and work attitude)</i> | 5 | 4 | 3 | 2 | 1 |

5. Buku Log (Log Book)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kekemasan catatan harian dan pengesahan oleh Penyelia Organisasi sekurang-kurangnya sekali dalam dua minggu.
<i>(Tidiness of the daily note and verification by the Organisation's Supervisor at least once in fourth night)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kandungan terperinci dan pengalaman pembelajaran yang dilalui oleh pelajar
<i>(Detailed contents and learning experience acquired by student)</i> | 5 | 4 | 3 | 2 | 1 |

Masalah yang dihadapi oleh mahasiswa semasa latihan (jika ada)
(Problems faced by the student during training [if any])

Komen tentang kesesuaian organisasi tempat latihan (jika ada)
(Comment on the suitability of the training organization [if any])

Nama Penyelia Fakulti : _____
(Name of Faculty Supervisor)

Tandatangan Penyelia Fakulti : _____ Tarikh : _____
(Signature of Faculty Supervisor) (Date)

Catatan: Laporan ini hendaklah dikembalikan ke Fakulti selewat-lewatnya 1 minggu selepas lawatan.
Note: *This report must be return to the Faculty not later than one week after the visit.*

 UTM UNIVERSITI TEKNOLOGI MALAYSIA Fakulti Sains dan Teknologi (FKA)		No. Dokumen	
		Edisi	: FKA.B.PG.LI.07
		No. Semakan	: 05
		Tarikh	: 00
		Kuatkuasa	: 1 Mac 2003
		Tarikh	: 19 Nov. 2014
		Semakan	
PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA INDUSTRI (<i>INDUSTRIAL TRAINING ASSESSMENT BY INDUSTRIAL SUPERVISOR</i>)			

NAMA PELAJAR : _____
(*STUDENT NAME*)

NAMA ORGANISASI TEMPAT LATIHAN : _____
(*ORGANIZATION NAME*)

NAMA PENYELIA INDUSTRI: _____
(*INDUSTRIAL SUPERVISOR NAME*)

NAMA PENYELIA FAKULTI: _____
(*FACULTY SUPERVISOR NAME*)

Penilaian terhadap mahasiswa ini secara menyeluruh - bulatkan nombor yang bersesuaian:
(*Overall evaluation of the student - please circle the appropriate number*)

Skema Pemarkahan (Grading Scheme):

5 - Cemerlang (<i>Excellent</i>)	4 - Baik (<i>Good</i>)	3 - Memuaskan (<i>Satisfactory</i>)	2 - Kurang memuaskan (<i>Less satisfactory</i>)	1 - Tidak memuaskan (<i>Unsatisfactory</i>)
--	------------------------------------	---	---	---

1. Penyelesaian Masalah (Problem Solving)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan menyelesaikan masalah dengan kefahaman asas yang kukuh.
(<i>Ability to solve problems with good grasp of fundamentals</i>) | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan menganalisis, memberi pendapat, menerangkan dan menilai masalah dan menentukan penyelesaian alternatif.
(<i>Ability to analyse, provide idea, explain and evaluate problems and determine alternative solution</i>) | 5 | 4 | 3 | 2 | 1 |

2. Kemahiran Komunikasi (Communication Skills)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mengemukakan pendapat dengan jelas, berkesan dan yakin.
(<i>Ability to convey the idea clearly, effectively and confidently</i>) | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mempraktik kemahiran mendengar dan memberi maklumbalas
(<i>Ability to practice active listening skill and able to give feedback</i>) | 5 | 4 | 3 | 2 | 1 |

3. Kerja Berpasukan (Team Work)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan menjalin hubungan baik, berinteraksi dan bekerja secara berkesan dengan rakan sekerja dan orang lain.
(<i>Ability to develop good relationship, interaction with colleagues and work effectively with other people</i>) | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mengenalpasti struktur organisasi tempat latihan dan mengenali peranan setiap jawatan dalam organisasi.
(<i>Ability to identify organisation structure of the training place and know the task of each member in the organisation</i>) | 5 | 4 | 3 | 2 | 1 |

 <p>UTM UNIVERSITI TEKNOLOGI MALAYSIA</p> <p>Fakulti Kejuruteraan Awam (FKA)</p>		<p>No. Dokumen Edisi : FKA.B.PG.LI.07 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan</p>
<p>PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA INDUSTRI (INDUSTRIAL TRAINING ASSESSMENT BY INDUSTRIAL SUPERVISOR)</p>		

4. Etika dan Kelestarian (Sustainability and Ethical)

- | | |
|---|-------------------|
| a. Kebolehan mempraktik etika profesional dan memahami isu kelestarian dalam pembangunan.
<i>(Ability to practice professional ethics and understand sustainability issues in development)</i> | 5 4 3 2 1 |
| b. Disiplin dan sikap terhadap kerja
<i>(Discipline and work attitude)</i> | 5 4 3 2 1 |

5. Buku Log (Log Book)

- | | |
|---|-------------------|
| a. Kekemasan catatan harian dan rekod kemajuan kerja terkini.
<i>(Tidiness of the daily note and up-to-date record of work progress)</i> | 5 4 3 2 1 |
| b. Kandungan terperinci dan pengalaman pembelajaran yang dilalui oleh pelajar
<i>(Detailed contents and learning experience acquired by student)</i> | 5 4 3 2 1 |

Komen keseluruhan dan cadangan penambahbaikan yang perlu dibuat oleh Fakulti (jika ada)
(Overall comments and suggestions for improvement to be taken by the Faculty [if any])

