

STUDENT HANDBOOK FOR AIE4001: PRACTICUM

SESSION 2018/2019

Bachelor of Arts
International and Strategic Studies
Department of International and Strategic Studies
Faculty of Arts and Social Sciences
University of Malaya



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Student Information

Recent passport size photo with a light blue background

Name:	
Matriculation Number:	
NRIC/Passport Number:	
Mobile Phone Number:	
Email:	
Next of Kin's Contact Number:	
Residential Address:	
Home Address:	
Organisation Name:	
Organisation Address:	
Telephone Number (Office):	
Organisational Supervisor:	
Telephone Number:	

Terms of Reference

Training	Industrial training placement/practical training.
Placement	Process/activity of locating a student in a training organisation.
Coordinator	The Academic Staff member who is a representative one of the departments in the Faculty's Industrial Training Committee.
Registration	Generated by the MYUM system after gaining approval from the Coordinator, Department, Faculty and University.
Academic Supervisor	Academic staff who advises, monitors and communicates with the students during the industrial training period. Normally assigned by the Coordinator.
Organisational Supervisor	Personnel who advises and monitors the students in a training organisation.
Department/ Discipline	Department of International and Strategic Studies.
Faculty	Faculty of Arts and Social Sciences
CITra	Centre for the Initiation of Talent and Industrial Training
University	University of Malaya
Organisation	Workplace that provides training opportunities to students. These include public agencies, private sector and non-governmental organisations, or other local and international institutions that are recognised by the university.

Introduction

The AIE4001: Practicum¹ provides pre-professional work experience with specific assignments and responsibilities. Industrial Training experience should be relevant to a student's personal career interests and academic courses of study, serving as a bridge between the university and the working world. Productive Industrial Trainings help students make informed decisions about their career and improve their employability after graduation.

The course intends to expose the students to the international relations industry in order to prepare them for the working world. Students will receive practical experience working in either the public or private sectors. This industrial experience is expected to motivate the students, give them opportunities to translate their theoretical knowledge into practical real-life scenarios, and enhance their professionalism and employability. Continuous assessment will be given based on the students' performance at their respective training location.

¹ Any hardcopy (printed) version of this document is to be regarded as out of date. The current revision can only be viewed by direct access to SPECTRUM for this course, OR reference to the 'Student Handbook – AIE4001: Practicum', available at: <http://fass.um.edu.my/departments/international-strategic-studies>

All undergraduate students who are currently enrolling in the Bachelor of Arts in **International and Strategic Studies** programme **MUST** complete at least 16 weeks of Industrial Training as one of the requirements to be awarded a degree of Bachelor of Arts (with Honours) in International and Strategic Studies from Faculty of Arts and Social Sciences, University of Malaya.

Students shall proceed to the Industrial Training Programme during the seventh (7th) Semester after he/she has **completed more than three (3) years of study or obtained approval from the Coordinator and Faculty.**

However, in the event of a student requesting (through a written letter) to undergo the industrial training beyond the minimum 16 weeks or receiving a specific offer letter from the organisation to do so, he/she must submit a request (together with the offer letter from the organisation) to the Deputy Dean (Undergraduate), Faculty of Arts and Social Sciences for a consideration. The decision to grant an approval is subject to the discretion of **the Deputy Dean** and normally offered to a student within a period of no longer than, or an equivalent duration to one semester.

It is the student's **primary responsibility** to communicate with the **Centre for the Initiation of Talent and Industrial Training (CITra)**, Academic Division, University of Malaya for in order to ensure the registration of his/her industrial training (with the right code of the course) is completed and appears in the student's academic record, the online system or MYUM (<http://myum.um.edu.my/>).

Failure to register properly or to obtain the approval to register for 'AIE4001: Practicum' prior to the commencement of the industrial training placement shall be considered the student's fault. Any student who fail 'AIE4001: Practicum' must repeat said course in the next semester or next academic session

This Student Handbook is prepared by the Department and can be used as a reference for the Organisational Supervisor in monitoring the students. Additionally, it must be read in conjunction with the **Industrial Training: Processes and Procedures for Students (as provided by CITRA and please download on SPECTRUM for this course)**. Together these documents provide the necessary information concerning who are the relevant stakeholders and what procedures are involved in the process – providing workshops/training in preparation for the actual industrial placement, processing the students' applications, exit protocols for the placement, the proper conduct of supervision and communication with the Coordinator during the placement peri

