

IMPORTANT REMINDER

Industry Training is conducted in the last semester and is a requirement in the Built Environment. It consists of two (2) categories:

- (a) Complete Industry Training for the period determined by each department.
- (b) Submit complete Industrial Training Records and Report.

Students are advised not to underestimate the Industrial Training and must always maintain the good name of the university.

The Senate had approved a guideline action for students who do not meet the requirements of the Industrial Training. Among the contents of the guidelines are:

- 1) If a student does not undergo Industrial Training fully, and the reason given is not acceptable by the department, the student will **NOT completing his/her studies** except doing the Industrial Training again.
- 2) If a student has been undergoing Industrial Training completely but do not submit records and report of Industrial Training or within the determined period do not to submit these records and report, student is required to repeat the whole exercise.

IMPORTANT REMINDER DURING TRAINING INDUSTRY

- 1) Make sure students complete the Student Information Card during Internship (LI - 1/07) and mail it to Industrial Training Coordinator Department each within **ONE week** from the date of placement.
- 2) Students must make a record of training every working day in the log book included.
- 3) Get the confirmation from the supervisor on every week for the filled log book sheet. If there is any changes for organisation's supervisor, please inform the Department Industrial Training Coordinator.
- 4) If the holiday with leave (due to illness), include a medical certificate (MC) and state in a diary log of the date hereof.

- 5) Students are not allowed to change industrial training places without approval of the Coordinator and Head of the Department.
- 6) A lecturer will visit students and evaluate the performance of the students during the training period.
- 7) Your performance will be evaluated by the employer / supervisor where you undergo training through Form Industrial Training Assessment (FAB2011). Students must ensure that the form is completed by the employer / supervisor and the fax and mailed to the department at week 15 and at the latest by the end of week 16.

GUIDE TO PREPARE INDUSTRIAL TRAINING RECORD

1. INTRODUCTION

This guide aims to help you to prepare Industrial Training Record.

2. FORMAT OF RECORDS

2.1. Training records should be typed neatly according to the requirements below:

- a. A4 white paper and the minimum weight of 70 grams.
- b. On one side only.
- c. Spacing 1 1 / 2 (one and one-half spacing)
- d. Font type Arial of size 11. For charts and graphs, any size allowed by format and space requirements.

2.2. The format of each page as shown in Figure A.

2.3. Records can be written either in English or Bahasa Melayu as whole.

2.4. Please refer to the requirements of the department for the preparation of the record.

2.5. Records must be bound using a tape binding with black tape or 'ring binding'. No need 'Hard cover'.

2.6. The thickness of the records only about \pm 30 pages only.

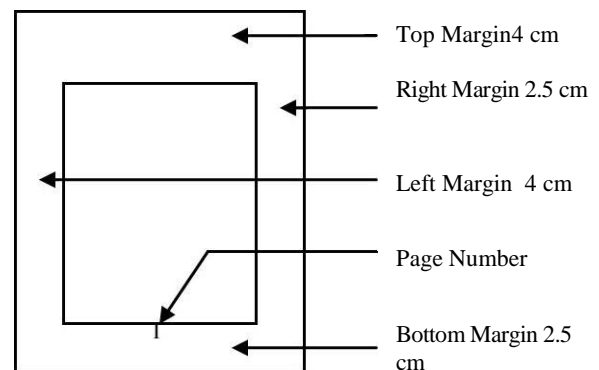


Figure A

3. NUMBER OF MANUSCRIPT

3.1 Each student is required to prepare a manuscript Record Industry Training only to be submitted to the department.

3.2 Students are encouraged to prepare a manuscript Record Industry Training bound for own purposes.

4 BUILDING SURVEYING DEPARTMENT REQUIREMENTS

Specific requirements for undergraduates Building Surveying are as follows:

1. Industrial Training is twenty (20) weeks i.e. during the last semester only.
2. Reports must be prepared according to the following order:
 - a. Acknowledgement
 - b. Conclusions for the industrial training by students in no more than 1000 words. This conclusion may include the following items:
 - i. The introduction of the firm / organisation
 - ii. The type of work done.
 - iii. The relevance of the work done by courses taken.
 - iv. Things learned from the supervisors, workers and materials - reference material when conducting the work.
 - v. Equipments, tools, computer equipment and software used to perform tasks
 - vi. The number and categories of workers to complete the project - duties as directed.
 - vii. The period given for completion of all work including preparation of documents and reports.
 - viii. Theoretical and practical knowledge of courses used in the work done.
 - ix. Problems faced during the execution of the work and general observations about efficiency management and implementation work.
 - x. Conclusions and review – review built on achievements of overall work.
3. Schedule of work that have been filled.
4. Sheets log filled and approved by supervisors company.
5. Evaluation of students on industrial training and firm where training through the form LI-5/09

6. SUBMISSION OF REPORT

a. The original completed logbook and final report need to be submitted to the Organisation Industrial Training Supervisor not later than one week after the end training for comment, authentication and signature and stamp of the supervisor of the company.

b. Students must submit the logbook and final report which was confirmed earlier to the Faculty of Built Environment Office not later than 8th July 2016, Friday, 5.00 p.m.

7. Front page and last page of the report and logbook should be using GREEN colored paper (150g card). The front page should be printed with the following information (please refer Appendix):

University Logo
Faculty of Built Environment
Department of Building Surveying,
Industrial training Report
BCEC4281

Student's name:

No. matrix:

Semester: Session:

Period / training time:

Name and address of the industrial training:

Tel: Fax: Email:

It is the student's responsibility to ensure that the records and forms LI-1/07 & FAB2011 submitted on time.

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