Guideline for Industrial Training Report

Cover

A Page of Abstract (10 marks)

Start your report with a brief abstract that describes in a few sentences:

- where you have done your industrial training,
- what you have done,
- what you have learned, and
- your achievement.

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Chapter 1 Introduction (10 marks)

Consist of brief explanation about:

- The training organization/company including:
  - organization's core business, organization's activity, and
  - number of staff.
- organization structure,
- information of the division/unit in which the practical training takes place,
- the training program which has been planned by the organization/company (please provide gantt chart).

Chapter 2 Specific Details on Projects/Training (40 marks)

- Introduction – brief explanation on projects/training.
- Objectives of project/training.
- Type of work done – for example design, analysis, preparation, maintenance, repair, computer software development etc.
- Hardware and software used for executing task.
- Given time period to complete all task (if applicable provide the gantt chart showing the start and end date of the task given).
- Theoretical and practical knowledge from Computer Science and Information Technology used for the task given.
- Problems faced during task execution, general skills and implementation management of task.
- Conclusion.

Chapter 3 Overall Information of the Industrial Training (10 marks)

- Things that has been learned from the supervisor, workers and reference material when conducting a task.
- Provide constructive comments of overall task performance.

Chapter 4 Conclusion (10 marks)

- State overall achievement of the Industrial Training (attach the Industrial Training Achievement Form in the Appendix).
- Problems faced during task execution and how to solve.
- Provide opinion and suggestion on how to improvement the training in the future.
- Reference.

Refference

Appendix

Industrial Training Achievement

Industrial Training Checklists

Writing Skills (10 marks)
- Arrangement, sentence structure and language style
- Suitable and clear diagram, table, chart, etc.

Report Format - refer to the UTM's Thesis Writing Guideline (10 marks)
- Arrangement and content of the report
- Size and format
- Reference format