Objectives

The general objective of the Industrial Training Programme is to apply International and Strategic studies knowledge gained in a classroom environment to practical, real-world situations in the international arena. This allows the students to obtain practical professional experience in the broadly related fields of politics, international relations, security studies, strategic analysis and other related sub-fields in the social sciences. Through the industrial training experience, students will be able to fulfil the overall objectives of the Practicum as explicitly defined by the Malaysian Qualification Framework (MQF) for our degree programme:

- I. Apply theoretical knowledge in real-world professional situations.
- II. Demonstrate basic interpersonal skills and professionalism sited to industry demands.
- III. Evaluate the best methods of identifying solutions based on real life scenarios.
- IV. Employ technical skills for continuous information management in a particular discipline.

Significance

Students should note that Industrial Training is an essential component in the International and Strategic Studies curriculum. It provides a more practical dimension to the curriculum; helps developing professional skills required by the industry and offers an opportunity for prospective employment. Many employers regard this as a window to assess potential future employees. All students should make a considerable effort and give sufficient thought to obtaining the most effective training for themselves. Whilst challenging, it is advisable to obtain training that covers a broad range of activities and skills, such as communication skills, professional working ethics, effective writing skills for producing reports, and the know-how to efficiently gather information prior to deciding or engaging in negotiations. The following table suggests the relevant training areas for students of International and Strategic Studies²:

² Please be informed that this is just merely a suggestion and not a comprehensive list. Students might have a different relevant intern interest. As such, this information should only be used as a general guideline.

Table Indicate Relevant Organisations for Interns in International and Strategic Studies

Organisation	Training Interests
<p style="text-align: center;">Ministry of Foreign Affairs (Wisma Putra)</p>	<ul style="list-style-type: none"> • Public Diplomacy • Secretariat Works • Special Diplomatic Missions • Administrative activities related to Ambassadorial work and Foreign Services • Training in Diplomatic and Foreign Affairs
<p style="text-align: center;">Foreign Ambassadorial and Diplomatic Missions in Malaysia</p>	<ul style="list-style-type: none"> • Various Foreign Diplomatic Missions in Malaysia • They normally seek IR interns with a good command of a few languages • The US, EU, UK, China, Australia, ASEAN countries and OIC countries.

<p>Department of Prime Minister Office and other governmental bodies or agencies with various Ministries in Putrajaya.</p>	<ul style="list-style-type: none"> • Public and Administrative Activities • Secretariat Works • Political Affairs • Research and Report • Public Relations and Communications
<p>Various Political Parties in Malaysia</p>	<ul style="list-style-type: none"> • Political Affairs • Public Campaigns, Rallies and Election-related Activities • Strategic and Political Analyst • National Issues and Debates • Research Interns for the MPs and Political Party's Research Division
<p>United Nations (UN) Agencies and based in Malaysia</p>	<ul style="list-style-type: none"> • Various UN bodies based in Kuala Lumpur. • Regional Projects – Mostly on Southeast Asia and Asia • Humanitarian and Non-Profit

Think-Tank and
Research Institutes

Outreach Programmes

- Awareness about the UN Activities and Global Citizens
- UN Volunteer Programmes
- Institute of Strategic and International Studies (ISIS)
- Institute for Democracy and Economic Affairs (IDEAS)
- Institute of Islamic Thoughts and Understanding (IKIM)
- INPUMA, UM
- Research Institutes from other universities; UKM, USM, Monash and Nottingham Universities in Malaysia

<p>Public Opinion Polls, Media and Corporate Relations</p>	<ul style="list-style-type: none">• National Printed and Online Media Organisations; BERNAMA, Astro Awani, the Star, RTM, TV3, the Malaysian Insider, Malaysiakini• Rapporteur and Political Journalism• Merdeka Centre• ICR UM• Penang Institute• Foreign Media Broadcast Branches in Malaysia
<p>Multinational Companies (MNCs) and Economic Affairs related Agencies</p>	<ul style="list-style-type: none">• Gas and Petroleum Companies; PETRONAS, SHELL, BP• MAXIS, CELCOM• American Tobacco. General Engineering, IBM, MAYBANK, CIMB, Standard Chartered and so on.