Tandatangan Penyelia:.....
(Supervisor's Signature)



Cop rasmi:
(Official stamp)

Tarikh :
(Date)

Sila kembalikan borang yang telah lengkap diisi dalam tempoh 7 hari selepas tarikh terakhir tempoh Latihan Industri ke alamat berikut.
(Please return the completed form within 7 days after the last date of Industrial Training period to the following address)

Fakulti Kejuruteraan Awam, Universiti Teknologi Malaysia
81310 UTM Johor Bahru, Johor Darul Takzim
(u/p: Penyelaras Latihan Industri)
Tel: 07-5531740, Fax: 07-5566157

Appendix H

 <p style="font-size: small;">Fakulti Kejuruteraan Awam (F&A)</p>		No. Dokumen Edisi : FKA.B.PG.LI.08(a) No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan
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PENILAIAN LAPORAN LATIHAN INDUSTRI OLEH PENYELIA FAKULTI (INDUSTRIAL TRAINING REPORT ASSESSMENT BY FACULTY SUPERVISOR)

NAMA PELAJAR : _____ NO. K/P: _____
 (STUDENT NAME) (NRIC NO.)

NAMA PENYELIA FAKULTI : _____
 (FACULTY SUPERVISOR NAME)

Skema Pemarkahan (<i>Grading Scheme</i>):				
Tidak Memuaskan <i>Unsatisfactory</i>	Kurang memuaskan <i>Less satisfactory</i>	Memuaskan <i>Satisfactory</i>	Baik <i>Good</i>	Cemerlang <i>Excellent</i>
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

1. Pendahuluan (*Introduction*)

- Pengenalan, Objective, Skop dan Ringkasan
(Introduction, Objectives, Scopes and Summary)

/10

2. Latar belakang Organisasi (*Organization Background*)

- Profil, struktur dan carta alir organisasi
(Organization profile, structure and flowchart)

/10

**3. Maklumat Latihan Industri secara menyeluruh
 (*Overall Information of the Industrial Training*)**

- Huraian latihan secara umum dan pengalaman yang diperolehi
(Elaboration on the overall training and acquired experience)

/10

**4. Maklumat Projek/latihan secara spesifik
 (*Specific details on projects/Training*)**

- Objektif, pelaksanaan dan hasil projek/latihan
(Objectives, implementation and result of project/training)

/40

5. Kesimpulan (*Conclusion*)

- Kesimpulan, Masalah dan Cadangan
(Conclusion, Problems and Recommendation)

/10

6. Kemahiran penulisan (*Writing Skills*)

- Susunan, struktur ayat dan gaya bahasa, rajah, jadual dll
(Arrangement, sentence structure and language style, figures, tables etc.)

/10

7. Format laporan (*Report Format*)

- Susunan, kandungan, font size, spacing and Reference
(Arrangement and content of the report)

/10

Jumlah (Total) /100

Tandatangan Penyelia Fakulti: _____ Tarikh: _____
 (Signature of Faculty Supervisor) (Date)

 UTM UNIVERSITI TEKNOLOGI MALAYSIA Fakulti Kejuruteraan Awam (FKA)		No. Dokumen Edisi : FKA.B.PG.LI.10 No. Semakan : 05 Tarikh : 00 Kuatkuasa : 1 Mac 2003 Tarikh : 19 Nov. 2014 Semakan
POST INDUSTRIAL TRAINING SURVEY BY STUDENT		

Tick [✓] in the space provided

Sex Male Female

Industry Category Contractor Consultant Government Agency Others (state) _____

Based on the Industrial Training undergone, I believe that (circle the appropriate number) :

5 – Strongly Agree 4 – Agree 3 – Slightly Agree 2 – Disagree 1 – Strongly Disagree

- | | | | | | |
|--|---|---|---|---|---|
| 1. Basic civil engineering knowledge thought sufficient for Industrial Training. | 5 | 4 | 3 | 2 | 1 |
| 2. Twelve (12) weeks training duration is sufficient. | 5 | 4 | 3 | 2 | 1 |
| 3. Have obtained appropriate training from the industry. | 5 | 4 | 3 | 2 | 1 |
| 4. Exposed to the site works / design works / management works. | 5 | 4 | 3 | 2 | 1 |
| 5. Have good cooperation and training from the Industrial Supervisor. | 5 | 4 | 3 | 2 | 1 |
| 6. Communication skill improved. | 5 | 4 | 3 | 2 | 1 |
| 7. Team-working skill improved. | 5 | 4 | 3 | 2 | 1 |
| 8. Given opportunity to interact with various personel (Architect, Engineer, Quantity Surveyor, Manager etc) | 5 | 4 | 3 | 2 | 1 |
| 9. Ability to analyse/ interpret/ design/ supervise / manage improved. | 5 | 4 | 3 | 2 | 1 |
| 10. Can indentify self-weakness and willing to improve | 5 | 4 | 3 | 2 | 1 |
| 11. Level of professional improved | 5 | 4 | 3 | 2 | 1 |
| 12. The training organization is suitable for Industrial Training. | 5 | 4 | 3 | 2 | 1 |

13. State the positive aspect of Industrial Training that you have undergo

14. State the aspect of Industrial Training that need to be improved

Note : Please return the completed form with your Industrial Training Report



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of
Civil Engineering

DAILY LOG BOOK

Name : _____

I/C No.: _____

