

 UNIVERSITI MALAYA KUALA LUMPUR	DEPARTMENT OF BUILDING SURVEYING FACULTY OF THE BUILT ENVIRONMENT University of Malaya, 50603 Kuala Lumpur Tel. No.: 03-7967 6899 Fax No.: 03-7967 5713 INDUSTRIAL TRAINING PROGRAMME
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SECTION A: STUDENT INFORMATION

Name:	
Course Code & Course : BCEC4281 INDUSTRIAL TRAINING	
Session : 2015/2016	Matric No.: BEB

SECTION B: ORGANISATION/FIRM

Name :			
Address :			
Tel /FaxNo:			
Name of Supervisor:			
Date & Time of visit:			
Program Duration :	20 weeks	From :	To :

SECTION C: INDUSTRIAL SUPERVISOR EVALUATION: Please tick (/) where applicable.

FACTORS	KI*	PO*	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
COMMUNICATION SKILLS							
1. Ability to present ideas clearly, effectively, and confidently in both oral and written forms	CS1	PO4, PO7					
2. Ability to practice active listening skills and provide feedback	CS2	PO2, PO4, PO7					
3. Ability to present clearly with confidence with the aid of technology appropriate to the level of the listener	CS3, CS4	PO2, PO6, PO7					
4. The ability to negotiate and reach an agreement	CS5	PO1, PO4					
5. Ability to develop interpersonal communication skills and communicate with others from different cultures	CS6, CS7	PO1, PO4					
6. Ability to use non-verbal skills (writing skills, technical skills, etc.)	CS8	PO2, PO7					
CRITICAL THINKING AND PROBLEM SOLVING SKILLS							
7. The ability to identify and analyse problems in complex and vague situations, as well as to make justified evaluations	CT1	PO1, PO6					
8. The ability to understand and to fit in with the culture of the community and new work environment	CT6	PO1, PO4					
9. The ability to persevere as well as to fully concentrate on a given task	CT7	PO1, PO4					

FACTORS	KI*	PO*	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
TEAMWORK SKILLS							
10. Ability to build good relations, interact with others and work effectively with them to achieve the same objectives	TS1	PO1, PO4, PO6					
11. Ability to recognize and respect the attitude, behaviour and belief of others	TS3	PO1, PO4, PO6					
LIFELONG LEARNING AND INFORMATION MANAGEMENT							
12. The ability to search and manage relevant Information from different sources	LL1	PO1, PO2, PO7					
13. The ability to accept new ideas and the capability for autonomous learning	LL2	PO1, PO4, PO6					
PROFESSIONAL ETHICS AND MORALS							
14. Ability to recognize the effects on the economy, environment and socio culture in professional practice	EM1	PO2, PO4					
15. The ability to practice ethically, apart from being responsible towards the society	EM3	PO1, PO2, PO4					
LEADERSHIP SKILLS							
16. Knowledge of basic leadership theory	LS1	PO4, PO7					

*KI and PO are for Faculty's Reference.

ASSESSMENT GUIDELINE

1 = UNABLE TO

2 = BARELY ABLE TO

3 = FAIRLY ABLE TO

4 = SUFFICIENTLY ABLE TO

5 = CLEARLY ABLE TO

SECTION D: STUDENT’S INVOLMENT DURING THE PROGRAM

(For Industry Supervisor, briefly describe the task/ project that was given to the student undergoing the program).
According to RICS Core Competency.

TASK/ACTIVITY	REMARKS
Building pathology	
Construction technology and environmental services	
Contract administration	
Design and specification	
Inspection	
Legal/regulatory compliance	

NOTE: students should be exposed to various tasks according to the above list during their industrial training.

SECTION E: ADDITIONAL COMMENTS/SUGGESTIONS BY INDUSTRY SUPERVISOR:

SECTION F: DECLARATION

I hereby certify that the overall performance of the student undergone this program has been

*** very poor/poor /satisfactory/good/excellent.** (* delete where appropriate)

Industrial Supervisor (with company stamping):

Signature:.....

Name:.....

Date:.....

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SECTION C: VISITING ACADEMIC SUPERVISOR EVALUATION: Based on the list of task/scope, please tick (/) where applicable. (Interview with Student)

Course Outcome (CO)*	PO*	Very POOR 1	POOR 2	Satisfactory 3	GOOD 4	EXCELLENT 5
CO1 Apply classroom learning in the actual building industry working environment	PO1, PO2					
CO2 Possess interpersonal and related building surveying managerial and technical skills	PO4, PO6					
CO3 Appreciate work ethics and professionalism in real working environment	PO2, PO4					
CO4 Appreciate the building surveying profession in building industry	PO4, PO6, PO7					

*CO and PO are for the Department's and Faculty's Reference only.

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SECTION D: ACADEMIC SUPERVISOR EVALUATION (Visiting Academic Supervisor Evaluation)

Please tick (/) where applicable.

FACTORS	VERY SATISFACTORY	SATISFACTORY	UNSATISFACTORY	VERY UNSATISFACTORY
Suitability of Workplace				
Suitability of Work scope/task given				
Suitability of Working environment/colleagues				

SECTION E: ADDITIONAL COMMENTS/SUGGESTIONS BY VISITING ACADEMIC SUPERVISOR

SECTION F: DECLARATION

I hereby certify that the overall performance of the student/intern undergone this program has been

*** very poor/poor /satisfactory/good/excellent. (* delete where appropriate)**

Visiting Academic Supervisor

Signature:.....

Name:.....

Date:.....

 <p style="font-size: 1.2em; margin: 0;">UNIVERSITI MALAYA</p> <p style="font-size: 0.8em; margin: 0;">KUALA LUMPUR</p>	<p>DEPARTMENT OF BUILDING SURVEYING FACULTY OF THE BUILT ENVIRONMENT University of Malaya, 50603 Kuala Lumpur Tel. No.: 03-7967 6899 Fax No.: 03-7967 5713</p> <p style="font-size: 1.2em; color: blue; font-weight: bold;"><i>INDUSTRIAL TRAINING PROGRAMME</i></p>
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Date & Time of visit:			
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SECTION C: STUDENT’S EVALUATION & FEEDBACK

Please tick (/) where applicable.

FACTORS	1	2	3	4	5
1. Suitability of work scope/task given					
2. Suitability of working environment/colleagues					
3. Meeting the Pro-Forma					
1. Difficulties and challenges faced by the students:					

SECTION D: ADDITIONAL COMMENTS/SUGGESTIONS BY STUDENT:

SECTION E: DECLARATION

I hereby certify that I have undergone this Industrial Training program

Student:

Signature:.....

Name:.....

Date:.....

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SECTION C: SUBMISSION OF LOG BOOK / TASK / REPORT (To be completed by Internship Coordinator)

Please tick (/) where applicable.

FACTOR	Very POOR 1	POOR 2	Satisfactory 3	GOOD 4	EXCELLENT 5
1. Log Book preparation					
2. Report preparation					
a) Structure or report (Abstract, Objective, Figures & Tables, Language, Neatness, Completeness)					
b) Introduction to the organization & Duties and responsibilities executed					
c) Review and analysis on the achievement of training objectives					
d) Recognize the impact of the task assigned to the professional practices					
e) Conclusion & recommendation					

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SECTION D: ADDITIONAL COMMENTS/SUGGESTIONS:

SECTION E: COORDINATOR'S DECLARATION

I hereby certify that the intern has submitted internship report and log book. I hereby certify that the overall performance of the student trainee in this organization has been ***satisfactory/ unsatisfactory.**
(* delete where appropriate)

Department Coordinator:

Signature:.....

Name:.....

Date:.....