Regional and
International
Organisations

- MY ASEAN website for intern opportunity in various ASEAN countries
- World Bank and IMF
- Transparency International, Human Rights Watch, Amnesty International and so on

Local Non-
Governmental
Organisations (NGOs)

- You can check the list of the local NGOs on the following website: [ngohub.asia](https://www.ngohub.asia/organizations)
<https://www.ngohub.asia/organizations>
by searching the Malaysian directory.

Students may refer to the longer list of organisations provided by CITra in the online MYUM system. These organisations had previously hired interns from UM and could offer relevant placements that you might be interested in working with.

However, please note that by selecting the organisation from the list while uploading your resume through the MYUM system doesn't automatically bring your application documents to those respective organisations. You need to officially contact (by phone and email) the chosen organisation at on your own. You must email them the following documents:

- I. Opening Letter (see Appendix A),
- II. Recommendation/ Supporting Letter from the Head of the Department. Normally requested through an advance notification to the Coordinator (see Appendix B),
- III. Resume/CV with a clear and recent A4-sized photo, and latest academic transcript (if required by the organisation)

In the event of a student who wish to undergo industrial placements with an organisation that is not on the online list of organisations within the industrial training placement system (MYUM system) developed by CITra, students can forward the organisation's details to the Coordinator (danial@um.edu.my). The Coordinator then will forward the provided information to be uploaded by CITra into the MYUM system. Even after securing the offer letter to do the industrial training from said organisation, students must ensure that the organisation's details appeared in the MYUM system and that student has indicated the preferred company while submitting his/her online application to CITra.

General Rules for Industrial Training Placement

In order to get the most informative guidelines on what to expect before, during' and after the industrial training placement, students **MUST** read the **Industrial Training: Processes and Procedures for Students** (as provided by CITRA and please download on SPECTRUM for this course)

The document provides detailed instructions and information on the important steps involved from before the student even starts his/her industrial training programme to the end of the process. The document also provides information on the ethics and the rules of industrial training placement. Further step-by-step information is also provided on the process of submitting your online application to the MYUM system. Students are **encouraged to regularly visit** the student services counter at **CITra office at the Section for Co- curriculum, External Faculty Electives and TITAS (SKET Building)** in order to get the latest advice and information about industrial training programme. Nevertheless, it is the student's **primary responsibility** to ensure the following:

- I. Students **MUST** attend the **Preparatory Workshop** conducted by CITra or the Faculty. Please check on the CITra website for the list of said workshops. Alternatively, you may manually register for the workshop by visiting CITra's main office (SKET building).

- II. Students must properly enrol into the right code course for the Industrial Training Programme, 'AIE4001: Practicum'.
- III. Students who expect to undergo Industrial Training need to apply and obtain an industrial placement at their own initiatives.
- IV. Students who wish to undertake industrial training abroad (overseas) need to apply and obtain a proper travel documentation and visa at their own initiatives.

Students may also want to check the maximum cap (70% of the entire flight cost) funded by the University. See **Industrial Training Placement Programme Flow Chart/Gantt Chart – Local OR Industrial Training Placement Programme Flow Chart/Gantt Chart – Overseas**, as provided by CITRA. Alternatively, please download on SPECTRUM for this course, **AIE4001: Practicum**.

- V. It is important to note that the responsibility to obtain an industrial placement for minimal period of 16 working weeks lies strictly with the student, based on his/her negotiations with the organisations, and it must begin by the approved date, which is normally communicated by the Coordinator. Public holiday and leaves should not be counted as working hours.

- VI. After receiving the offer letter from the organisation, students **MUST** make sure that they get approval from the Coordinator and that they are registered in the MYUM online system before undergoing the training. A copy of this offer letter must be emailed to the Coordinator prior the starting dates of the placements. Approval **will NOT** be automatically granted. A student may be required to submit additional supporting information for the intended training to be approved.

- VII. Students should complete the training in continuous 16 weeks. Any unforeseen circumstances, including health issues or applying for leave must receive an approval from the Organisational Supervisor and should be communicated to the Coordinator.

- VIII. Students are **NOT ALLOWED** to change placements during the training period without obtaining written permission from the respective Coordinator.

The student is responsible for ensuring that all matters relating to the Industrial Training Programme are conducted in an ethical, conscientious, trustworthy and committed manner.

MUST BE DONE BEFORE REGISTRATION:

- One semester before (or two semesters before if placement is abroad**) the student must apply for a suitable Industrial Training placement under the supervision and approval of the Industrial Training Coordinator.
- Once approval and confirmation from the Industrial Training Coordinator is obtained, students are not allowed to change their Industrial Training placement.
- All students must have attended the **Pre-Industrial Training Workshop** organized by CITra before registration (i.e. at least the semester before).
- Attend an Industrial Training briefing organised by respective Faculty/Academy/Centre.
- Complete the Industrial Training placement application process within the specified time based on the Industrial Training Programme schedule set by the Faculty/Academy/Centre.

- Register for the Industrial Training course within the specified time (set by Admission & Exam Section).
- Ensure that the Industrial Training placement is not conducted in a family-owned organisation so as to avoid conflict of interest.

DURING INDUSTRIAL TRAINING

- Report for duty at the organisation within the specified time.
- Send confirmation form (UM-PT01-PK01-BR074-S00) to the Industrial Training Coordinator by no later than **13 September 2018 (before 3.00 PM)**.
- Maintain discipline and abide by all rules and regulations enforced by the organisation
- Ensure **FULL** attendance during the Industrial Training duration.

- Record activities/assignments given in the log book daily and to obtain weekly verification from the organisation Industrial Training supervisor.
- Submit a final report to the Industrial Training Coordinator within the specified time.
- Be present on-site during the visit by the Industrial Training Supervisor/ Lecturer appointed by the university and to complete the relevant documents required.
- Report immediately to the Industrial Training Coordinator in case of any problems pertaining to the Industrial Training Programme such as sexual harassment, bullying, inappropriate scope of work and others.
- Uphold the reputation of University of Malaya at all times.
- Maintain confidentiality and not disseminate/share any information related to the organisation to third parties.
- Maintain the security of properties belonging to the organisation.

AFTER INDUSTRIAL TRAINING

- Students must complete and submit all relevant documents such as reports of the Industrial Training.
- Programme, log books and feedback forms to the Industrial Training Coordinator within one week of the end of Industrial Training, based on the checklist provided.
- Inform and remind the organisation supervisor to complete and submit the evaluation form and Industrial Training feedback form to the Industrial Training Coordinator within the specified time

Assessment Method

The method of assessment for the AIE4001: Practicum is based on the following elements:

	Detailed of the Assessments	Score Rubrics (%)
1	Internal Supervisor's Appraisal Performance Report	20
2	Student Log Book (16 weeks)	15
3	Evidence of Workloads	10
4	Organisational Supervisor 's Appraisal Performance Report	20
5	Industrial Training Report	35
	Total	100 %

Detailed of the Assessments	Explanations/Formats
<p style="text-align: center;">Task I:</p> <p>Internal Supervisor's Appraisal Performance Report</p>	<p>To the discretion of the Department, visits by the Internal Supervisors will be conducted throughout the industrial training period. The organisation will be informed of the date and time of the visit without seeking consent from the students.</p> <p>The purpose of the visit is to ensure that the organisation is suitable and that it is providing students with the training that they need. These visits also allow the Department to obtain feedback on the training programme, the students' performance and training progress through discussion with the organisational supervisor.</p>

Additionally, these visits encourage further discussions on the possibility of establishing industrial relations between the University and organisations, as well as providing opportunities for the Department to survey for new industries or organisations as potential training placement in the future. It is not required for the students to receive feedback from the internal supervisor visits and it is up to the ultimate discretion of the internal supervisor to reveal his/her feedback to the students upon completing the Appraisal Performance Report. The report can be downloaded from SPECTRUM for this course, or by visiting the website: <http://fass.um.edu.my/departments/international-strategic-studies>

Task II:
Student Log Book (16 weeks)

Please download the template for the Log Book at:
<http://fass.um.edu.my/departments/international-strategic-studies>

The goal of keeping a log book is to record reflections concerning the student's learning opportunities and experiences during the industrial training placement. The log book provides training records and other evidence to Supervisors and Coordinators. It mirrors established professional practices of the working sector where incidents and related evidence are recorded as part of proper documentation procedures. The ultimate objective of the log book is to be a source of reference to prepare the Industrial Training Report.

Students must ensure that the log book is submitted together with the Industrial Training Report. The format of the document must be **font size 12, 1.5 spacing using the Arial font ONLY** and the document must be **black and white ONLY**. A soft copy of the report should be uploaded and submitted in the 'All Submissions' section on the SPECTRUM page for this course. Please include the **page numbers** at the bottom right corner of the document. The report must be submitted and uploaded into the SPECTRUM by no later than **12 December 2018 (before 3.00 PM)**.

All essays **MUST be written in English ONLY**. Other languages will not be accepted for submission. It is the student's primary responsibility to ensure the essay is free from any form of spelling errors, grammatical mistakes and illogical sentence structures. Please use EITHER the British or American English spelling, and DO NOT mix both types of spelling. **The Oxford English Dictionary** will be used as a primary reference for the language assessment. **No plagiarism will be tolerated** and the soft copy of the essay will be uploaded to the **Turnitin software** in order to detect any form of plagiarism.

Task III:
Evidence of Workloads

As part of the assessments, students must submit two (2) copies of the 'Evidence of the Workloads' produced by the student during his/her placement at the organisation. Please compile all evidence of workloads in a single PDF document before uploading and submitted it inside the SPECTRUM. Students must ensure that the 'Evidence of Workloads' must be **submitted together** with the Industrial Training Report. It should be submitted in the 'All Submissions' section on the SPECTRUM page for this course. The report must be submitted by no later than **12 December 2018 (before 3.00 PM)**.

It is the student's primary responsibility to ensure he/she has sought advice from his/her employer to ensure that no confidential materials are included in the report. The student should be able to present the report to prospective employers, as a complement to their degree. Any references used during the preparation of the report should be recognised using standard referencing formats (APA, MLA, Harvard, Chicago or Vancouver).

Task IV:
Organisational Supervisor's Appraisal
Performance Report

Students must complete Section A of the **Appraisal Performance Report** prior to submission to the organisational supervisor. The supervisor must complete the Section B of the report. The report can be either download from SPECTRUM or: <http://fass.um.edu.my/departments/international-strategic-studies>

A signed hard copy with the institutional stamp should be provided directly to the student, so the student may submit and upload the soft copy of the report in the 'All Submissions' section on the SPECTRUM page for this course. The report must be submitted to the student by no later than **12 December 2018 (before 3.00 PM)**.

Please retain the copy of the completed form for your records.

Task V:
Industrial Training Report

The industrial training report should be prepared upon completion of training. The report must demonstrate the student's technical knowledge, professional skills and other practical experiences that have been acquired through the industrial placement programme. The report also should demonstrate the student's communication skills within an International and Strategic Studies context appertaining to creating planning, procedural and evaluation documents, as well as communication decision-making related issues in a clear and concise manner through technical reports. The format of the report as follows:

- a) **Introduction/Preface Section** – A brief description of the activities of the organisation, organisational profile, vision and mission, structural organisation of main activities, titles and positions of the organisational supervisor and other information deemed necessary (no more than two pages)
 - I. **Summary of Duties** – This section should be a brief description of the time, duration and types of duty carried out during the training. The description must follow the schedule of the training in chronological order (8 weeks). The day when student is not on duty must be properly recorded with reasons given.

- II. **Working experience** – This section describes the industrial training experienced gained by the student. Some suggestion (but not limited to) project carried out, supervisory works, problems encountered and problem-solving process or approach.
- III. **Conclusion** – Students should provide an overall discussion in this section and arrive at a conclusion with regards to the industrial training undergone. Contents may include: types of major works performed, comments on whether the objectives of the AUEA2190: Practicum are met, and recommendations.

The number of words should not be exceeding 3000 words (including the title and the front page). The format of the document must be font size 12, 1.5 spacing using the Arial font ONLY and the document must be **black and white ONLY**. A soft copy of the report should be submitted and uploaded in the 'All Submissions' section on the SPECTRUM page for this course. The report must be submitted by no later than **12 December 2018 (before 3.00 PM)**.

All essays **MUST be written in English ONLY**. Other languages will not be accepted for submission. It is the student's primary responsibility to ensure the essay is free from any form of spelling errors, grammatical mistakes and illogical sentence structures. Please use EITHER the British or American English spelling, and DO NOT mix both types of spelling. **The Oxford English Dictionary** will be used as a primary reference for the language assessment. **No plagiarism will be tolerated** and the soft copy of the essay will be uploaded to the **Turnitin software** in order to detect any form of plagiarism.

Important Contact Details

Dr. Muhammad Danial Azman

Coordinator of the Industrial Training Programme
Department of the International and Strategic Studies, Faculty of Arts
and Social Sciences, University of Malaya,
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Tel: +603 7967 5678/5480/5481

Fax: +6037967 5483

Email: danial@um.edu.my, ecah82@um.edu.my,
queryfssjpas@um.edu.my

Datin Dr. Safiah Yusmah Binti Dato' Muhammad Yusoff

Deputy Dean (Undergraduate),
Faculty of Arts and Social Sciences, University of Malaya, 50603 Kuala
Lumpur, Malaysia

Tel: +603 7967 5502/5500/5501/5525/5526

Fax: +6037956 3454

Email: sastera@um.edu.my, dr.safiah@um.edu.my

Miss. Nurhafizah Jafri

Administrative Officer, Centre for the Initiation of Talent and Industrial
Training (CITra)

SKET Building, University of Malaya, 50603 Kuala Lumpur Malaysia

Tel: +603 7967 5408/5671/5950/

Email: hafizahjafri@um.edu.my

Website: <http://citra.um.edu.my/>

Appendix A: Sample of Opening Letter

28 January 2016 [date month and year]

The Full Address of the Organisation

[if possible find the specific individual name for reference] Sir, [please ensure you have the right salutation]

OPENING LETTER: SEEKING INDUSTRIAL TRAINING PLACEMENT IN MINISTRY OF FOREIGN AFFAIRS, BETWEEN JULY AND AUGUST 2016. [BOLD AND CAPITALISE THE TITLE

I am writing to seek an industrial training placement with the Ministry of Foreign Affairs of Malaysia. In addition, I am also presently enrolled as a final year student in the Bachelor of Arts (Honours) degree programme with majoring in International and Strategic Studies at Department of International and Strategic Studies, University of Malaya (enclosed with this request is the Letter of Recommendation from my Department).

I would be glad if the Ministry of Foreign Affairs of Malaysia would be able to assist me by providing places or temporary employment for a minimum of 8 weeks (starting in July), in order for me to gain first-hand professional experience in an industrial and corporate environment.

For the record, the University of Malaya had made a requirement for all the final year undergraduates to work full time (for minimum 16 weeks) with either public or private stakeholders. For that, I believe that your organisation could be the best and wisest options for me to observe all working and employment conditions and conducts in corporate environments, especially among those who seek an early career opportunity to join Ministry of Foreign Affairs of Malaysia

Please do not hesitate to contact me for further details and inquiries. Enclosed together with this letter is my resume for your perusals. I appreciate your confidence in me, and I am looking forward to having the opportunity to join your organisation. Thank you.

Sincerely,

[Student's Full Name]

Final Year Student (Undergraduate)

Department of International and Strategic
Studies University of Malaya

50603, Kuala Lumpur,

Malaysia Mobile: +x0x0x

x0x0x0x0x Email:

irstudent@gmail.com

Appendix B: Sample of Supporting Letter

28 January 2016 [date month and year]

The Full Address of the Organisation
(if possible find the specific individual name for reference) Sir,
[please ensure you have the right salutation]

APPLICATION FOR INTERNSHIP PLACEMENT [BOLD AND CAPITALISE THE TITLE]

This is to confirm that [student's name] (Matriculation Number: AEUXXXX) is currently a final year student at the Department of International and Strategic Studies, Faculty of Arts and Social Sciences, University of Malaya.

As part of graduation requirements, the student has to undertake internship beginning from 03 July 2016 until 04 September 2016.

The Department of International and Strategic Studies would be indeed grateful if you allow our student to intern with your organisation.

Your Sincerely,

DR. ROY ANTHONY ROGERS

Head of Department

Department of International and Strategic

Faculty of Arts and Social Sciences

University of Malaya

Appendix C: Template of the Log Book

<p>Recent passport size photo with a light blue background</p>
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Name:	
Matriculation Number:	
NRIC/Passport Number:	
Mobile Phone Number:	
Email:	
Next of Kin's Contact Number:	
Residential Address:	
Home Address:	
Organisation Name:	
Organisation Address:	
Telephone Number (Office):	
Organisational Supervisor:	
Telephone Number:	

DAILY TRAINING LOG

Training Week: _____

(Please specify training information by descriptive statement, tables, sketches, figures and etc)

Date	Time	Entry

Note: Please include attachment whenever necessary

Declaration

I hereby declare that all information provided above is true.

Signed by Student

Date

Signed by Supervisor